



Governance Documents

Kelso Laddies Association SCIO
Scottish Charitable Incorporated Organisation
No. SC054065

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CONSTITUTION

Of

Kelso Laddies Association SCIO

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GENERAL

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

Name

The name of the organisation is “Kelso Laddies Association SCIO”

Purposes

- 3 The organisation’s purposes are:
 - 3.1 The advancement of citizenship or community development through
 - a) promoting and upholding the heritage and traditions of Kelso Civic Week;
 - b) organising events and activities relating to Kelso Civic Week; and
 - c) working with the Ex-Kelso Laddies Club, who elect the Kelso Laddie, in furtherance of the purposes.

Powers

- 4 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 5 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation’s existence or on dissolution - except where this is done in direct furtherance of the organisation’s charitable purposes.
- 6 Clause 5 does not prevent the organisation making any payment which is permitted under clauses 93 to 97 (remuneration and expenses).

Liability of members

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.

- 8 The members and charity trustees have certain legal duties under the Scottish Charities Act; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties, or in breach of other legal obligations or duties that apply to them personally.

General structure

- 9 The structure of the organisation consists of:
- (a) the MEMBERS - who have the right to participate in members' meetings (including any annual members' meeting) and have important powers under the constitution; for example, the members elect people to serve on the board and take decisions on changes to the constitution itself;
 - (b) the BOARD OF CHARITY TRUSTEES - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as GENERAL COMMITTEE or charity trustees.

MEMBERS

Qualifications for membership

- 11 Membership is open to any individual aged 16 or over who supports the aims of the organisation, in the following categories:
- (a) Patrons - individuals who require to pay an annual membership subscription;
 - (b) Honorary Life Members - individuals who do not require to pay an annual membership subscription.

Together the Patrons and Honorary Life Members are referred to throughout this document as "members".

- 12 Employees of the organisation are not eligible for membership; and a person who becomes an employee of the organisation after admission to membership will automatically cease to be a member.

Application for membership

- 13 Any person who wishes to become a member must submit a written application for membership and lodge this with the organisation along with payment of the annual membership subscription (subject to clause 17); the application will then be considered by the General Committee at the next board meeting.
- 14 The General Committee may, at its discretion, refuse to admit any person to membership.
- 15 The General Committee must notify each applicant promptly (in writing or by email) of its decision on whether or not to admit them to membership and the category of membership;

if the decision was to refuse admission or to admit as an Honorary Life Member, the General Committee shall return to the applicant the payment made by them under clause 13.

Membership subscription

- 16 Members in category (a) Patrons shall require to pay an annual membership subscription determined by the members annually in accordance with clause 20.
- 17 No membership subscription shall be payable for members in category (b) Honorary Life Members.
- 18 The members will set the amount of the annual membership subscription and/or the date on which it falls due in each year, by way of a resolution to that effect passed at an AGM.
- 19 If the membership subscription payable by any member remains outstanding more than 4 weeks after the date on which it fell due – and providing they have been given at least one written reminder – the General Committee may, by resolution to that effect, expel them from membership.
- 20 A person who ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.

Register of members

- 21 The General Committee must keep a register of members, setting out:
 - (a) for each current member:
 - a) their full name and address; and
 - b) the date on which they were registered as a member of the organisation;
 - (b) for each former member - for at least six years from the date on which they ceased to be a member:
 - a) their name; and
 - b) the date on which they ceased to be a member.
- 22 The General Committee must ensure that the register of members is updated within 28 days of any change:
 - (a) which arises from a resolution of the General Committee or a resolution passed by the members of the organisation; or
 - (b) which is notified to the organisation.
- 23 If a member or charity trustee of the organisation requests a copy of the register of members, the General Committee must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the General Committee may provide a copy which has the addresses blanked out.

Withdrawal from membership

- 24 Any person who wants to withdraw from membership must submit a notice of withdrawal to the organisation (either in writing or by email); they will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

- 25 Membership of the organisation may not be transferred by a member.

Re-registration of members

- 26 The General Committee may, at any time, issue notices to the members (either in writing or by email) requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the General Committee.
- 27 If a member fails to provide confirmation to the General Committee (in writing or by email) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 26, the General Committee may expel them from membership.
- 28 A notice under clause 26 will not be valid unless it refers specifically to the consequences (under clause 27) of failing to provide confirmation within the 28-day period.

Expulsion from membership

- 29 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:
- (a) 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;
 - (b) the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination of membership

- 30 Membership of the organisation will terminate on death.

DECISION-MAKING BY THE MEMBERS

Members' meetings

- 31 The General Committee must arrange a meeting of members (an annual members' meeting or "AGM") each calendar year.
- 32 The gap between one AGM and the next must not be longer than 15 months.

33 Notwithstanding clause 31, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.

34 The business of each AGM must include:

- (a) a report by the chair on the activities of the organisation;
- (b) consideration of the annual accounts of the organisation;
- (c) the election/re-election of charity trustees, as referred to in clauses 71 to 74.

35 The General Committee may arrange a special members' meeting at any time.

Power to request the General Committee to arrange a special members' meeting

36 The General Committee must arrange a special members' meeting if they are requested to do so by a notice (in writing or by email) by members who amount to 5% or more of the total membership of the organisation at the time, providing:

- (a) the notice states the purposes for which the meeting is to be held; and
- (b) those purposes are not inconsistent with the terms of this constitution, the Scottish Charities Act or any other statutory provision.

37 A notice under clause 36 may take the form of:

- (a) two or more documents in the same terms, each signed by one or more members; and/or
- (b) a number of emails, each issued by a member;

and the General Committee will be taken to have received the notice on the date on which they receive sufficient documents and/or emails to equal or exceed the 5% threshold referred to in clause 36.

38 If the General Committee receive a notice under clause 36, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

39 At least 14 clear days' notice must be given of any AGM or any special members' meeting.

40 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

- (a) in the case of any resolution falling within clause 55 (requirement for two-thirds majority) must set out the exact terms of the resolution; and
- (b) in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s).

- 41 The reference to “clear days” in clause 39 shall be taken to mean that, in calculating the period of notice:
- (a) the day after the notices are posted (or sent by email) should be excluded; and
 - (b) the day of the meeting itself should also be excluded.
- 42 Notice of every members' meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members or charity trustees will not invalidate the proceedings at the meeting.
- 43 Any notice which requires to be given to a member under this constitution must be:
- (a) sent by post to the member, at the address last notified by them to the organisation; or
 - (b) sent by email to the member, at the email address last notified by them to the organisation.
- 44 If members and charity trustees are to be permitted to participate in a members’ meeting by way of audio and/or audio-visual link(s) (see clause 45), the notice (or notes accompanying the notice) must:
- (a) set out details of how to connect and participate via that link or links; and
 - (b) (particularly for the benefit of those members who may have difficulties in using a computer or laptop for this purpose) draw members' attention to the following options:
 - (i) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
 - (ii) (where attendance in person is to be permitted, either on an open basis or with a restriction on the total number who will be permitted to attend) attending and voting in person at the meeting;

Procedure at members’ meetings

- 45 The General Committee may if they consider appropriate (and must, if this is required under clause 46) make arrangements for members and charity trustees to participate in members’ meetings by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting, providing:
- (a) the means by which members and charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all or a significant proportion of the membership - a barrier to participation;
 - (b) the notice calling the meeting (or notes accompanying the notice) contains the information required under clause 44; and

- (c) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those members and charity trustees who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those members and charity trustees (if any) who are attending in person (and vice versa).
- 46 If restrictions arising from public health legislation or guidance are likely to mean that attendance in person at a proposed members' meeting would not be possible or advisable for all or a significant proportion of the membership, the General Committee must make arrangements for members and charity trustees to participate in that members' meeting by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting; and on the basis that the requirements set out in paragraphs (a) to (c) of clause 45 will apply.
 - 47 A members' meeting may involve two or more members or charity trustees participating via attendance in person while other members and/or charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
 - 48 The quorum for a members' meeting is one third of total members, or 2 people (whichever is higher), present in person.
 - 49 An individual participating in a members' meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a member, will be deemed to be in attendance) at the meeting.
 - 50 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
 - 51 The chair of the organisation should act as chairperson of each members' meeting.
 - 52 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the vice chair will chair the meeting in the chair's absence. If neither the chair or the vice chair is present within 15 minutes after the time at which the meeting was due to start (or are not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members' meetings

- 53 Every member has one vote, which must be given personally (subject to clause 58).
- 54 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 55.
- 55 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 62):
 - (a) a resolution amending the constitution;

- (b) a resolution expelling a person from membership under clause 29;
 - (c) a resolution removing a person from office as a charity trustee under paragraph (i) of clause 77;
 - (d) a resolution directing the General Committee to take any particular step (or directing the General Committee not to take any particular step) under clause 88;
 - (e) a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
 - (f) a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
 - (g) a resolution for the winding up or dissolution of the organisation.
- 56 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 57 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 58 Where members are participating in a meeting via an audio or audio-visual link, they may cast their votes on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically - and providing the General Committee have no reasonable grounds for suspicion as regards authenticity, any such action shall be deemed to be a vote cast personally via a show of hands.
- 59 The chairperson will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.
- 60 Where members are participating in a meeting via audio and/or audio-visual links, the chairperson's directions regarding how a secret ballot is to be conducted may allow those members to cast their votes on the secret ballot via any or all of the methods referred to in clause 58, providing reasonable steps are taken to preserve anonymity (while at the same time, addressing any risk of irregularities in the process).

Technical objections to remote participation in members' meetings

- 61 This constitution imposes certain requirements regarding the use of audio and/or audio-visual links as a means of participation and voting at members' meetings; providing the arrangements made by the General Committee in relation to a given members' meeting (and the manner in which the meeting is conducted) are consistent with those requirements:
- (a) a member cannot insist on participating in the members' meeting, or voting at the members' meeting, by any particular means;
 - (b) the members' meeting need not be held in any particular place;

- (c) the members' meeting may be held without any particular number of those participating in the meeting being present in person at the same place (but, notwithstanding that, the quorum requirements - taking account of those participating via audio and/or audio-visual links - must still be met);
- (d) the members' meeting may be held by any means which permits those participating in the meeting to hear and contribute to discussions at the meeting;
- (e) a member will be able to exercise the right to vote at the members' meeting (including where a secret ballot is to be held) by such means as is determined by the chairperson of the meeting (consistent with the arrangements made by the General Committee) and which permits that member's vote to be taken into account in determining whether or not a resolution is passed.

Written resolutions by members

- 62 A resolution agreed to in writing (or by email) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

Minutes of members' meetings

- 63 The General Committee must ensure that proper minutes are kept in relation to all members' meetings, and that a proper record is kept of all resolutions agreed to in writing or by email under clause 62.
- 64 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 65 The records of resolutions kept under clause 63 must include confirmation that all members agreed to the resolution; and should be signed by the chair of the organisation.

GENERAL COMMITTEE

Number of charity trustees

- 66 The maximum number of charity trustees is 40; out of that:
- (a) no more than 37 shall be charity trustees who were elected/appointed under clauses 71 to 74 (or deemed to have been appointed by the members under clause 70); and
 - (b) no more than 3 shall be charity trustees who were co-opted by the General Committee under the provisions of clauses 75 and 76.
- 67 The minimum number of charity trustees is 3, no less than 1 should be an Ex-Kelso Laddie.

Eligibility

- 68 A person shall not be eligible for election/appointment to the General Committee under clauses 71 to 74 unless they are a member of the organisation; a person appointed to the

General Committee under clauses 75 and 76 need not, however, be a member of the organisation.

69 A person will not be eligible for election or appointment to the General Committee if they are:

- (a) disqualified from being a charity trustee under the Scottish Charities Act; or
- (b) an employee of the organisation.

Initial charity trustees

70 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

Election, retiral, re-election

71 At each AGM, the members may elect any member (subject to clause 66, and providing they are not debarred under clause 69) to be a charity trustee.

72 The General Committee may at any time appoint any member (subject to clause 66, and providing they are not debarred under clause 69) to be a charity trustee.

73 At each AGM, all of the charity trustees elected/appointed under clauses 59 and 60 (and, in the case of the first AGM, those deemed to have been appointed under clause 58) shall retire from office – but shall then be eligible for re-election under clause 59.

74 A charity trustee retiring at an AGM will be deemed to have been re-elected unless:

- (a) they advise the General Committee prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
- (b) an election process was held at the AGM and they were not among those elected/re-elected through that process; or
- (c) a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

75 In addition to their powers under clause 72, the General Committee may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 66, and providing they are not debarred under clause 69) on the basis that they have specialist experience and/or skills which could be of assistance to the General Committee.

76 At each AGM, all of the charity trustees appointed under clause 75 shall retire from office – but shall then be eligible for re-appointment by the General Committee (after the AGM) under that clause.

Termination of office

77 A charity trustee will automatically cease to hold office if:

- (a) they become disqualified from being a charity trustee under the Scottish Charities Act;
- (b) they become incapable for medical reasons of carrying out their duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
- (c) (in the case of a charity trustee elected/appointed under clauses 71 to 74, or deemed to have been appointed by the members under clause 70) they cease to be a member of the organisation;
- (d) they become an employee of the organisation;
- (e) they give the organisation a notice of resignation (either in writing or by email);
- (f) they are absent (without good reason, in the opinion of the General Committee) from more than three consecutive General Committee meetings - but only if the General Committee resolve to remove them from office;
- (g) they are removed from office by resolution of the General Committee on the grounds that they are considered to have committed a serious breach of the code of conduct for charity trustees (as referred to in clause 98);
- (h) they are removed from office by resolution of the General Committee on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Scottish Charities Act; or
- (i) they are removed from office by a resolution of the members passed at a members' meeting.

78 A resolution under paragraph (g), (h) or (i) of clause 77 shall be valid only if:

- (a) the charity trustee concerned is given reasonable prior notice (in writing or by email) of the grounds upon which the resolution for their removal is to be proposed;
- (b) the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote;
- (c) (in the case of a resolution under paragraph (g) or (h)) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution; and
- (d) (in the case of a resolution under paragraph (i)) at least two thirds (to the nearest round number) of the votes cast in relation to the resolution were in favour of the resolution.

Register of charity trustees

- 79 The General Committee must keep a register of charity trustees, setting out:
- (a) for each current charity trustee:
 - (i) their full name and address;
 - (ii) the date on which they were appointed as a charity trustee; and
 - (iii) any office held by them in the organisation;
 - (b) for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
 - (i) the name of the charity trustee;
 - (ii) any office held by them in the organisation; and
 - (iii) the date on which they ceased to be a charity trustee.
- 80 The General Committee must ensure that the register of charity trustees is updated within 28 days of any change:
- (a) which arises from a resolution of the General Committee or a resolution passed by the members of the organisation; or
 - (b) which is notified to the organisation.
- 81 If any person requests a copy of the register of charity trustees, the General Committee must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the General Committee may provide a copy which has the addresses blanked out - if the organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

- 82 The General Committee of charity trustees must elect (from among themselves) a president, chair, a treasurer and a secretary, who shall be the office bearers and may operate as the Executive Committee.
- 83 In addition to the office-bearers required under clause 82, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 84 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected by the General Committee (after the AGM) under clause 82 or 83.
- 85 A person elected to any office will automatically cease to hold that office:
- (a) if they cease to be a charity trustee; or
 - (b) if they give to the organisation a notice of resignation from that office (either in writing or by email).

Powers of General Committee

- 86 Except where this constitution states otherwise:
- (a) the organisation (and its assets and operations) will be managed by the General Committee; and
 - (b) the General Committee may exercise all the powers of the organisation.
- 87 A meeting of the General Committee at which a quorum is present may exercise all powers exercisable by the General Committee.
- 88 The members may, by way of a resolution passed in compliance with clause 55 (requirement for two-thirds majority), direct the General Committee to take any particular step or direct the General Committee not to take any particular step; and the General Committee shall give effect to any such direction accordingly.

Charity trustees - general duties

- 89 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:
- (a) seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - (c) in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - a) put the interests of the organisation before that of the other party; or
 - b) where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
 - (d) ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Scottish Charities Act.
- 90 In addition to the duties outlined in clause 89, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring:
- (a) that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - (b) that any charity trustee who has been in serious or persistent breach of those duties is removed as a charity trustee.

Conflicts of interest involving charity trustees - general

- 91 The General Committee must use every effort to ensure that conflicts of interest involving charity trustees (including those which relate to individuals or bodies connected with charity trustees) are identified at the earliest opportunity and appropriately managed; the following provisions of this constitution are of particular relevance:
- (a) clauses 92 and 95 require charity trustees to declare any personal interest which they may have in any transaction or other arrangement with the organisation;
 - (b) clause 116 prohibits a charity trustee with a personal interest in a proposed arrangement from voting on the question of whether the organisation should enter into that arrangement;
 - (c) clause 94 (reflecting similar provisions contained in the Scottish Charities Act) sets out restrictions and conditions for any arrangement under which remuneration would be paid to a charity trustee (or where the charity trustee might benefit from remuneration paid to a connected party).
- 92 In addition to complying with the provisions referred to in clause 91:
- (a) the General Committee must maintain a register of charity trustees' interests;
 - (b) the chairperson of each General Committee meeting must invite declarations of interest, shortly after the start of the meeting;
 - (c) the minutes of each General Committee meeting must record any conflicts of interest which have been declared at the meeting, and must set out in detail how any such conflicts of interest have been managed.

Remuneration and expenses

- 93 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out their duties as a charity trustee.
- 94 Where a charity trustee provides services to the organisation or might benefit from any remuneration paid to a connected party for such services:
- (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable;
 - (b) the General Committee must be satisfied that it would be in the interests of the organisation to enter into the arrangement (taking account of that maximum amount); and
 - (c) less than half of the charity trustees must be receiving remuneration from the organisation (or benefit from remuneration of that nature).
- 95 Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which they have a personal interest where that is not prohibited under clause 93 or 94; and (subject to clause

94 and to the provisions relating to remuneration for services contained in the Scottish Charities Act), they may retain any personal benefit which arises from that arrangement.

96 The organisation may also enter into an arrangement with a member who is not a charity trustee (or with a person or body *connected* with a member who is not a charity trustee) under which that member (or the connected person or body) receives payment for goods or services provided by them to the organisation, but only if:

- (a) the terms and conditions (including the amount of the payment(s)) are at least as good (from the organisation's point of view) as those which would be expected if the goods or services had been sourced on the open market; and
- (b) the General Committee are satisfied, after careful consideration, that the arrangement is in the best interests of the organisation;

and the same principles will apply in relation to any arrangement under which a member (or a person or body connected with a member) lets premises to the organisation or makes a loan to the organisation.

97 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties. All expenses should be approved by two Office Bearers, in the first instance the Chairman and Treasurer, prior to incurring any expenses.

Code of conduct for charity trustees

98 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the General Committee from time to time.

99 The code of conduct referred to in clause 98 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Scottish Charities Act; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of General Committee meetings

100 Any charity trustee may call a meeting of the General Committee or may ask the secretary to call a meeting of the General Committee.

101 At least 7 days' notice must be given of each General Committee meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

102 If charity trustees are to be permitted to participate in a General Committee meeting by way of audio and/or audio-visual link(s), the charity trustees must, in advance of the meeting, be provided with details of how to connect and participate via that link or links; and (particularly for the benefit of those charity trustees who may have difficulties in using a

computer or laptop for this purpose) the charity trustees' attention should be drawn to the following options:

- (a) participating in the meeting via an audio link accessed by phone, using dial-in details (if that forms part of the arrangements);
- (b) (where attendance in person is to be permitted, either on an open basis or subject to a restriction on the total number who will be permitted to attend) the ability to attend the meeting in person.

Procedure at General Committee meetings

- 103 No valid decisions can be taken at a General Committee meeting unless a quorum is present; the quorum for General Committee meetings is one third of charity trustees, present in person.
- 104 An individual participating in a General Committee meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a charity trustee, will be deemed to be in attendance) at the meeting.
- 105 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 103, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 106 The chair of the organisation should act as chairperson of each General Committee meeting.
- 107 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the vice chair will chair the meeting in the chairperson's absence. If neither the chairperson or vice chair are not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 108 Every charity trustee has one vote, which must be given personally (subject to clause 114).
- 109 All decisions at General Committee meetings will be made by majority vote.
- 110 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 111 The General Committee may if they consider appropriate (and must, if this is required under clause 112), allow charity trustees to participate in General Committee meetings by way of an audio and/or audio-visual link or links which allow them to hear and contribute to discussions at the meeting, providing:
 - (a) the means by which charity trustees can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all, or a significant proportion, of the charity trustees - a barrier to participation; and

- (b) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those charity trustees who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those charity trustees (if any) who are attending in person (and vice versa).
- 112 If restrictions arising from public health legislation or guidance are likely to mean that attendance in person at a proposed General Committee meeting would not be possible or advisable for one or more of the charity trustees, the General Committee must make arrangements for charity trustees to participate in that General Committee meeting by way of audio and/or audio-visual link(s); and on the basis that:
 - (a) the requirements set out in paragraphs (a) and (b) of clause 111 will apply; and
 - (b) the General Committee must use all reasonable endeavours to ensure that all charity trustees have access to one or more means by which they may hear and contribute to discussions at the meeting.
- 113 A General Committee meeting may involve two or more charity trustees participating via attendance in person while other charity trustees participate via audio and/or audio-visual links; or it may involve participation solely via audio and/or audio-visual links.
- 114 Where a charity trustee or charity trustees are participating in a General Committee meeting via an audio or audio-visual link, they may cast their vote on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, or by way of a message sent electronically.
- 115 The General Committee may, at its discretion, allow any person to attend (whether in person or by way of an audio or audio-visual link) and speak at a General Committee meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
- 116 A charity trustee must not vote at a General Committee meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; they must withdraw from the meeting while an item of that nature is being dealt with.
- 117 For the purposes of clause 116:
 - (a) an interest held by an individual who is “connected” with the charity trustee under section 68(2) of the Scottish Charities Act (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that charity trustee;
 - (b) a charity trustee will (subject to clause 118) be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative (or a body in relation to which they are a major shareholder or have some other significant financial interest) has an interest in that matter.
- 118 Where a subsidiary of the organisation has an interest in a particular matter which is to be considered by the General Committee, a charity trustee who is also a director of that

subsidiary will not be debarred from voting on that matter (unless they have a different personal interest in that matter, unrelated to their position as a director of that subsidiary).

Technical objections to remote participation in General Committee meetings

- 119 The principles set out in clause 61 (technical objections to remote participation) shall apply in relation to remote participation and voting at General Committee meetings, as if each reference in that clause to a member were a reference to a charity trustee and each reference in that clause to a members' meeting were a reference to a General Committee meeting.

General Committee resolutions agreed in writing or by email

- 120 A resolution agreed to in writing (or by email) by a majority of the charity trustees then in office shall (subject to clauses 121 and 122) be as valid as if duly passed at a General Committee meeting.
- 121 A resolution under clause 120 shall not be valid unless a copy of the resolution was circulated to all of the charity trustees, along with a cut-off time (which must be reasonable in the circumstances) for notifications under clause 122.
- 122 If a resolution is circulated to the charity trustees under clause 121, any one or more charity trustees may, following receipt of a copy of the resolution, notify the secretary that they consider that a General Committee meeting should be held to discuss the matter which is the subject of the resolution; and if any such notification is received by the secretary prior to the cut-off time:
- (a) the secretary must convene a General Committee meeting accordingly, and on the basis that it will take place as soon as reasonably possible;
 - (b) the resolution cannot be treated as valid under clause 120 unless and until that General Committee meeting has taken place;
 - (c) the General Committee may (if they consider appropriate, on the basis of the discussions at the meeting) resolve at that General Committee meeting that the resolution should be treated as invalid, notwithstanding that it had previously been agreed to in writing (or by email) by a majority of the charity trustees then in office.

Minutes of General Committee meetings

- 123 The General Committee must ensure that proper minutes are kept in relation to all General Committee meetings and meetings of sub-committees; and that a proper record is kept of all resolutions agreed to (in writing or by email) by the charity trustees under clause 120. Meetings of sub-committees relating to finance and Executive Committee meetings must be minuted. Meetings of sub-committees relating to the organisation of events are not required to be minuted, however, the organisation should be updated at General Committee meetings.
- 124 The minutes to be kept under clause 123 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

- 125 The records of resolutions kept under clause 123 must include the names of those charity trustees who agreed to the resolution (as well as the names of any charity trustees who stated that they disagreed with the resolution); and should be signed by the chair of the organisation.

ADMINISTRATION

Delegation to sub-committees

- 126 The General Committee may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 127 The General Committee may also delegate to the Executive Committee, such of their powers as they may consider appropriate.
- 128 When delegating powers under clause 126 or 127, the General Committee must set out appropriate conditions (which must include an obligation to report regularly to the General Committee).
- 129 Any delegation of powers under clause 126 or 127 may be revoked or altered by the General Committee at any time.
- 130 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the General Committee.

Operation of accounts

- 131 The General Committee should ensure that the systems of financial control adopted by the organisation in relation to the operation of the organisation's bank accounts (including online banking) reflect the recommendations made from time to time by the organisation's auditors (or independent examiners) or other external accountants.

Accounting records and annual accounts

- 132 The General Committee must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 133 The General Committee must prepare annual accounts, complying with all relevant statutory requirements; and
- (a) if an audit is required under any statutory provisions (or if the General Committee consider that an audit would be appropriate for some other reason), the General Committee should ensure that an audit of the accounts is carried out by a qualified auditor;
 - (b) if an audit is not carried out, the General Committee must ensure that an independent examination of the accounts is carried out by a qualified independent examiner.

MISCELLANEOUS

Winding-up

- 134 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Scottish Charities Act.
- 135 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution; and the named recipient body (or bodies) in the resolution for the winding-up and dissolution of the organisation must also comply with any additional requirements which apply at the time under the regulations which govern the winding up and dissolution of SCIOs.

Alterations to the constitution

- 136 This constitution may (subject to clause 137) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 55) or by way of a written resolution of the members.
- 137 The Scottish Charities Act prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 138 References in this constitution to the Scottish Charities Act should be taken to include:
- (a) any statutory provision which adds to, modifies or replaces that Act; and
 - (b) any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph (a) above.
- 139 In this constitution:
- (a) "Scottish Charities Act" means (subject to clause 138) the Charities and Trustee Investment (Scotland) Act 2005;
 - (b) "charitable purpose" means a charitable purpose under section 7 of the Scottish Charities Act which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

CREDIT: This Constitution Document is based on a model provided by SCVO and Burness Paull. © 2022. The Scottish Council for Voluntary Organisations (SCVO) is a Scottish Charitable Incorporated Organisation. Charity registered in Scotland SC003558.

Code of Conduct: Members of the Kelso Laddies Association SCIO

1.0 INTRODUCTION

We recognise the need to adopt and comply with an appropriate Code of Conduct as part of good governance and best practice. We promote and expect the highest standards of governance, integrity and ethical behaviour to be demonstrated by all of our members at all of our meetings, events and activities, especially more so when representing the Association as a guest, or in a formal capacity at external meetings, events or activities.

1.1 This document contains a number of references, which, for the avoidance of doubt, are defined as follows: The Association means The Kelso Laddies Association SCIO. SCIO means Scottish Charitable Incorporated Organisation. This Code of Conduct will be referred to as the “Code”, “You and or Your” and or “Member (s)” means a member of the Association including, Trustees, General Members (Patrons), Office-bearers, Executive Committee Members, elected Committee Members, Co-opted Members, Members of any Sub-groups and Volunteers, who have understood and agreed to the content of this document on being elected or appointed to Association. “We and or Us” means the Kelso Laddies Association SCIO and may also be referred to “KLASCIO” and or “The Association”.

1.2 This code applies to all members of KLASCIO including Trustees, General Members (Patrons), Office-bearers, Executive Committee Members, elected Committee Members, Co-opted Members, Members of any Sub-groups and Volunteers.

1.3 This Code frames the requirements and expectations which members of the Association are expected to observe during the term of their membership. Members have a personal responsibility and duty to always uphold the requirements of this Code. On becoming a member of the Association or being appointed, you must acknowledge you have read, understood and agreed to the content of this document. Should you not agree to any the parts or points within this document, you should consider if membership of the Association is the right for you. Members of the Association are responsible for ensuring that they are familiar with the terms of this Code and that they always act in a manner which complies with its requirements and expectations. You must also ensure you are familiar with any other documentation which complement and support this Code.

1.4 We have adopted the Seven Principles of Behaviour (sometimes referred to The Nolan Principles), which are widely used, particularly in the Public Sector, to structure our Code and should be used as Guidance. It should be emphasised that the guidance is not exhaustive and that Members are responsible for ensuring that their actions and conduct meet the high standards expected by the Association at all times.

2.0 THE PRINCIPLES OF THIS CODE

The principles referred to in section 1.4 are Selflessness, Openness, Honesty, Objectivity, Integrity, Accountability and Leadership.

2.1 **Selflessness:** You must act in the best interests of the Association and take decisions that support and promote our aims and objectives as highlighted in our Constitution and our vision and values.

2.1.1 Members conduct, actions and decisions should always be in a manner that forwards the best interests of the Association.

2.1.2 Members should not use their position as a member of the Association inappropriately for any personal gain or advantage of themselves or others.

2.1.3 Members should consider and respect the views, opinions and needs of others.

2.1.4 Members should accept and respect any decisions made by the Association in the proper manner.

2.1.5 Members should never publicly criticise any decisions made by the Association or make negative comments about the Association, either verbally, written or by any other method including electronically or via social media. Should members have any grievances or strong opinions, these should be discussed with the Chairperson of the Association.

2.1.6 During meetings, members should act appropriately, be respectful of others in the meetings and always take guidance and instruction from the Chairperson.

2.2 Openness: members should act and take decisions in an open and transparent manner.

2.2.1 Members are required to declare and record all relevant personal and business interests. Potential conflicts of interest must be managed appropriately and as such, avoid situations that could give rise to any suspicion. Should any member have either a Personal or Appointment this must be Identified and declared as soon as possible and managed appropriately which may include withdrawal from meetings, exclusion from discussions and decisions. Such incidents, where conflicts of interest arise, must be recorded accurately and the Association should learn from these scenarios which may help in the review of policy documents.

2.2.2 Members must carefully consider when being offered gifts or hospitality from individuals or external organisations which may be perceived by others as impropriety or may be considered to be seen as influencing your actions.

2.2.3 Members are to be open about their decisions and actions and should feel comfortable in justifying them if required.

2.3 Honesty: Members must be Honest and Truthful.

2.3.1 Members must demonstrate honesty in all their actions and keep within the law at all times, members who break the law may be subject to formal Police investigations.

2.3.2 Members are prohibited from giving or receiving bribes of any kind. Any cases of bribery should immediately be reported to the Chairman of the Association. If the report is about the Chairman, the same should be reported to the Vice Chairman.

2.3.3 Members must report any evidence or suspicion of any dishonest or unlawful activities immediately to the Chairperson. If the report is about the Chairman, the same should be reported to the Vice Chairman.

2.4 Objectivity: Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

2.4.1 Members should make decisions that are supportive of our constitution, vision and values.

2.4.2 Members should make decisions to the best of their ability with the information available to them at the time and should consider deferring a decision if not all the facts and information required is available.

2.4.3 Members should not be influenced by inappropriate sources.

2.4.4 Members should be prepared to offer information to aid others in the Association to make informed decisions and should not withhold such information to distort the outcome.

2.5 Integrity: Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

2.5.1 from time to time, members may be exposed to private and confidential information, members should respect the nature of this information and should not disclose it to anyone who is entitled to it.

2.5.2 Members should always act in a in a courteous and professional manner that promotes and forwards the interests of the Association.

2.5.3 Members should not communicate, by any method, in a manner that demeans the Association and or its members. Members should not speak or communicate publicly unless prior approval has been granted by the committee.

2.5.4 Members should execute any tasks and fulfil their duties to the best of their ability using sound judgement and strict morals.

2.5.5 Members should be in a position where they can devote the time required to give the required contribution to the Association.

2.5.6 Members must observe this Code and assist others to comply with it.

2.6 Accountability: Members are accountable their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

2.6.1 Members must be responsible for their own actions and should be comfortable in explaining these if so required to do so.

2.6.2 Members are accountable for observing this Code.

2.6.2 In the interests of making improvements and resolving issues, members must fully participate and engage with any investigation or enquiry regarding the Association.

2.6.3 Members should be aware that The Association and its members may be accountable to external agencies.

2.7 Leadership: Members should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

2.7.1 Members should support the leadership of the Association to deliver our objectives as described in our Constitution.

2.7.2 Those considered to be in a leadership role, should be respectful and courteous to others and should not discriminate others in anyway.

2.7.3 Those considered to be in a leadership role should create an environment of inclusion and engagement and be mindful of equality and equity.

3.0 COMPLYING WITH THIS CODE

It should be noted that this Code is a guide and is not exhaustive. Members that have any doubt about its content or how they can fully comply with the code, should contact the Chairman of the Association.

4.0 BREACHES OF THIS CODE

Every Member has a duty and responsibility to uphold this code. If any member is in breach of this Code they may be invited to discuss the matter with the Executive Committee or any other Panel as appointed by the Chairperson of the Association to clarify what has occurred. From these discussions, learnings will be taken and appropriate action will be taken to ensure there are no other breaches. Those who have breached this code may be invited to participate in refresher sessions to refresh their understanding of the Code. Where a serious breach has occurred, membership of the Association may be withdrawn. Members have a responsibility to report breaches or potential breaches of this Code to the Chairperson. Should it be against the Chairperson, such reports should be made to the Vice Chairperson.

5.0 REVIEWING AND AMENDING THIS CODE OF CONDUCT

This code will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this code will only be made after approval by the General Committee.

Spectators Code of Conduct

SPECTATORS

Spectators participate at their own risk. The Kelso Laddies Association SCIO have worked hard to make these rides and events possible and ensure the safety of all participants and spectators. The Kelso Laddies Association SCIO reserves the right to refuse entry or participation to anyone who the Association considers having a negative impact on the Association or any of its events and may request that such individuals leave.

1. RESPECT NATURE AND WILDLIFE

- Avoid disturbing wildlife or harming plants and trees.
- Stick to designated paths and areas to prevent damaging the natural landscape.
- Dispose of litter properly, please use recycling bins or take it with you.

2. BE MINDFUL OF NOISE LEVELS

- Keep noise to a minimum, especially in areas near wildlife habitats or residential properties.
- Avoid loud music or shouting that could disturb the peaceful environment.

3. RESPECT OTHER ATTENDEES

- Be courteous and respectful to fellow spectators.
- Allow others to enjoy the event without blocking their view or causing disruptions.
- Follow any crowd management instructions or safety protocols given by event staff.

4. ADHERE TO SAFETY GUIDELINES

- Follow any safety instructions given by event marshals and stewards or indicated by signage.
- Be mindful of any hazardous areas or activities, such as water bodies or uneven terrain, look out for less obvious hazards, for example. ditches and open drains, electric fences, barbed wire fencing, unstable/temporary fencing, gates and crossing styles and unstable walls, livestock and restricted access areas.
- Ensure children and pets are supervised at all times.
- Expect the unexpected.

5. RESPECT LOCAL COMMUNITIES AND PROPERTY

- Respect local residents and businesses, keeping noise and disruption to a minimum.
- Do not trespass on private property without permission.
- Be considerate when parking, ensuring you don't block driveways or access routes.
- Stay clear of plant, equipment and apparatus.
- Don't climb over fences, gates and walls unless directed to

6. ENVIRONMENTAL RESPONSIBILITY

- Avoid littering. Bring your own reusable water bottle and other supplies to minimize waste.
- Use environmentally friendly products where possible (e.g., biodegradable products).
- Be prepared for the unpredictable and changeable Scottish weather, come with suitable clothing and footwear for your own protection, comfort and safety.

7. FOLLOW EVENT-SPECIFIC RULES

- Adhere to any specific rules or guidelines set forth by event marshals & stewards.
- Pay attention to any signage or announcements regarding restricted areas or event schedules.

8. TRAVEL CONSIDERATIONS

- Car share or use public transportation, when possible, to reduce congestion and environmental impact.
- Park only in designated areas and avoid parking in fields or on private property without permission.

9. RESPECT FOR ANIMALS

- If the event involves animals, do not disturb them or attempt to touch them without permission.
- Follow any guidelines provided regarding animal welfare and safety.

10. ACCIDENTS AND INCIDENTS

- Please report any accidents and or incidents to one of our stewards to enable any action to be taken and that they can be documented.

WALKERS

Please follow the Scottish Outdoor Access Code and take note of any signage on farmer's land. Dogs must be always kept on a lead. All gates opened should be closed immediately.

CYCLISTS

Cycle stewards will be in place for the cycle ride to Floors Castle, however, they are not in place for any other Rideout's. Anyone choosing to cycle will be doing so as individuals and not as part of our events. Please follow the Scottish Outdoor Access Code and the Highway Code and take note of any signage on farmer's land. All gates opened should be closed immediately.

Useful Links

www.mygov.scot/scottish-outdoor-access-code

www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82

Riders Code Of Conduct

OUR STEWARDS WILL BE IN CHARGE

Stewards will ride at the front, back and staggered throughout the cavalcade under the direction of the Chief Steward. Foot stewards will be suitably positioned (as required) at gates and crossings under the direction of the Chief Foot Steward. All due respect should be given to their requirements. Stewards, both foot and riding, will be issued with radios.

First aid trained personnel will be present at all rides and they should be alerted to any associated medical incidents. All accidents should be reported to a steward for the purposes of recording in our Accident Book.

RIDERS PARTICIPATION

You participate in the rides at your own risk. Riders must of good health and fitness and be competent with the ability to safely control and handle their horse. It is the responsibility of all riders taking part to maintain good control of their mount throughout the ride. If a rider becomes dismounted at any time, it is their responsibility to either remount and re-join the ride or return their horse to the stable or horse box. It must be noted that while it is the role of foot and mounted stewards to advise and direct riders it is not their duty to control loose horses.

If any rider has to leave the ride and return home, it may be quicker to return by road, however, if returning through fields, always remember to close gates. It is the rider's responsibility to make arrangements for the collection of their mount and to absorb any associated costs.

If any rider requires assistance, then a steward should help, if in the absence of a steward only one or two riders should stop and help. In order to keep the cavalcade together all other riders should carry on.

No person should ride in the cavalcade who may require to be led, unless they have made arrangements for someone to lead them after approval from the Chief Steward. It is important that they can keep up with the cavalcade.

Riders are requested to always keep in pairs when the cavalcade is on the main road or in towns, villages and streets.

Any rider thought to under the influence of alcohol or any other substance, may be asked to leave the ride. Hirers, Stewards, Police and Official Vets have the right to stop riders who they believe to be unfit to ride.

ROUTES

The routes are pre-arranged between the Chief Steward, landowners, police, and the local authority. All riders are requested to adhere to the agreed route throughout the Rideout. If for any reason a rider must leave the ride early a steward must be notified. It may be quicker to return by road, however, if returning through fields always remember to close gates.

TIMING

All riders should be aware that it is essential that we maintain a high standard of time keeping for the police and volunteers who control and manage the time we spend on public roads and, not least, the public who enthusiastically await the Kelso Laddie and his cavalcades arrival. The Chief Steward is the Official Timekeeper and Pacemaker on the ride-outs and should not be overtaken unless authorised to do so.

DISCIPLINE AT GATES AND CROSSINGS

A high degree of discipline and courtesy should be shown by all riders at gates and crossings. It may be possible and, in some cases, preferred, to pass through a gate or crossing and muster on the other side. Unless otherwise advised, it should be assumed that all gates should be shut and properly latched or tied. (Stewards will advise).

BASIC MANNERS AND COURTESY

Respect should be shown to all fellow riders, volunteers, members of the public, police and landowners who support and allow us to cross their land year after year.

DRESS CODE FOR RIDING

We encourage all riders to turn out in a smart and tidy fashion. We recommend that all riders wear protective riding hats. By law, everyone under the age of 14 must wear protective headgear. Personal Protective Equipment and clothing suitable for the unpredictable Scottish weather is also recommended. This applies to anyone joining the ride at any point.

EMERGENCY PROCEDURE

Please be safe, be aware of your surroundings and expect the unexpected. In the event of any problem arising, be it accidents, damage to gates or fences, breakage of essential tack or injury to horse or rider etc, immediate contact should be made with either a riding or foot steward so the necessary action may be taken (i.e., first aid, veterinary help or help with spare tack). It is the owner's responsibility for all costs incurred. First aid trained personnel will be present at all rides and they should be alerted to any associated medical incidents. All accidents should be reported to a steward for the purposes of recording in our Accident Book and or Incident Book.

INSURANCE

It is the responsibility of those taking part, or their legal guardians in the case of minors, to ensure that the participants have appropriate and adequate insurance cover for personal injury and third-party liability cover, and they take all reasonable steps to ensure their own safe participation in the events.

YOUNG AND INEXPERIENCED RIDERS

Legal guardians of riders under the age of 16 years and any adults with medical conditions can obtain a wrist band from the Chief Foot Steward to provide an emergency contact number in the event of any issues during the ride.

It should be noted by all concerned that young and inexperienced riders should always be accompanied by a responsible, capable adult, who should make themselves known to the stewards in charge.

If a rider requires to be on a lead rein it is their responsibility to arrange a suitable person to lead them after approval from the Chief Steward. They must be able to keep up with the cavalcade.

It is strictly prohibited for pushchairs, children on foot and dogs to travel within the cavalcade in relation to our Junior Ride to Floors.

GENERAL

In an effort to retain some element of respect it should be noted that: - Riders must not mount the pavement for any reason at any time; Any rider using foul or abusive language or creating a public nuisance may be asked to leave the ride. All riders should assist both riding and foot stewards to address any problems. Any rider who fails to keep up with the rear riding steward may be requested to leave the ride. The Kelso Laddies Association SCIO have worked hard to make these rides and events possible and ensure the safety of all participants and spectators. The Kelso Laddies Association SCIO reserves the right to refuse entry or participation to anyone who the Association considers having a negative impact on the Association or any of its events and may request that such individuals leave.

THE SCOTTISH OUTDOOR ACCESS CODE

<https://www.outdooraccess-scotland.scot/>

1. Stewards have been approved to assist in the smooth running of Civic Week and Riders are requested to obey their instructions at all times.
2. The Chief Steward is the official timekeeper and pacemaker on the ride-outs and should not be overtaken unless authorised to do so.
3. The route taken by the Chief Steward is the only one that should be followed.
4. Riders are requested to keep in pairs at all times when the cavalcade is on the main road or town or streets.
5. No person should ride in the cavalcade who may require to be led, unless they have made arrangements for someone to lead them. It is important that they are able to keep up with the cavalcade.
6. If any rider requires assistance then a steward should help, if in the absence of a steward only one or two riders should stop and help. In order to keep the cavalcade together all other riders should carry on.
7. If any rider has to leave the ride and return home, it may be quicker to return by road, however if returning through fields always remember to close gates.
8. It is recommended that all riders wear appropriate clothing and protective headgear.
9. In the event of damage to gates, fences, breakage of essential tack or injury to horse or rider, immediate contact should be made to mounted or foot stewards who will take necessary action. It is the owners/hires responsibility, unless proven otherwise, for all costs incurred.
10. a) Any rider under the influence of Alcohol and incapable of controlling their horse, will at the discretion of the Chief Steward be excluded from the ride.
10. b) Any rider using foul or abusive language or creating a public nuisance will be dealt with accordingly and may be asked to leave.
10. c) Any rider who fails to keep up with the cavalcade may be asked to leave the ride.
11. It is the responsibility of those taking part or their legal guardians in the case of Minors, to ensure that participants have appropriate and adequate insurance cover for both personal injury and third party.
12. Any accidents and Incidents must be reported and recorded in the accident book.
13. This Policy was created on **17 May 2023** and will be reviewed regularly to ensure it is fit for purpose, remains up to date and is compliant with the Law. Changes to this Policy will only be made after approval by the General Committee.

THE SCOTTISH OUTDOOR ACCESS CODE

<https://www.outdooraccess-scotland.scot/>

Official Disclaimer

TO ALL TAKING PART IN OR OBSERVING COMMON RIDINGS AND FESTIVALS IN THE SCOTTISH BORDERS

Whilst every care has been taken by the organising committee and relevant landowners in facilitating these events, the committee and landowners do not accept any liability for accidents or injury to horse, pony, owner, rider, spectator or any other person property whatsoever.

It is the responsibility of those taking part, or their legal guardians in the case of minors, to ensure that participants have appropriate and adequate insurance cover for personal injury and third-party liability. All reasonable steps must be taken to ensure safe participation in events. In particular, in relation to equestrian events, you are advised to ensure that you are competent, and your horse is suitable for the purpose of the event. Riders are advised to wear appropriate clothing and protective headgear.

Please note that the organising committee reserve the right to refuse any person from participating in the event.

Data Protection & Privacy Policy

INTRODUCTION

Kelso Laddies Association SCIO needs to keep certain data/information about Trustees, Members, Helpers, Volunteers, Guests, Patrons, Advertisers, Associates, Co-opted Members & Third-party Agencies in order to keep them up-to-date with Association matters.

Kelso Laddies Association SCIO is committed to ensuring any personal data/information will be dealt with in line with General Data Protection Regulation (GDPR) 2018.

The aim of this policy is to ensure that everyone handling personal data/information is fully aware of the requirements.

DATA & INFORMATION HELD

Kelso Laddies Association SCIO handles the following personal data/information:

- Title.
- Names (inc. previous names).
- Addresses.
- Post Codes.
- Telephone Numbers (Inc. Mobiles).
- Email Addresses.
- Bank Account Details.
- Date of Birth.
- Occupation.
- Declaration of other interests and membership of other organisations.
- Tax Status.
- Dates of Membership.
- Photography. (Photographic & Video Content).

The reasons why we hold and share this data/information are:

- To comply with our legal obligations.
- For effective communication and the distribution of information.
- Notifying authorised agencies about our membership.
- Financial Transactions, for example payments made by direct debits & bank transfers.
- Promotion and advertising of the Association & Events.

The data/information we hold may also be shared with:

- Those who have a legal right to access it.
- Elected members of the General Committee.
- The General Public (Please see below).

The General Public will have access to certain personal data/information in the following circumstances:

- Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members.

- Relevant data/information may be displayed on the Associations Website, Social Media Pages and Civic Week Souvenir Programme which is available for sale to the public.
- Names and Contact details of Office-bearers are displayed on Letter Head Stationary.
- No Financial or Bank Account Details are shared with the Public.

Personal data/information is kept in the following forms:

- Electronically.
- Paper Documents.

The length of time that personal data/information shall be held will be:

- For as long as the individual has an association/relationship with the Kelso Laddies Association SCIO
- Until the individual requests it to be deleted or destroyed.

People within the Kelso Laddies Association SCIO who will handle personal data/information are:

- Trustees.
- Elected Members of the General Committee.
- Appointed Minutes Secretary, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary.

LEGITIMATE INTEREST

We hold and process data/information with a Genuine and Legitimate Interest and will hold and process data/information that is essential for the successful running of the Association that will not harm your rights or interests. We only use individuals' data/information in ways they would reasonably expect us to unless we have a very good reason.

POLICY IMPLEMENTATION

In order to meet our responsibilities, The Kelso Laddies Association SCIO will:

- Ensure any personal data/information is collected in a fair and lawful way.
- Explain why personal data/information is needed at the start, how it will be used, and how long it will be kept.
- Ensure that only the minimum amount of data/information needed is collected and used.
- Ensure the data/information is up-to-date and accurate.
- To hold personal data/information only as long as initially stated at the time of gathering consent.
- Make sure it is kept safely.
- Update the data/information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the data/information for another year.
- Ensure any disclosure of personal data/information is in line with our procedures.
- Deal with any queries about handling personal data/information quickly.

SECURITY

The Kelso Laddies Association SCIO will take steps to ensure that personal data/information is kept secure at all times. The following measures will be taken:

- Unrequired Documents to be shredded.
- Electronic Databases and Spreadsheets to be Password Protected.

- Ensure that computers have reputable and up to date Security Software.
- Computers used to have Password Access only.
- Passwords regularly changed.
- Paper Documents to be kept in a locked environment.
- Passwords and Keys to be kept secure.
- Report security issues/breaches immediately to the Chairperson.
- Data/Information should not be accessed/viewed in public places.
- External Storage Devices should be kept secure at all times.
- Only use reliable secure internet and network connections.
- Ensure that emails are sent to the correct recipients.
- Ensure that files being sent are the correct files.
- Computer and storage devices/equipment are properly decommissioned.

UNAUTHORISED DISCLOSURE

Any unauthorised disclosure of personal data/information to a third party by a Member or Representative must be reported to the Chairperson and Secretary immediately. Incidents of unauthorised disclosure will be taken seriously and will be fully investigated to see what has taken place.

- The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view.
- Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning given.
- In a case involving a General Committee Member of the Association, membership to the Association may be withdrawn.
- The individual(s) concerned will be informed of the unauthorised disclosure of their personal data/information.

REQUESTS OF ACCESS

Anyone whose personal data/information we handle has the right to know and has access to the following:

- What data/information we hold and process on them.
- How to gain access to this data/information.
- How to keep it up-to-date.
- What we are doing to comply with GDPR.

Requests for access should be made to the Chairperson or Secretary.

RIGHTS

Anyone whose personal data/information we handle has the following rights:

- The right to be informed.
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing.
- The right to data/information portability
- The right to object
- Rights in relation to automated decision making and profiling.

THIS POLICY AND IT'S REVIEW

This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this Policy will only be made after approval by the General Committee.

Inclusion, Equality and Equity Policy

AIMS OF THIS POLICY

The Kelso Laddies Association SCIO fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this.

We recognise that we have a moral, social and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

We aim to create a safe and welcoming atmosphere & environment for everyone. We will challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, sexuality, gender reassignment, social/economic status class, learning ability, physical impairment, mental illness, age, occupation, income, and wealth, religion, faith culture and beliefs or political view, marital status or disability. We aim to design our events, activities, services and decision-making processes specifically to encourage and support participation from people from all walks of life and to meet the needs of such.

OUR COMMITMENT

The Kelso Laddies Association SCIO is committed to treating all people equally and with respect irrespective of their race, ethnicity, nationality, creed, gender, sex, sexuality, gender reassignment, social/economic status, class, , learning ability, physical impairment, mental illness, age, occupation, income, and wealth, religion, faith culture and beliefs or political view, marital status or disability. The Association will, as far as reasonably practicable, meet the needs of those afore mentioned.

POLICY IMPLEMENTAION

The Kelso Laddies Association SCIO is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them.

The Kelso Laddies Association SCIO will take practical steps that are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, committee member, helper or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.

The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.

The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.

CODE OF CONDUCT AND OUR EXPECTATIONS

People will be treated with dignity and respect regardless of their race, ethnicity, nationality, creed, gender, sex, sexuality, gender reassignment, social/economic status class, learning ability, physical impairment, mental illness, age, occupation, income, and wealth, religion, faith culture and beliefs or political view, marital status or disability.

At all times people's feelings will be valued and respected. Actions, language or humour that people find offensive will not be used, e.g., sexist or racist humour or terminology that is deemed derogatory.

No one will be discriminated, harassed, abused, victimised, excluded or intimidated on the grounds of their race, ethnicity, nationality, creed, gender, sex, sexuality, gender reassignment, social/economic status class, learning ability, physical impairment, mental illness, age, occupation, income, and wealth, religion, faith culture and beliefs or political view, marital status or disability.

Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with The Kelso Laddies Association SCIO and behaviour of this type may lead to expulsion from the organisation and or their participation to our events withdrawn.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to see what has taken place. Violations, considered to be of a serious nature, may be formally reported to the appropriate authorities.

The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.

In a case involving a General Committee Member of the Association, membership to the Association may be withdrawn.

Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS AND REPORTING VIOLATIONS

Complaints or reports of violations should be made to the Chairperson of the Kelso Laddies Association SCIO. If the complaint is about the Chairperson, it should be directed to the Vice Chairman.

The Association will investigate them thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Kelso Laddies Association SCIO will take learnings from any complaints made.

THIS POLICY AND IT'S REVIEW.

This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this Policy will only be made after approval by the General Committee.

Child Protection and Safeguarding Policy

THE AIMS OF THIS POLICY

To ensure that the Health, Safety and Welfare of all Children that come in to contact with the members, services and events operated by The Kelso Laddies Association SCIO

THE PURPOSE OF THIS POLICY

The purpose of this policy statement is:

- To protect children and young people who receive Kelso Laddies Association SCIO services from harm. This includes the children of adults who use our services.
- To provide members and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

THIS POLICY

This policy applies to anyone representing, working or acting on behalf of Kelso Laddies Association SCIO, including the Executive Committee, members of the General Committee, members of any sub-groups, appointed persons and volunteer helpers, either paid or unpaid.

POLICY IMPLEMENTATION

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Further guidance and direction will be supplied as appropriate by The Appropriate Authorities.

We believe that:

- Child protection is everyone's responsibility.
- Children and young people should never experience harm and abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, restricted development, lack of access to opportunity and or any other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection contact(s) for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Association members and volunteers.

- Providing effective management for Association members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting Association members and volunteers safely, ensuring all necessary checks are made as and when appropriate.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions as and when required.
- Making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against Association members and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for children, young people, Association members and volunteers, by applying health, safety and welfare measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where Association members and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

REPORTING A CONCERN

It's everyone's responsibility to protect children. Any concerns about the Protection, Health, Safety and Welfare of Children should be reported without delay to:

- The Chairperson of the Association, or in their absence, the Vice Chairperson.
- Any Member of the Leadership Team of Association.
- Scottish Borders Council during office hours: 01896 662787 and out of office hours: 01896 752111
- If you consider a child or young person to be in immediate danger, please call the Emergency Services on 999 immediately.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to review what has taken place.

- The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

- In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
- In a case involving a General Committee Member of the Association, membership to the Association may be withdrawn.
- Any directly involved person has the right to appeal against Executive Committee's to the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS

Complaints or reports of violations should be made to the Chairperson of the Association. If the complaint is about the Chairperson, the complaint may be made to The Secretary of the Association.

The Association will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Association will take learnings from any complaints made.

OTHER USEFUL CONTACTS

- Childline: Tel: 0800 1111
- NSPCC: Tel: 0808 800 5000 Email: help@nspcc.org.uk

THIS POLICY & ITS REVIEW

This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this Policy will only be made after approval by the General Committee.

Environmental & Sustainability Policy

AIMS OF THIS POLICY

The aim of this policy is to inform the members of the Association our commitments and our expectations on the implementation of this policy.

OUR COMMITMENT

The Association is committed to minimising the impact of its activities on the environment and taking appropriate actions as practical to ensure a sustainable future.

POLICY IMPLEMENTATION

The Association is committed to the development of policies to promote acceptable working practices to ensure there is no negative impact on the environment and to ensure steps are taken to maintain a sustainable future in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes acceptable environmental and sustainable working practices, including the below.

ENVIRONMENTAL FACTORS

- The Association will comply with environmental legislation.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and externally.
- Assess working practices to ensure they have limited impact on the environment.
- Purchase products that minimise the environmental impact of both production and distribution.
- Work with external agencies as appropriate.
- Work closely with organisations we work with to support their environmental plans.

SUSTAINABILITY FACTORS

- Ensure successful recruitment, retention and succession planning.
- Forge and maintain links with the community and other community organisations.
- Embrace technology and up-skilling.
- Create a safe and inclusive environment.
- Work closely with the school to support their sustainability plans.

IN GENERAL

- The Association will take practical steps that are necessary to enforce the Policy
- The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.
- The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.
- The Association will consider and act upon, if appropriate, any feedback regarding its working practices.

OUR EXPECTATIONS

- We expect everyone associated with the Association to be familiar with this Policy and do everything reasonable to ensure that it is implemented.
- We expect that every representative of the Association will take the appropriate steps where possible to ensure that there is no negative impact on the environment.
- We expect others to positively promote the Association and to promote a successful and sustainable future.
- We expect that appropriate feedback given to the Association about its working practices will be fully considered and if appropriate this policy to be reviewed.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.

The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to explain their actions and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. In a case involving a Committee Member of the Association, membership to the Association may be withdrawn.

Any directly involved person has the right to appeal against a decision made by the Executive Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS AND REPORTS OF VIOLATIONS

Complaints or reports of violations should be made to the Chairperson of the Association. If the complaint is about the Chairperson, the complaint may be made to The Secretary of the Association or the

The Association will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Association will take learnings from any complaints made.

THIS POLICY & ITS REVIEW

This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this Policy will only be made after approval by the General Committee.

Guidance for Public Speaking at Association Events

As The Association prides itself in maintaining high standards and elevated levels of integrity with the aim of including and engaging everyone, we have, as a reminder, provided some guidelines to ensure that your talk, speech or reply is well received and appreciated by everyone.

- We appreciate that public speaking comes easy to some people but can be more difficult for others, all we can ask for is that you to give it your best shot and enjoy the occasion.
- Hopefully you will have been briefed on the purpose of your speech, if not, please seek clarification from the person who invited you to speak to ensure that your content is relevant and on topic suitable to the audience.
- Depending on who is present, as a guide we would suggest that you start your speech with “Honorary Patron, Honorary Provost, Honorary President, Chairman, Kelso Laddie, Ex-Laddies, Distinguished Guests, Ladies, Gentlemen Boys, Girls and Attendees All....”
- Although humour included in speeches is encouraged where acceptable, inappropriate jokes and content is not permitted, please remember, what you may find entertaining and amusing, others may find offensive.
- Foul language, swearing and content of a discriminatory or offensive nature is strictly prohibited.
- If you are referring to people, please don’t include content that could make them feel uneasy or embarrassed or refer to any private or personal matters.
- Please don’t make negative comments or references about the Association, our traditions, members, audiences or any of our stakeholders.
- If you have been given an allocated time limit, please observe this as over-running may cause delays in our proceedings. As a guide, approx. 125-150 words can be spoken within 1 minute. If you have not been given a time constraint, speeches should not last more than 15 minutes (this may be longer by agreement if a specific talk or lecture is being delivered). You may find it beneficial to practice your speech before hand to ensure you are comfortable with your timings.
- Please feel free to ask someone from the Association to look over your speech in advance or to ask for guidance, feedback and comments.
- If you feel uncomfortable about the guidance given above, it may be beneficial and more appropriate for you to decline your invitation to speak publicly rather than to experience any awkwardness.

We sincerely thank everyone who has been invited to speak at any event of the Association, your support is very much appreciated.

Complaints Procedure

The Kelso Laddies Association SCIO appreciate that although we do our best to meet our objectives, we don't always get it right and that you may feel you have the need to raise a concern or make a complaint to let us know about your dissatisfaction.

1. Introduction

- By having a clear, structured procedure, we can manage complaints efficiently and ensure that everyone feels heard and respected.
- Your complaint may be about one of our Trustees, Committee Members, Members, Volunteers, Service Providers. Or it could be about one of our events or about one procedures and processes. There are some issues we can't process through our complaints procedure. These include compensation claims, issues that are in court or have already been heard by a court or a tribunal, an attempt to reopen a complaint that has already been dealt with or an issue out with our jurisdiction and over which we have no control.

2. How to Make a Complaint

- Complaints should be made in writing please and marked/labelled as "Private & Confidential" (either written or via email) and sent to the person as detailed at the end of this document.
- Useful information to include in your complaint would be the name and contact details of the person submitting the complaint, a description of the issue, any relevant dates and times, any witnesses and what outcome you are hoping for.
- Complaints should be made within 30 days of the incident you have a concern about.

3. Acknowledgement of Complaints

- We will acknowledge the receipt of your complaint within 7 working days and your complaint will be submitted to the Executive Committee for review.

4. Investigation Process

- Once your complaint has been received by the Executive Committee it will be fully reviewed to ensure we have enough information. We may need to contact you for more information or to confirm our understanding of your concerns. We may also need to gather further information from both internal and external sources to help us come to make a decision. This may come in the format of interviews, meetings and or written statements.
- Your complaint will remain confidential throughout the process will only be seen by Trustees and Committee Members of the Kelso Laddies Association SCIO and our internal and external stakeholders as appropriate.

5. Resolution and Outcome

- The decision about your complaint will be made only after reviewing all the information that is made available to us. If your complaint is upheld, potential outcomes could include an apology, change in behaviour, a change in our practices and processes and or disciplinary action.
- Our decision regarding your complaint will be made within 28 working days of the receipt of your complaint, if for any reason that will not be possible, we will let you know and give you an “expected” completion date.
- As soon as possible, we will write to you to let you know the outcome of your complaint, giving you our decisions and reasons, which may include an action plan of what we will do.

6. Appeals Process

- If you feel that our decision is wrong or unfair and you are dissatisfied with the outcome, you are welcome to appeal against our decisions.
- Appeals should be made in writing please and marked/labelled as “Private & Confidential” (either written or via email) and sent to the person as detailed at the end of this document.
- Useful information to include in your appeal would be the reason why you think our decision (or any part of our decision) is wrong, unfair or inappropriate.
- Appeals should be made within 15 working days of the date of the initial decision.
- Appeals will be submitted to the General Committee for review at the next available General Committee Meeting and we will let you know the outcome within 10 working days after the second review.
- if you remain dissatisfied, you can request that the matter is referred for independent arbitration. An arbiter will be appointed, as agreed by both parties. The decision of an Arbiter will be final. Our complaints procedure requires to be exhausted, before any referral for independent arbitration can be considered. Please note, if the independent Arbiter does not find in your favour, you will be responsible for any costs incurred during the arbitration process.

7. Monitoring and Review

- This procedure will be reviewed on an annual basis to ensure that it is compliant and fit for purpose. Changes to this procedure will only be made after approval by the General Committee.

8. Contact Information

- Please mark your correspondence as “Private and Confidential” and submit your complaint or appeal to either of the below:

“Private and Confidential” Richie Allan MBE – Honorary Secretary & Treasurer Kelso Laddies Association SCIO 23 Roxburgh Street Kelso Roxburghshire TD5 7DN richieallanmbe@talktalk.net	“Private and Confidential” Ex-Kelso Laddie Graham Sweenie – Chairman Kelso Laddies Association SCIO “Braeside” Wallaceneuk Kelso Roxburghshire TD5 8BR grahamsweenie@icloud.com
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James Thom
Assistant Secretary
April 2025