

Guide to applying for membership of Veterans Scotland

Membership

1. Membership shall be open to any company, trust, unincorporated association, public authority or other organisation, which shares any of the aims and objects of the company and which is approved by the Executive Committee.

CESSATION of MEMBERSHIP

2. A member of the Company shall cease to be a member of the Company if it ceases to be charitable or if it changes its objects to such an extent that it ceases to be primarily for the benefit of the persons referred to in clause 3 of the Memorandum of Association hereof.
3. A member of the Company shall cease to be a member of the company if it resigns from the Company on giving written notice sent to or left with the Secretary at the office.
4. The Executive Committee shall have the right for good and sufficient reason to terminate the membership of any member of the Company provided that the member concerned shall have a right to be heard before any final decision is made. Any person whose membership has been so terminated shall be entitled to appeal the decision of the Executive Committee at the next general meeting of the Company.

RETIRAL from MEMBERSHIP

5. Any member who wishes to withdraw from membership shall lodge with the Company a written notice of retiral (in such form as the Executive Committee require), signed by it. On receipt of such notice by the Company he shall cease to be a member.

EXPULSION from MEMBERSHIP

6. Subject to Articles 8 and 12, the Company may, by special resolution, expel any member from membership of the Company.
7. Any member of the Company who wishes to propose at any meeting of the Company a resolution for the expulsion of any other member from membership of the Company shall lodge with the Company written notice of his intention to do so (identifying the member concerned and specifying the grounds for the proposed expulsion) not less than six weeks before the date of the meeting.
8. The Company shall, on receipt of a notice under the preceding Article, forthwith send a copy of the notice to the member of the Company concerned and the member of the Company concerned shall be entitled to make written representations to the Company with regard to the notice not less than one week before the date of the meeting.

9. If representations are made to the Company in pursuance of the preceding Article, the Company shall (unless such representations are received by the Company too late for it to do so) state the fact of the representations having been made in the notice convening the meeting at which the resolution is to be proposed and send a copy of the representations to every person to whom notice of the meeting is or was given.
10. Whether or not a copy of written representations has been given to each of the persons entitled to receive notice of the meeting, the member of the Company concerned shall be entitled to be heard on the resolution at the meeting.
11. Failure to comply with any of the provisions of Articles 8 to 11 shall render any resolution for the expulsion of a member from membership of the Company invalid.
12. A member expelled from membership of the Company under Articles 8 to 11 shall cease to be a member of the Company with effect from the time at which the relevant resolution is passed.

VETERANS SCOTLAND SAFEGUARDING AND NOTIFIABLE EVENT REPORTING POLICY

13. Veterans Scotland takes the safeguarding of its staff, members, volunteers and those seeking information, advice and guidance seriously; this extends to staff and clients from all those organisations with whom we engage. This policy outlines our commitment to safeguarding, an assessment of potential risks, steps taken to reduce those risks and the steps that should be taken in the event of the charity becoming aware of a safeguarding issue.
 - Trustees (The Executive Committee) must know what they have to do – trustees must follow charity law and there may be other specific statutory duties they must fulfil on behalf of their other concerns. because of the type of work your charity does (for instance, your staff and volunteers may need to be members of the Protection of Vulnerable Groups –PVG –scheme depending on the type of work your charity carries out)
 - Assess your safeguarding risks and address them where necessary
 - Be confident that the steps you put in place are relevant to the size and work of your charity
 - Make sure your charity’s policies and procedures are effectively applied in practice throughout the organisation, and you are confident that they will continue to be followed in the future
 - Review your safeguarding policies and procedures at least once every 12 months. If there are gaps, make sure that any new policies or procedures are in line with the charity’s purposes and the law
 - Encourage a safe environment so that volunteers, staff and beneficiaries feel that they can speak up when they think something is going wrong
 - Be decisive with any action you have to take, procrastinating can be viewed as complacency

- Be transparent when incidents do occur, and learn if things go wrong
- Ensure that serious incidents are reported to OSCR and other relevant bodies.

The General Secretary is the point of contact for Safeguarding matters and for reporting Notifiable Events. If he/she is the subject of the issue, the Executive Chairman would assume this role.

Notifiable events

14. When problems occur, it is important for trustees to address them vigorously and transparently – OSCR have a [Notifiable Events](#) system which should be used in circumstances like this.

This system was started in April 2016 and it gives us an opportunity to provide guidance to charities when serious incidents occur.

[A Notifiable Event](#) could be:

- fraud and theft
- significant financial loss
- incidents of abuse or mistreatment of vulnerable beneficiaries
- a lack of charity trustees required to make a legal decision
- when a charity has been subject to a criminal investigation or an investigation by another regulator or agency; sanctions have been imposed, or concerns raised by another regulator or agency
- when significant sums of money or other property have been donated to the charity from an unknown or unverified source
- suspicions that the charity and/or its assets are being used to fund criminal activity (including terrorism)
- charity trustees acting improperly or whilst disqualified.

There is no legal requirement to report a Notifiable Event. However, it is an important way for charities to reassure both OSCR, and other interested parties, that they are on top of the issues they are facing. Ultimately, OSCR may become concerned if there has been a matter that has not been reported to them; especially if it goes on to have a negative impact on the individual charity or the wider charity sector.

For more information, please read the OSCR [news item published in November 2017](#) encouraging charities to report significant incidents when they occur.

Section A

Membership Type

Applicants may qualify for Full or Associate member status depending on the following criteria:

FULL Membership – For charities whose primary purpose is to promote and further the welfare and general interests of the Armed Forces Community, and must be:

- Fully registered with the OSCR, the Charity Commission or other relevant authority;
- Able to demonstrate satisfactory operation for a period of over 18 months;
- Able to provide 1 year of most recent audited accounts;
- Applicants must be able to demonstrate effective and responsible governance; they must not be affiliated to or supportive of, any groups or organisations that may conflict with the values and purpose of Veterans Scotland; and final membership is at the discretion of the Executive Committee.

or **ASSOCIATE Membership** – For charities or organisations which make a significant contribution to the Armed Forces Community, and must be:

- Fully registered with OSCR, the Charity Commission or other relevant authority and/or with Companies House;
- Able to demonstrate satisfactory operation for a period of over 5 years;
- Able to provide 1 year of most recent audited accounts;
- Applicants must be able to demonstrate effective and responsible governance; they must not be affiliated to or supportive of, any groups or organisations that may conflict with the values and purpose of the Veterans Scotland; and final membership is at the discretion of the Executive Committee.

Section B

Veterans Scotland Values

New applicants are expected to demonstrate compatibility with the values of Veterans Scotland which are:

- Support – the principle focus of our activities must be to aid our beneficiaries;
- Co-operation – embrace every opportunity to collaborate with others, to enhance the support available to our beneficiaries;
- Innovation – develop new ideas and practices that will add real value to our activities and that have lasting impact on our beneficiaries;
- Integrity – operate to ensure that we are open and honest, always acting in the best interests of our beneficiaries;
- Accountability – ensure that our standards of Governance and procedures are fully compliant with best practice.
- Compliance – guarantee that all our fundraising activities are in line with the current Code of Fundraising Practice, ensuring the good reputation of the Service Charity sector.

Application Form

Section C

Details of Charity or Company	
Name:	
Charity Registration Number:	
and/or Company Registration Number:	
Web Address:	
Year Charity/Company Formed:	

Generic Contact Details of Charity or Company	
Phone Number:	
Email:	
Postal Address:	

Individual Contact for the Purpose of Membership Application	
Name:	
Phone Number:	
Email:	

Official Representatives (please provide contact details of those applicable, continue on supplementary sheet if required)	
Patron/Chair/CEO/Secretary/Other: (indicate as appropriate)	
Name (inc. Title/Rank):	
Email/Phone:	

Official Representatives (please provide contact details of those applicable, continue on supplementary sheet if required)	
Patron/Chair/CEO/Secretary/Other: (indicate as appropriate)	
Name (inc. Title/Rank):	
Email/Phone:	

Section D

Evidence

This section will give you the opportunity to describe the purpose of your organisation and to explain how you fit the criteria for membership.

1. Summarise in a couple of sentences the purpose of your organisation.
For those applying for Associate Membership, please also describe the area of your work that has specific relevance to the military community.

2. FULL or ASSOCIATE (indicate which is being applied for)
Describe how your organisation meets the required criteria for Full or Associate Membership (reference Section A) and paying particular attention to the governance of the organisation.

5. Safeguarding and Notifiable Incidents – Please provided details of all notifiable incidents that your organization may have encountered during the previous 2 years along with actions taken (para 13/14 above covers Veterans Scotland Policy on Safeguarding and Notifiable Incidents in line with guidance from OSCR).

Incident:

Action:

Outcome:

Section E

Further Actions

- Completed **application form** (please return by email)
- Your most recent **annual accounts** (scan and return by email if possible)
- Any **publication** eg magazine/newsletter, that might help us to understand your organisation (by email or post)
- Remember to **date** your application below.

The award of Membership of Veterans Scotland is at the discretion of the Executive Committee. Decisions are based upon an assessment of the evidence provided by the applicant in the Application Form and an additional level of due diligence carried out by the Veterans Scotland Staff. There may be a requirement on occasion to ask for further evidence in support of your application.

Authorised Applicant
Name: _____
Date: _____

Please read, complete and return this form by email to the General Secretary, via gensec@veteransscotland.org.uk or if you have any queries, please don't hesitate to call 0131 550 1569.