



Local Authorities supporting Outdoor Learning across Scotland

SCOTTISH ADVISORY PANEL FOR OUTDOOR EDUCATION

Constitution

Name: The name of the body shall be
“The Scottish Advisory Panel for Outdoor Education.”

Aims: To act as a representative voice on matters relating to Outdoor Education, and to Safety in Outdoor Activities. It will achieve these aims by the following objectives:

- identifying and promoting good practice in outdoor education
- monitoring change and trying to ensure that developments in this sphere proceed along sound educational lines
- Offering informed and authoritative advice on education in the outdoors and on the safe management of outdoor activities, at both local and national level.
- Working with Government and non-government bodies in promoting the above objectives

Membership

Membership is by invitation from the Panel.

Local Authority Members

Each Local Authority in Scotland is asked to nominate a representative or two to join the Scottish Advisory Panel for Outdoor Education. Historically the Panel was made up of the 'Advisors in Outdoor Education' but the face of Outdoor Education in Scotland has changed and now the Panel consists of a diverse range of job remits from across different services.

Each Local Authority can select up to two of the most appropriate individuals who can best support and influence the main aims of the Panel. These individuals have a responsibility to disseminate information to others within their LA. Each LA has one vote.

Associate members

Various organisations with an interest in the work of the Scottish Advisory Panel can be invited to become Associate Members. Each of these organisations is invited to send a representative to Panel meetings. Associate members pay the membership fee and have voting rights.

Should the nominated representatives be unable to attend, a member may request permission to be represented by a substitute.

Partners

The Scottish Advisory Panel works in partnership with Education Scotland, HSE, and the Adventure Activities Licensing Authority. Each of these organisations is invited to send a representative to Panel meetings.

Honorary Members

All retiring members who have served on the Scottish Advisory Panel for more than 5 years will be offered an Honorary membership. Honorary members do not have voting rights.

Co-option of Individuals

The Panel shall have powers to co-opt individuals on a temporary basis in order to assist with the conduct of particular business. Although such persons will normally contribute by advising a Panel sub-committee, their attendance may be required at full Panel meetings. However, such persons have a purely advisory role, and shall not have the right to vote

Any organisation interested in joining SAPOE can enquire through the contact form on the website.

Powers of Expulsion

The Panel shall have the power to expel any member with the prior sanction of a resolution passed at a General Meeting by not less than two thirds of the members present and voting.

Finance

Subscriptions: these will be paid annually. The amount and date of payment will be agreed by the voting members at the Annual General Meeting.

Other Income: an account of subscriptions and all other income or expenditure will be independently audited annually and presented to the Annual General Meeting of the Panel.

Officers

The Panel shall elect an Executive consisting of:

- **Chairperson**
- **Vice Chair** (two positions)
- **Secretary**
- **Treasurer**

The Executive shall each hold Office for two years. The Chairman shall be elected from those members in the Full Membership (Institutional) category.

There are two officer posts that are also part of the Executive namely:

- **Training Officer:** to coordinate the training working group that will update and administrate the EVC, VLT, OLC & TLO courses
- **Going Out There Officer:** to coordinate the review group, promote the resource and update tool kits.

Representatives of the Panel on other committees shall be elected at full Panel meetings.

Officers and representatives shall be entitled to stand for re-election.

Management

The main business of the Panel shall be conducted at full Panel meetings. However day to day business shall be the responsibility of the Executive. If the Executive require the endorsement of the Panel in between full meetings, this shall be done by e-mail resolutions requiring the same quorum as at full meetings, and the result recorded in the minute of the following full Panel meeting.

Where Panel members agree to represent SAPOE on working groups or external bodies there is an expectation, in the interests of transparency and good working relations, that information will be shared with the Executive and the wider panel.

Ten of the voting members shall constitute a quorum at full Panel meetings with the exception of the Annual General Meeting when 25% of the voting membership shall constitute a quorum.

Sub-committees of the Panel with powers of co-option may be established to undertake specific tasks and shall be dissolved on completion.

Motions for inclusion in the agenda of the Annual General Meeting or an Extraordinary General Meeting must be in the hands of the Secretary 21 days before the meeting.

The Panel shall meet at least twice a year inclusive of the Annual General Meeting.

At Panel meetings, should the Chairman be absent, members shall elect one of the Vice-Chairs as temporary Chairman for that occasion. If they are also absent, a full member may be elected by the meeting.

All matters put to a vote shall be carried by a simple majority of the members present. The Chairman shall have the casting vote.

This constitution shall be amended only at the Annual General Meeting or at an Extraordinary General Meeting called for this purpose.

Dissolution

In the event of the dissolution of the Panel, all its assets after liabilities will be transferred to some charitable organisation agreed by the Panel.