

Letter from Membership officer CONNECT.

Hi Catriona,

Many thanks for your correspondence. I've been passed your details and query around the alignment/structure of your various groups and I hope I can clarify a few areas.

Firstly, if you are looking to bring said groups under the umbrella of your PC, these groups would have to be made into sub-groups, reporting to the PC at each meeting held. Your constitution should include details around groups (sub-groups) of this nature, if not your constitution can be amended and approved prior to changes. Here is a useful link <https://connect.scot/resources/constitutions-and-charitable-status-resource-pack>

Secondly and after any constitutional amendments have been made, the new subgroups can be formally introduced at your next PC meeting, agreed by voting members and aligned within the PC structure. These changes/additions to the structure will form parts of the minutes and your paperchain. I would also suggest you update the PC in writing, detailing the new sub-groups including names, any leads etc – this can be done as an organisational chart showing the PC structure, office bearers and sub-groups. This will allow all members to understand the new structure and where the new groups sit within the PC.

Once these sub-groups have been officially accepted as part of your PC and you continue to follow the rules of your constitution and reporting requirements then they will be a sub-group of your PC.

I hope this is useful Catriona. Please do not hesitate to contact me if I can assist further.

Wishing you all the best in any changes you decide to make.

Marion

Marion Healey-Smith

Membership Officer

Connect

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