

# REGULATIONS



## **The Northern Ireland Boys' Brigade**

Company Number: NI694162

Incorporated 2<sup>nd</sup> February 2023

Registered as a charity in NI – NIC109663

Newport  
117 Culcavy Road  
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# INTRODUCTION

The Boys' Brigade was founded in 1883 by William Alexander Smith, borne out of his experience in teaching bored boys in Sunday School. He saw an opportunity to reach boys through a combination of teaching Christian discipline with physical activities.

The object was:

'The advancement of Christ's Kingdom among Boys and the promotion of habits of Reverence, Discipline, Self-respect and all that tends towards a true Christian manliness.'

Boys' Brigade is now a thriving worldwide organisation, rooted in the principles developed by the founder.

September 2023 marked a new era for the organisation in Northern Ireland with the formation of The Northern Ireland Boys' Brigade.

Rooted in Christian faith, the charity's objects as detailed in the articles of association are:

(1) The advancement of Christ's Kingdom among Boys and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian manliness;

(2) To encourage the physical, intellectual, emotional, social and spiritual development of children and young people so that they may achieve their full potential and, as responsible citizens, therefore to improve society; and

(3) To be responsible for setting up and supervising local companies and grouping such companies into battalions to facilitate meeting these objects.

Our motto 'Sure and Steadfast' is based on Hebrews 6:19:

'We have this hope as an anchor for the soul, a hope both sure and steadfast.'

The Northern Ireland Boys' Brigade is self-governing and independent of The Boys' Brigade UK & RoI.

**"The Boys' Brigade aims at nothing less than leading boys enrolled in its ranks to Jesus Christ, as their Saviour, Leader and Friend."**

Sir William Alexander Smith.

## **Section 1: The organisation**

1. The organisation shall be called The Northern Ireland Boys' Brigade and will be known as BBNI, a company limited by guarantee, Company Registration Number NI694162, and a Charity registered under the Charities Act (Northern Ireland) 2008.
2. The Object of BBNI shall be "the advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect, and all that tends towards a true Christian manliness."
3. The Object shall be promoted by Christian teaching, programmes and a variety of activities recognised by the BBNI delivery committee as being of value in the personal development of children and young people.
4. BBNI shall be a uniformed Christian youth organisation. Every member shall wear such uniform as defined in regulations 72-74.
5. The BBNI session shall be 1 September to 31 August.
6. The regulations relating to BBNI Trustees are contained in the Articles of Association of BBNI.
7. The guarantors of BBNI shall be those persons who from time to time shall be the directors of the company and those persons who are the members of the BBNI delivery committee.

## Section 2: Membership

8. Children and young people shall be members of BBNI through companies which shall be designated as one of the following:
  - a) BBNI companies that are comprised of Boys only
  - b) BBNI companies as in 8a with a registered Girls' Association as approved by BBNI.
9. The following general rules shall apply as to age limits for the various sections of a company and the school year they refer to.

Anchors	Juniors	Company Section	Senior Section
Primary 1	Primary 5	Year 8	Year 11
Primary 2	Primary 6	Year 9	Year 12
Primary 3	Primary 7	Year 10	Year 13
Primary 4			Year 14

In appropriate circumstances, a company may retain a young person within a section for an additional year or promote a young person to another section a year early depending on the needs of the individual and company. References to school or academic years shall, in these regulations, refer to the year in which a young person is being educated.

### ANCHORS

10. The entry point can be before a child's 5th birthday if:
  - a) A young person would be eligible for membership at the beginning of the school year on or after his or her 4th birthday and
  - b) the young person has commenced statutory education.
11. This age group is not permitted to attend camps or take part in overnight activities.
12. At the discretion of the company captain, this age group is permitted to parade on company parades.
13. With the approval of the Battalion Council, this age group may participate in battalion parades.

### JUNIORS

14. This age group may attend organised camps under canvas, provided that the programme is suitable for the different age groups. Holidays in a school or church hall, etc are also encouraged.
15. Those in their last year, are permitted:
  - a) to attend a Company Section camp

- b) to participate in Company Section activities in line with their individual ability and aptitude.

### **COMPANY AND SENIOR SECTION**

16. Suitable members may be appointed NCOs (Non Commissioned Officers), provided they have reached the following minimum school years:

<b>Rank</b>	<b>School Year</b>
Lance Corporal	Year 11
Corporal	Year 12
Sergeant	Year 13

17. The status of Senior is given to those who have reached, as a minimum, school year 11.
18. Seniors may work for awards gained under the relevant award schemes.
19. Men or women can serve in the category of Staff Sergeant during the session in which they attain their 19<sup>th</sup> birthday. Service in this category is for a maximum of 2 sessions.

### **THE GIRLS' ASSOCIATION**

20. The purpose of a Girls' Association shall be to support those companies of BBNI who wish to work with girls.
21. The Object of a Girls' Association within BBNI shall be expressed as, "the advancement of Christ's Kingdom among girls, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect, and all that tends towards a true Christian womanhood."
22. The Object shall be promoted as per Regulation 3 with appropriate variation as approved by the BBNI delivery committee.
23. Leadership arrangements for a Girls' Association shall operate as specified in BBNI Regulations.
24. Girls' Association leaders shall be appointed in accordance with BBNI Regulations. Regulations relating to uniform shall apply to Girls' Association members with appropriate modifications agreed by the BBNI delivery committee.
25. Where a Girls' Association operates, and unless specifically stated otherwise, BBNI Regulations shall apply.
26. Regulation 9 shall apply for the purposes of implementing the age regulations for Girls' Association members.
27. Girls' Association members may work for all BBNI awards.

28. Girls' Association members may take part in physical contact sports with Boys as follows:

- a) Where it has been prescribed as permissible by BBNI, Education Authority or the appropriate sports governing body, or
- b) If not so prescribed, where it might be considered appropriate by a reasonable adult having regard to the comparative age, capability, experience, weight and strength of the participants.

29. Activities and sports shall be open to a Girl's Association members except where:

- a) Regulation 28 above applies,
- b) BBNI Regulations prescribe otherwise, or
- c) The BBNI delivery committee has published operational guidance relating to the delivery of services (eg guidance on Health and safety, competitions etc. which provide that certain services may only, in the interests of the safety of participants, be provided on a single sex basis.)

## LEADERS

30. There shall be the following categories of leaders of BBNI:

- a) Officers, who may be designated captains, lieutenants and chaplains, duly registered as defined in the Regulations
- b) Warrant officers, staff sergeants and other leaders registered as defined in the Regulations
- c) Other adults appointed to fulfil specific duties in battalions, or within BBNI who have been registered with BBNI.

31. The church or other Christian organisation to which the company belongs shall nominate for registration all leaders, and as part of that process will ensure that the following actions are taken:

- a) with the exception of a prospective captain, chaplain, or reserve officer who is already a registered leader, all prospective leaders shall be interviewed by the company captain and by the chaplain of the company, or by a member delegated to carry out that function.
- b) a BBNI leader registration application form shall be completed.
- c) the application is approved in accordance with BBNI Regulations that have been approved by the BBNI Trustees.

32. The applicant will complete an Access NI application form, (Garda Vetting for Donegal companies) which shall be returned to the address specified. All categories of leadership will be subject to an enhanced check. Further details are contained in the BBNI Safeguarding Policy.

33. If the results of such checks reveal no matters recorded against the applicant, and if the application appears to be satisfactory, BBNI shall:

- a) Register the leader
- b) Allocate a BBNI leader registration number

- c) Confirm the registration with the church or other Christian organisation of which the company is a part
34. Pending confirmation of registration, a prospective leader must not work as a leader.
35. If any information is revealed at any stage of the process of considering an application for registration which indicates that it is unclear whether the applicant should be registered or not:
- a) the question must be referred forthwith to the BBNI Designated Officer, who will then refer the matter to the BBNI Trustees Safeguarding Panel.
  - b) The panel will consider all the information available and will offer the applicant the opportunity of being interviewed by members of the panel.
  - c) If the panel conclude that the applicant be suitable for registration, then BBNI will register the applicant as a leader, and complete the steps set out in Regulation 36.
  - d) On the recommendation of the panel, BBNI will have power to register a leader for a probationary period with a date set for review.
  - e) On the recommendation of the panel, BBNI Headquarters will have power to register a leader subject to the imposition of conditions, which may be reviewed by the panel from time to time.
  - f) If the panel conclude that the applicant is unsuitable for registration, then the provisions of Regulation 39 will apply.
36. If any information is revealed at any stage of the process of the consideration of an application for registration which indicates that the applicant should not be registered, BBNI will:
- a) notify the applicant in writing, setting out the reasons
  - b) notify the company captain that the applicant has not been registered
  - c) notify the church or other Christian organisation of which the company is a part that the applicant has not been registered
37. Where an application for registration is unsuccessful, the applicant may appeal against the refusal. Such appeal must be submitted in writing to the chairperson of the BBNI, no later than twenty eight days from the date of the notification of the refusal to register.
38. The appeal will be determined by an Appeals Panel appointed by the directors of BBNI for such purpose.
39. All allegations or suspicions of abuse, or other misconduct, or any criminal convictions must be reported immediately, following church reporting procedure. It is also good practice to advise the BBNI Designated Officer.
40. If such allegations arise in respect of a company captain, the matter must be reported in line with church policy. It is also good practice to advise the BBNI Designated Officer.



41. The registration of any leader under suspicion or against whom an allegation or complaint has been made may be suspended by the BBNI Designated Officer having consulted with the trustees of BBNI, until the conclusion of any investigation.
42. In accordance with guidance from the relevant statutory body, action will be taken as appropriate.
43. A leader will have the right of appeal against the suspension of his or her registration, which appeal must be notified in writing to the chairperson of BBNI within fourteen days of the notification of suspension.
44. The appeal will be determined by BBNI Safeguarding Panel.
45. While under suspension, a leader must not attend or participate in any BBNI activities whatsoever, within BBNI, battalion or company level.
46. The investigation on behalf of BBNI of any allegation or suspicion of abuse, or of other misconduct, or of any criminal conviction will be carried out by the BBNI Safeguarding Panel. If the panel determine that the allegation or suspicion be unfounded, BBNI will reinstate the leader's registration. If the panel determine that the allegation or suspicion be established, BBNI will cancel the registration of the leader, who will then not be permitted to attend or participate in any BBNI activities whatsoever, within BBNI, battalion or company level.
47. Notification of the cancellation of registration will be sent to
  - a) the leader,
  - b) the company captain
  - c) the church or other Christian organisation of which the company is a part
  - d) A record of the cancellation will be retained by BBNI
48. A leader whose registration has been cancelled may appeal against the cancellation, and the procedure set out in Regulations 43- 46 will apply.
49. All captains must inform BBNI whenever a leader leaves a company.
50. In the case of new companies, pending the registration of the company, no leader will be permitted to work in that company until registered as a leader by BBNI.
51. The directors of BBNI shall approve, publish and maintain Regulations that govern the application for, admission to, refusal of, suspension from and revocation of registered leader status in accordance with the prevailing law and best practice to ensure that, inter alia, adequate child protection procedures are in force.

### **Section 3 : Training**

52. BBNI will provide a comprehensive training programme for leaders and relevant training for members of Company/Seniors. This includes core leadership training and safeguarding plus thematic courses developed to equip leaders to support the emerging needs of children and young people.

#### **Section 4: The Company**

53. BBNI shall be composed of companies.
54. Each company shall be part of a church or Christian organisation approved by BBNI. Such church or Christian organisation shall be responsible for the Christian education of the company. With the consent of the BBNI, a company may be connected with an established Christian organisation, provided that adequate arrangements are made for the Christian education of its members.
55. Guidance on the operation of a BB company will be contained in the Company Handbook, produced by BBNI.
56. For any prospective new company, the church or other body will submit the company registration form to BBNI. BBNI, having taken the view of the battalion, shall determine whether or not BBNI should register the company and this will be communicated to the church or other body. On the registration form, the proposed name of the new company should be stated. BBNI will confirm the agreed company name with the church and battalion.
57. Each company shall divide its members into designated groupings as defined in Regulation 9 and in accordance with the age Regulation 9.
58. Every company shall be designated into one of the following groupings:
  - a) companies working with Boys only
  - b) companies that have a Girls' Association
59. BBNI shall be responsible for designating each company to a grouping as defined in Regulation 9. Designation shall apply regardless of any informal or working title name(s) that an individual company may adopt.
60. The designation of a company into a grouping is required to provide clarity when operating BBNI and such designation shall apply until it is subsequently revised by BBNI.
61. In the event that an existing company decides to form a Girls' Association, it shall notify BBNI of the details of the changes so that the company designation can be changed.
62. When a company has formed a Girls' Association, it shall not thereafter be able to revert to a "Boys only" designation unless notification has been given to BBNI by the ruling church body.
63. Unless otherwise determined all assets of a company (including all monies) shall be vested in and under the control of the church or approved sponsoring body and the company shall not be a branch of BBNI (charity registered in NI Number and company limited by guarantee) for the purposes of group accounts.
64. Each company may acquire and hold any real or personal property given upon charitable trusts and for charitable purposes corresponding or similar to the

objects of BBNI or any of them, and whether the same be limited for the benefit of certain localities, institutions, persons or classes of persons or otherwise howsoever, either as part of the trust assets of the church or approved sponsoring body by the trustees of such church or other approved body, if such church or other approved body is prepared to accept same, or vested in the name of a charitable trust or, with the approval of BBNI, in the name of BBNI as trustee for such company.

65. The church or other organisation of which the company is a part shall nominate for registration a chaplain or chaplains. Chaplains shall normally be Ministers of religion, although another suitable person, e.g. childrens' /youth worker or member of the church leadership team, may be so nominated.
66. Every company shall be under the leadership of a captain. Other leaders shall be registered as defined in Regulation 31. The chaplain (or chaplains) shall also be a leader.
67. The church or other organisation of which the company is a part shall nominate for registration all leaders in accordance with the requirements and procedures specified in Regulations 31.
68. BBNI, whether by itself or through a committee formed for such purposes, shall have the power to suspend or cancel for good cause the registration of any company or leader. The effect of such suspension or cancellation of registration shall be that they shall not be permitted to work or engage in any BBNI activity. (Regulations 35-50)
69. Non-commissioned Officers may be appointed by the captain in accordance with Regulation 16.
70. Companies may appoint Honorary Office Bearers within the company.
71. The company captain shall ensure that suitable arrangements are made for the management of the financial affairs of the company and that accounts are prepared annually and presented to the appropriate ruling body of the church/ Christian organisation to which the company is connected.  
Every company shall pay the annual per capita subscription for membership of BBNI, as determined by the Annual Meeting.

## Section 5: Uniform

72. 'Relevant Leader' in these Regulations shall mean the company captain or a member of staff within the company to whom the captain has delegated the option. It can also mean a leader in charge of an event at battalion or BBNI HQ level.

73. The Relevant Leader will determine the specific elements of uniform to be worn in their company. These elements will be chosen in line with the options below.

### Anchors

- Blue Boys' Brigade polo shirt
- Plain dark trousers or shorts
- Appropriate footwear
- Red Boys' Brigade sweatshirt
- Arm band may be worn on the right arm, above the elbow, with awards worn as per regulations

### Juniors

- Blue Boys' Brigade polo shirt
- Plain dark trousers or shorts
- Appropriate footwear
- Royal blue Boys' Brigade sweatshirt
- Arm band may be worn on the right arm, above the elbow, with awards worn as per regulations and a leading boy badge (worn at the bottom of the armband if the Young Person holds the position)
- A tape showing the company name may be worn at the top of the armband
- A Company may choose that the members wear hats

### Company and Senior Section members

- Blue Boys' Brigade polo shirt or blue Boys' Brigade shirt with Boys' Brigade tie plain dark trousers
- Black leather belt with chrome Boys' Brigade buckle
- Plain dark footwear
- Navy Boys' Brigade sweatshirt
- Arm band may be worn on the right arm, above the elbow, with awards worn as per regulations
- A tape showing the company name may be worn at the top of the armband
- A Company may choose that the members wear hats

If the Young Person is an NCO, the appropriate badge worn at the bottom of the armband:

- Lance Corporal: one-barred chevron with its point downwards
- Corporal: two-barred chevron with its point downwards
- Sergeant: three-barred chevron with its point downwards

## Staff Sergeants

- Blue Boys' Brigade polo shirt or blue Boys' Brigade shirt with Boys' Brigade tie, plain dark trousers
- Black leather belt with chrome Boys' Brigade buckle
- Plain dark footwear
- Navy Boys' Brigade sweatshirt
- Arm band may be worn on the right arm, above the elbow, with awards worn as per regulations and a four-barred chevron badge worn at the bottom of the armband with its point upwards
- A tape showing the company name may be worn at the top of the armband
- A Company may choose that the members wear hat
- When acting as Battalion Sergeant Major, a Staff-Sergeant may wear a small red rosette under the hat badge.

## Leaders

- White Boys' Brigade polo shirt or a white Boys' Brigade shirt with Boys' Brigade tie,
- Plain dark trousers, female leaders may wear a plain dark skirt
- Black leather belt with chrome Boys' Brigade buckle
- Plain dark footwear
- Navy Boys' Brigade sweatshirt may also be worn
- A Company may choose that the leaders wear hats.
- Male leaders may wear the Glengarry Cap with Officers' cap badge.
- Female leaders may wear a hat of the same pattern as the young person's hat, but of different material, with the special hat badge, the young person's hat may be worn as an alternative.
- Warrant Officers may wear hats as defined above, but with the special Warrant Officers' badge.
- A red rosette behind the cap badge may be worn by Officers when they are acting as Staff Officers, and will not be worn at other times as a mark of rank.

### 74. Further uniform regulations:

- a) On appropriate occasions, the relevant leader may decide that the sweatshirts mentioned in the above regulations should not be worn.
- b) On appropriate occasions, the relevant leader may decide that a weatherproof garment should be worn.
- c) When not on parade, leaders may wear a plain dark jacket to match their trousers / skirt.
- d) The tie referred to in the above regulations will be: a Boys' Brigade tie; a Boys' Brigade Seniors' tie; or, a Boys' Brigade officers' tie, as appropriate.
- e) Bandmasters of pipe bands may wear the Glengarry cap and young person's hat badge.

- f) Drum-Majors will wear the uniform of their rank, with the addition of white gauntlets/gloves. A sash may be worn over the left shoulder bearing the emblem of The Boys' Brigade and the company or battalion designation only.
- g) The BB buttonhole badge may be worn by any member when not in uniform.
- h) A poppy may be worn on the left breast above The Boys' Brigade anchor during Remembrance Week and on Remembrance Parades.
- i) When in uniform, the Cross for Heroism shall be worn on the left breast above The Boys' Brigade anchor and to the wearer's right of all other medals.
- j) A kilt and other accoutrements may be worn in place of the trousers in any of the above regulations at the option of the relevant leader.
- k) Chaplains will wear either leaders' uniform or their usual clerical attire. A clerical collar and shirt may be worn, if desired, in place of the shirt and tie stated in the above regulations.
- l) BBNI and battalion office bearers and honorary captains and honorary presidents of companies may wear leaders' uniform.
- m) A maximum of two company medals may be worn on the left breast above The Boys' Brigade anchor.
- n) On ceremonial occasions, leaders may wear the ribbon of their medals and decorations.
- o) Members may wear their regional emblem, as approved by the BBNI, at the top of the right sleeve of the polo shirt, sweatshirt or shirt.

## **Section 6: The Battalion**

75. With the approval of BBNI, a group of companies may form a battalion.

76. A battalion shall be classed as a group of companies for the purposes of voting at The Annual Meeting of BBNI.

77. The approval of the Annual Meeting shall be required for:

- a) Selecting or amending the name of a battalion
- b) Defining or redefining the geographical area within which a battalion may operate
- c) Merging two or more battalions

In the event of any disputes arising from the application of this clause, then there shall be a right of appeal to BBNI Trustees

78. Every company shall be a member of a battalion.

79. BBNI may, at the request of a company or battalion, decide to which battalion a company shall be attached.

80. A Battalion Council shall be formed by

- a) Registered leaders as defined in Regulation 30 and from companies within the battalion area
- b) Persons who are members of BBNI as defined in Regulation 17 who have reached their 16th birthday, but who have not attained their 30th birthday.

81. The Battalion Council may at its discretion appoint such Office Bearers or other adults defined in Regulation 80 above as it considers necessary to fulfil its functions.

82. The battalion shall appoint a secretary who will act as the main contact between the battalion and other parts of BBNI.

83. Each Battalion Council shall make such rules as it may deem fit for the effective running of the battalion and as may be consistent with the other provisions of these Regulations and of the articles of association. The Battalion Council shall ensure that the interests of each age group of BBNI is adequately represented in any administrative arrangements which it may make. The actions of all Battalion Councils may be subject to review by BBNI.

84. The Battalion Council shall act to promote the interests of BBNI in its area by organising activities for members; by the provision of support, training and opportunities for fellowship for leaders; and by seeking opportunities for development of the BBNI to fulfil its Object better.

85. The Battalion Council shall carry out such other functions as may be delegated to it by the BBNI delivery committee or the Annual Meeting of BBNI.

86. Battalions may appoint Honorary Office-Bearers.



87. The Annual Meeting of BBNI shall have the power to disband any battalion or merge any battalions who shall have the right of appeal to BBNI against any such decision.
88. All assets of a battalion (including all monies) shall be vested in and under the control of its members using a trust, charity registration or unincorporated association. The Battalion Council shall ensure that suitable arrangements are made for the managements of its financial affairs and independently examined accounts are prepared annually.
89. A battalion is not a branch of BBNI (charity registered in NI and company limited by guarantee) for the purposes of group accounts. A battalion may acquire and hold any real or personal property given upon charitable trusts and for charitable purposes corresponding with or similar to the objects of BBNI or any of them, and whether the same be limited for the benefit of certain localities, institutions, persons or classes of persons or otherwise howsoever, or vested in the name of trustees or of a charitable trust or, in the name of BBNI as trustee for such battalion.

## **Section 7: The Delivery Committee**

The governing document of BBNI is the Articles of Association. These Regulations are an expression of the schedule attached to BBNI's Articles of Association.

90. The Delivery Committee shall:

- a) Ensure that the objects of the BBNI are met in accordance with the Regulations made from time to time by the Trustees of BBNI.
- b) Advise BBNI Trustees on such matters as it thinks fit with a view to the better facilitation of the objects of BBNI as set out in its Articles of Association.
- c) At the request of BBNI Trustees nominate persons for consideration by the Trustees for membership of the Board, and who, if they are approved by the Board, shall be appointed by the Board as directors of BBNI.

91. BBNI Trustees shall from time to time as required appoint persons to act as the Chairperson, and Vice-Chairperson, of the BBNI Delivery Committee. Those persons, together with the BBNI Chaplain, one representative from each Battalion, the chairpersons of the Panels referred to in regulation 105, and one person under the age of 26 appointed by the Young Leaders Panel shall constitute the BBNI Delivery Committee.

92. BBNI Chief Officer shall be Secretary to the BBNI Delivery Committee.

93. The BBNI Delivery Committee shall meet at least three times in each year.

94. Ten members of the BBNI Delivery Committee shall form a quorum.

95. Each member of the BBNI Delivery Committee shall serve a term of office for three years which shall commence on 1<sup>st</sup> September or immediately after the Annual Meeting, whichever is later.

96. No one shall serve more than three consecutive terms in any office or committee without a break of at least 3 years before further service in the same post or panel.

97. The BBNI Trustees shall review the membership during each session in which a member's term of service is to expire.

98. Casual vacancies may be filled with the approval of the BBNI Trustees by the relevant battalion or other body which appointed the member.

99. The BBNI Delivery Committee shall have panels which shall be skills based and composed of 5 or more members who shall be registered Leaders in BBNI.

100. The Chairperson and relevant staff member will have flexibility to decide how many people they require to fulfil the role of that panel for their term of service.

101. The remits of the panels shall be as detailed in Annex 1 with any amendments agreed by the BBNI Delivery Committee.

102. Each member of a panel shall serve a term of office for three years which shall commence on 1<sup>st</sup> September or immediately after the Annual Meeting, whichever is later.
103. The Chairperson and relevant staff member shall review the panel's membership during each session in which a member's term of service is to expire and report to the Delivery Committee. Casual vacancies may be filled during the session on the Chairperson's proposal to the BBNI Delivery Committee.
104. In the event of unexpected vacancies, including the Chairperson, the relevant staff member shall consult with the Chief Officer, who may convene a meeting of President, Vice-President and Chaplain, to bring proposals to the BBNI Delivery Committee.
105. The BBNI Delivery Committee may appoint ad-hoc working groups for specific purposes providing that:
- a) The Chairperson is a member of the BBNI Delivery Committee or one of its panels.
  - b) The members are leaders as defined in regulation 30.
  - c) Each group reports on its work to the BBNI Delivery Committee.
  - d) After 12 months the BBNI Delivery Committee reviews the progress of the group and decides on its continuance.
106. The BBNI Delivery Committee shall report on a quarterly basis to the Board of BBNI dealing with such matters as are set out in the Regulations. (91, 102)
107. The BBNI Delivery Committee may nominate honorary office bearers to the Annual Meeting.

## **Section 8 : The Annual Meeting**

108. The Annual Meeting is the representative body of BBNI, which forms the basis of general meetings of the Charity.

109. The Annual Meeting will meet at least annually and notice of each meeting of the Annual Meeting will be given in accordance with the Articles of Association. The principal method of giving such notices shall be by electronic means, and sufficient notice of meetings of Annual Meeting will be deemed to have been given if published by electronic means. Notice of each meeting will also be given by being published in 'BBNI ENews'

110. The Annual Meeting may be attended by all leaders of BBNI as defined regulation 30 and members who have attained their 16th Birthday at the date of the meeting.

111. At the Annual Meeting voting shall be as follows:

- a) There will be one vote per Company whose financial payments to BBNI for the session have been received. This vote will be exercised by a registered leader in the company.
- b) There will be one vote per battalion which shall be exercised by a registered leader who is representing the battalion.
- c) There will be one vote for each BBNI Trustee and each BBNI Delivery Committee member.
- d) In no circumstances shall individuals exercise more than one individual vote under regulation 111a.

112. The business of The Annual Meeting shall be to

- a) Receive or consider items relating to the vision, goals and development of BBNI
- b) Receive reports, including a financial statement, of the BBNI Trustees
- c) Agree the annual subscription of each company, member and leader to BBNI for the ensuing session.
- d) Endorse Regulations proposed by BBNI Trustees
- e) Consider any other competent items or motions

113. To be treated as valid business, a motion must be in the name of:

- a) The BBNI Trustees, or
- b) The BBNI Delivery Committee, or
- c) A battalion, or
- d) Five leaders as defined in regulation 30 from five different companies, and
- e) Must be sent in writing by electronic means, by post or by hand to the BBNI Chief Officer, to arrive not later than noon on the 1st May, or if such

day be a Saturday or Sunday, on the Friday immediately preceding that day.

- f) The terms of such a motion and the name(s) of the proposer thereof shall be published by electronic means, by 14th May following, and in the issue of the BBNI ENews immediately succeeding.
- g) No amendment to such a motion shall be valid unless notice of such amendment is sent in writing by electronic means, by post, or by hand to the BBNI Chief Officer to arrive not later than noon on the last Friday in May immediately succeeding the electronic publication of the proposed motion.

## **Section 9 : Amending Regulations**

114. BBNI Trustees may from time to time make such reasonable Regulations or amend existing Regulations as they may deem necessary or expedient for the proper conduct and management of BBNI.

115. BBNI shall ensure that such additions or amendments are brought to the notice of leaders of BBNI at the earliest opportunity,

116. The Annual Meeting of BBNI shall have the power to make, alter, add or appeal Regulations providing that:

- a) notice has been given in accordance with regulation 109
- b) two thirds of the votes cast at the meeting are in favour.

## **Annex 1: Panel membership and remits**

Panels will be skills based with five or more members. The Chairperson and relevant staff member will have flexibility to decide how many people they require to fulfil the role of that Panel for their term of service (regulation 102). All members shall be registered leaders of BBNI.

### **ANCHORS**

- a) promoting the work, programme and award scheme of the Anchors age group
- b) arranging events and competitions in line with agreed strategy
- c) managing the income and expenditure of events and competitions to an agreed budget
- d) assist BBNI staff with the delivery of conferences, events and projects as required
- e) members act as ambassadors within NI, sharing resources and best practice and identifying areas for supporting sections with programme delivery
- f) gather and share feedback from sections to inform decision making on local programme
- g) such other functions as approved by the BBNI Delivery Committee

The sectional chairpersons will meet regularly with the designated staff member to agree objectives and calendar of activities.

### **JUNIORS**

- a) promoting the work, programme and award scheme of the Juniors age group
- b) arranging events and competitions in line with agreed strategy
- c) managing the income and expenditure of events and competitions to an agreed budget
- d) assist BBNI staff with the delivery of conferences, events and projects as required
- e) members act as ambassadors within NI, sharing resources and best practice and identifying areas for supporting sections with programme delivery
- f) gather and share feedback from sections to inform decision making on local programme
- g) such other functions as approved by the BBNI Delivery Committee

The sectional chairpersons will meet regularly with the designated staff member to agree objectives and calendar of activities.

### **COMPANY SECTION AND SENIORS**

- a) promoting the work, programme and award scheme of the Company and Senior Section
- b) arranging events and competitions in line with agreed strategy
- c) managing the income and expenditure of events and competitions to an agreed budget
- d) nominate a National Competitions' Co-ordinator and making arrangements for national competitions, including finals
- e) assist BBNI staff with the delivery of conferences, events and projects as required
- f) members act as ambassadors within NI, sharing resources and best practice and identifying areas for supporting sections with programme delivery
- g) gather and share feedback from sections to inform decision making on local programme
- h) such other functions as approved by the BBNI Delivery Committee

The sectional chairpersons will meet regularly with the designated staff member to agree objectives and calendar of activities.

### **TRAINING**

- a) anticipating and identifying training needs and requirements within NI
- b) establishing ad hoc groups to meet training needs and requirements by organising courses or by making use of appropriate external training opportunities
- c) ensuring that arrangements are made for all training courses, including the securing of appropriate facilities
- d) ensuring that suitably qualified trainers are appointed to cover specialist areas which includes safeguarding and additional needs
- e) assist BBNI staff with the delivery of projects as required
- f) managing the income and expenditure of all training related activities to an agreed budget; and
- g) such other functions as approved by the BBNI Delivery Committee.

### **Budget:**

Where no subsidy has been approved by the BBNI Treasurer, it is required that expenditure is less than or equal to the generated income.



### **CECR (Christian Education and Church Relations)**

- a) promoting Spiritual development in companies in NI
- b) encouraging and assisting the roles of company and battalion chaplains
- c) organising a syllabus for Christian education for all sections and facilitating the production of an endorsed annual Christian education assessment for Company Section and Seniors
- d) promoting the gospel work of BBNI to churches
- e) managing the income and expenditure of events and resources to an agreed budget
- f) assist BBNI staff with the delivery of projects as required
- g) such other functions as approved by the BBNI Delivery Committee

### **YOUNG LEADERS (leaders aged under 30)**

- a) establishing a forum for young leaders to discuss issues relating to the work of BBNI
- b) organising events to create opportunities for teambuilding, friendship and fellowship among young leaders
- c) identifying projects to develop the work at home or overseas which would be led by young leaders
- d) exploring opportunities to engage with Global Fellowship
- e) electing a young leader to the BBNI Delivery Committee
- f) assist BBNI staff with the delivery of projects as required
- g) managing the income and expenditure of events etc. to an agreed budget
- h) such other functions as approved by the BBNI Delivery Committee

### **Amendment of this Schedule:**

This Schedule may be amended by decision of the BBNI Delivery Panel.

## **Annex 2: Standing orders for meetings of BBNI and its panels**

### 1. Notice of Meetings

- a) The date, time, place and business of an **Ordinary Meeting** shall be circulated to members not less than ten days before the date of the meeting.
- b) The date, time, place and business of an **Extraordinary Meeting** shall be circulated to members not less than five days before the date of the meeting.
- c) Only business contained in the notice of an **Extraordinary meeting** may be considered at such a meeting.

### 2. Ordering of Business:

- a) All meetings in BBNI shall commence and conclude with prayer.
- b) A record of attendance and apologies for absence shall be retained.
- c) Ordinary Meetings - Minutes of the previous meeting shall be presented, amended if necessary, approved and signed.
- d) If Panels or ad hoc groups have been appointed they shall report at an ordinary meeting on meetings held since the previous meeting.
- e) Members of staff may be invited to update ordinary meetings at BBNI or battalion level on work and projects in BBNI.
- f) The Chairperson may accept other items of business at an ordinary meeting.
- g) Substantive items or additional items of business shall be submitted to the Chairperson or Secretary of the meeting at least three days before the date of the meeting.
- h) The Chairperson of the meeting, shall have the final determination on the inclusion or otherwise of any suggested item of business.

### 3. Conduct of Business:

- a) The normal rules of debate shall be observed, and all members shall yield to the Chairperson when so required.
- b) All members shall have equal entitlement to contribute to any item of business.
- c) When a definitive decision is required on an item of business a resolution must be proposed and seconded and recorded in the minutes.

### 4. Voting Procedure:

- a) Each member present may exercise one vote.

- b) The Chairperson may exercise a deliberative and, if necessary, a subsequent casting vote.
- c) The Chairperson shall ensure the requirements of BBNI Regulations are observed.

Amendment of the Standing Orders:

These Standing Orders may be amended by the BBNI Delivery Committee.

Note: Meetings of the Trustees are dealt with in the Articles.

### **Annex 3: President's advisory group**

1. The President of BBNI shall be the Chairperson of meetings of BBNI Delivery Committee and Annual Meeting.
2. The BBNI Delivery Committee may, in the absence of the Chairperson, elect a Chairperson pro tem\*
3. An Advisory Group may be convened by the President, in consultation with the BBNI Chief Officer to give advice and transact urgent business.
4. Membership of the group shall be: President; Vice-President, and Chaplain. Together they may co-opt a member or members from the BBNI Delivery Committee. Any such appointment to be approved at the next meeting of the BBNI Delivery Committee.
5. Appropriate BBNI staff may attend to act as Secretary to the Group, or to report on specific matters, as required.

*\*Lasting only for the time being*

## Annex 4: Visual representation of the organisation

The Northern Ireland Boys' Brigade will use the following designated marks.



## Revisions to Regulations

5<sup>th</sup> April, 2024

Regulation	Revision
46	'able' changed to 'permitted'
80a	Referencing change – 83 changed to 30
81	Referencing change – 83 changed to 80
91	Referencing change – 104 changed to 105
111d	Referencing change – 112a changed to 111a
116a	Referencing change – 110 changed to 109
Annex 1	Referencing change- 104 CHANGED TO 102