

## Appendix 1

# Draft The Scottish Association of Alcohol & Drug Action Teams Constitution & Standing Orders

- I. Introduction  
**The Scottish Association of Alcohol & Drug Action Teams is a voluntary association representing all Alcohol & Drug Action Teams. Membership of SAADAT does not preclude individual Alcohol & Drug Action Teams having or expressing their own views.**
2. Membership  
**The local Alcohol & Drug Action Teams constitute the membership, as represented by the Chairperson, or nominated deputy.**
3. Aims  
**The aims of the Association are:**
  - 3.1 **To represent local Action Teams as a body and provide a channel through which central government (including the Scottish Parliament and Scottish Executive), local authorities, COSLA and other bodies may obtain the views of the Association's membership on major policy areas or issues of collective concern**
  - 3.2 **To assist local Action Teams respond to Government initiatives and legislation related to alcohol & drug issues**
  - 3.3 **To ensure that good practice is disseminated across Scotland through the collation of information drawn from the work of local Action Teams**
  - 3.4 **To ensure effective communication across and between local Action Teams and other key local and national organisations on alcohol & drug policy**
  - 3.5 **To ensure the pro-active involvement of local Action Teams in influencing the development of new policy initiatives**
  - 3.6 **To engage with other national forums and professional associations, to ensure the benefits of partnership and integrated working are maximised**
  - 3.7 **To provide facilities for consultation and conference on all or any matters relating to the work of local Action Teams**

- 3.8 To ensure that a strategic overview of the implementation of national policy including resource implications is maintained

#### 4 Representation

- 4.1 Each local Action Team is represented by the Chairperson and/or nominated deputy and supported by nominated officer/s according to the specialist knowledge required by the agenda.
- 4.2 Each member organisation is entitled to one vote.

#### 5 Officer Bearers

- 5.1 **Chairperson/Vice-Chairperson** The SAADAT will elect a Chairperson and Vice-Chairperson from its membership. The local Action Team from where these are drawn will then be invited to appoint a further representative.
- 5.2 **Term of Office** The term of service for each office is for TWO years renewable for a further term following nomination. In the event of pre-term resignation, a temporary office bearer may be elected for the remainder of the term.
- 5.3 **Sub-committees/Working Groups** The Association may, as circumstances dictate, establish sub-committees or working groups. The remit and membership of such sub-committees or working groups will be determined by the Association and may include bodies or individuals not in membership of the Association.
- 5.4 **Election** Any member of SAADAT can stand for election as Chairperson and Vice Chairperson. In the event of there being more than one nominee for either position a postal ballot will be held in which each local Action Team will have one vote. Voting papers will be sent at least 3 weeks in advance of the election. The SAADAT will appoint either a National Officer or an Association member to act as scrutineer.

#### 6 Procedure

- 6.1 Decisions will be carried out by a simple majority vote of attendees.

**The chairperson will not have a deliberative vote but in the event of a tie may exercise a casting vote.**

**6.2 There will be at least 3 meetings of SAADAT a year.**

**6.3 Convening of meetings and the business thereof shall be as determined by the executive officers supported by the National Officers. However, regarding any concern about governance of the Association, any three members may call for a meeting to be convened by submitting a signed request to one of the National Officers including a statement of the matter to be raised. The Chairperson/Vice Chairperson shall then convene a meeting within 3 weeks.**

**7. Communication**

**Unless specifically determined by the SAADAT, only the executive officers or National Officers are empowered to speak on behalf of SAADAT or to represent it in other fora.**

**8. Professional Support**

**The provision of professional support to the Association will be provided by the posts of the National Alcohol Liaison Officer and National Drug Liaison Officer, whose primary task will be to support and co-ordinate the work of the Association.**

# SCOTTISH ASSOCIATION OF ALCOHOL & DRUG ACTION TEAMS

## PROPOSED AGENDA

1. Apologies
2. Previous Minutes
3. Matters Arising

### **Combined Alcohol and Drug Topics**

Support Officer Training and Development  
Feedback from national bodies e.g. SMACAP and SACDEM  
Feedback from joint working groups  
Review of Action Teams  
Communication – discussion required on similarities and dissimilarities  
Corporate Action Planning  
Prevention and Education – joint or specific?  
Homelessness  
Quality Standards

### **Alcohol Specific Topics**

Working Group progress reports e.g. Information Sub-group, Capacity of Services  
Review of the Plan of Action on alcohol problems  
Culture  
Provision of Services  
Protection and Controls

### **Drug Specific Topics**

Working group progress  
National Drug Strategy Review and Development  
Education Training and Employment – joint topic?  
Drug overdose deaths

### **AOCB**

### **Date of Next Meeting**