

The Constitution of the Saffron Walden Scout District

Background

The Constitution of Saffron Walden Scout District ("The District") is based on Rule 4.25 of The Scout Association's Policy, Organisation and Rules. It has been modified to take account of current practices in the management and governance of the District.

Any terms used but not defined in this Constitution shall take the definition from the current version of The Scout Association's Policy, Organisation and Rules.

The District is an Excepted Charity as defined by the Charity Commission. As such, The District acts to all intents and purposes as a Charity with the exceptions that formal registration with and annual reporting to the Charity Commission are not required.

This constitution was formally adopted by the District Scout Council at the Annual General Meeting held on 9th July 2019.

Youth inclusion

- a) All elected and constitutional bodies of The District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- b) This policy, as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.

The District Scout Council

- a) The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.
- b) Membership of the District Scout Council is open to:
 - Commissioners appointed to District Roles;
 - District and Group Active Support Managers
 - District Scouters;
 - District Section Leaders and Assistant Section Leaders;
 - District Administrators;
 - District Section Assistants;
 - District Skills Instructors;
 - District Advisers;
 - all Explorer Scouts;
 - all members of the District Scout Network;
 - a representative of the District Youth Leadership Forum, selected from amongst the membership of that Forum;
 - Members and Associate Members of the Movement registered in the Scout District and including Members of District Scout Active Support Units;
 - all parents or guardians of Explorer Scouts;
 - persons elected or reselected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
 - The County Commissioner and County Chair are ex-officio members of the District Scout Council.

- c) Membership of the District Scout Council ceases upon:
- the resignation of the member;
 - in the case of parents or guardians of Explorer Scouts, when the Explorer leaves the Explorer Section or reaches the age of 18;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- d) The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
 - approve the District Commissioner's nomination of the District Chair and nominated members of the District Executive Committee;
 - elect a District Secretary;
 - elect a District Treasurer;
 - elect certain members of the District Executive Committee;
 - elect Group Scouters to represent the District on the County Scout Council;
 - appoint an auditor, independent examiner or scrutineer as required;
 - approve any changes to the District Constitution;
 - define the quorum for meetings.
- e) Voting at the Annual General Meeting shall be by simple majority except for changes to this Constitution which shall require a two thirds majority.

The District Executive Committee

- a) The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.
- b) Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to:
- Comply with the Policy, Organisation and Rules of The Scout Association;
 - Protect and maintain any property and equipment owned by and/or used by the District;
 - Manage the District finances including setting a budget and maintaining a reserves policy;
 - Provide insurance for people, property and equipment;
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities;
 - Promote and support the development of Scouting in the local area;
 - Support the delivery of the District Development Plan;
 - Manage and implement the Scout Association Safety Policy locally;
 - Ensure that a positive image of Scouting exists in the local community;
 - Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees;
 - Ensure that Young People are meaningfully involved in decision making at all levels within the District;

- Approve the opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary;
 - Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it;
 - Supervising the administration of Scout Groups within the District, particularly in relation to finance and the trusteeship of property.
- c) The Executive Committee must also:
- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee and any sub-committees;
 - Approve the appointment of members of the Appointments Advisory Committee;
 - Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer;
 - Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Executive Committee;
 - Maintain confidentiality with regard to appropriate Executive Committee business.
 - Meet at least four times per calendar year.
- d) The District Executive Committee consists of:
- i. **Ex-officio members**
 - The District Chair;
 - The District Commissioner;
 - The District Youth Commissioner;
 - The District Secretary;
 - The District Treasurer;
 - The District Explorer Scout Commissioner;
 - The District Scout Network Commissioner.
 - ii. **Elected members**
 - persons elected at the District Annual General Meeting (these should normally be four to six in number).
 - iii. **Nominated members**
 - persons nominated by the District Commissioner. The nominations must be approved at the District Annual General Meeting.
 - persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.
 - iv. **Co-opted members**
 - persons co-opted annually by the District Executive Committee.
 - the number of co-opted members at any one time must not exceed the maximum number of members who may be elected.
- e) Right of Attendance
- The County Commissioner and the County Chair have the right of attendance at meetings of the District Executive Committee.
- f) Format of District Executive Committee meetings
- Meetings will normally be held in person.
 - Exceptionally meetings may be held using video or audio technology provided a quorum is maintained.

- Decisions may be taken by e-mail provided that a quorum is maintained and that such decisions are ratified at the next normal meeting.
- g) Additional Requirements for sub-Committees:
- Sub-Committees consist of members nominated by the Committee.
 - The District Commissioner and the District Chair will be ex-officio members of any sub-Committee of the District Executive Committee.
 - Any fundraising committee must include at least two members of the District Executive Committee. No Section Leader or Assistant Leader should serve on such a fundraising sub-Committee.
- h) Additional Requirements for Charity Trustees:
- All ex-officio, elected, nominated and co-opted members of the District Executive Committee are Charity Trustees of the Scout District;
 - Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration);
 - Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts and so may not be members of the District Executive Committee;
 - Charity Trustees are responsible for ensuring compliance with all relevant legislation including the General Data Protection Regulation (GDPR).

The District Senior Team Meeting

- a) The District Senior Team, comprising the District Youth Commissioner, Explorer Scout Commissioner, Scout Network Commissioner, all Assistant District Commissioners, District Scouters, Group Scout Leaders and District Scout Active Support Managers, meets under the chairship of the District Commissioner.
- b) The purpose of the District Senior Team Meeting is to:
- Support the delivery of the Youth Programme through mutual support, District-wide activities and District led adventurous activities;
 - plan the support and mentoring of adults undertaking Adult Training and beyond;
 - Support the delivery of the District Development Plan;
 - Provide guidance to the District Executive Committee on the financial needs of the District.
- c) The District Senior Team Meeting will take place at least three times per year.

Conduct of Meetings in the District

- a) In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
- b) Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chair does not have a casting vote and the matter is taken not to have been carried.
- c) The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.