

Scouts

Bexley District



BEXLEY DISTRICT SCOUT COUNCIL CONSTITUTION

All Scout Districts must adhere to the current version of Policy Organisation and Rules of The Scout Association.

The undernoted constitution is a supplement to the adopting of those documents and replicates provisions from the POR for the purpose of clarity.

The following represents the constitution of Bexley District Scout Council (the District), which is a registered charity (no.303506)

The Bexley District Scout Council

The District Scout Council has a governance role for the charity and, in particular, appoints the District Trustee Board. The Trustee Board is responsible for the governance of the charity and is accountable to the Scout Council.

The District Scout Council has no Trustee responsibilities.

Membership of the Scout Council does not provide membership of the Scouts

Charitable Objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

District Scout Council Membership

The ex-officio members of the District Scout Council are:

All adult members with a District role

All adults with the following appointments in the Scout Groups in the District

- Group Lead Volunteer
- Group Trustee Board Chair
- Group Trustee Board Treasurer
- Section Leader
- Assistant Section Leader
- Group Scout Active Support Managers

All Explorer Scouts (including Young Leaders)

All members of the District Scout Network

All parents and carers of Explorer Scouts (including Young Leaders)

A representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum

The County Lead Volunteer

The County Trustee Board Chair

The appointed members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The number of appointed members must not exceed the number of ex-officio members.

Appointed members of the District Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

Membership of the District Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the District Scout Council
- dissolution of the Scout Council
- termination of membership by Headquarters following a recommendation by the District Trustee Board

Annual General Meeting

The District Scout Council must hold an Annual General Meeting within six months of the end of the Scout District's financial year.

The Annual General Meeting must:

Undertake governance oversight

- Adopt (or re-adopt) the constitution of the Scout District
- Note the dates of the Scout District's financial year
- Agree the number of members that may be appointed to the District Trustee Board
- Agree the quorum for meetings of the District Scout Council

Review the previous year

- Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
- The accounts must have been examined by an appropriate auditor or independent examiner
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner

Make appointments

- Approve the appointment of the Chair of the District Trustee Board
- Approve the appointment of the Treasurer of the District Trustee Board
- Approve the appointment of members of the District Trustee Board
- Approve the appointment of any District Presidents or District Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required
- Nominate representatives of the District Scout Council to represent the District on the County Scout Council

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

The District Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout District's next Annual General Meeting

Apart from the AGM the District Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least 14 days in advance to all those eligible to attend. This notice may be sent by written or electronic means.

The District Chair shall preside or, in their absence, the meeting shall elect a chair from the members present.

The District Trustee Board

The District Trustee Board is a team of volunteers who work together, as Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the District Trustee Board must act collectively as Charity Trustees and in the best interests of the charity and its members to:

- Ensure the District is well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.
- Comply with Policy Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- Ensure that young people are meaningfully involved in decision making at all levels within the District
- Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the District including delivery of the high-quality programme and resource requirements of the training programme
- Ensure that a positive image of Scouting exists in the local community
- Develop and maintain a risk register, including putting in place appropriate mitigations
- Ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- Maintain and manage a reserves policy for the District (including a plan for use of reserves outside of the minimum), an investment policy for the charity and a public benefit statement for the District
- Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- Promote and support the development of Scouting in the local area
- Manage the District's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouting.

- Appoint and manage the operation of any sub committees, including appointing a Chair to lead the sub-committees
- Ensure that effective administration is in place to support the work of the Trustee Board
- Appoint any Co-opted members of the Trustee Board
- Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- Present the Annual Report and Annual Accounts to the District Scout Council at the Annual General Meeting; file a copy with the County Trustee Board; and if a registered charity, to the Charity Commission
- Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- Maintain confidentiality with regard to appropriate Trustee Board business
- Apply a transparent selection process to recommend to the District Scout Council appropriate members of the District Trustee Board
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- Provide support to the District Lead Volunteer, when required, to assist the opening, change, merging or closing of Groups, Explorer Scout Units and Scout Networks in the District as necessary
- Create a support network amongst Scout Groups, particularly in relation to finance and the trusteeship of property.
- Comply with legislation applicable to charities in England

The District Trustee Board may create sub-committees to manage the work it deems necessary ensuring that the purpose of each sub-committee is governance-focused and has been agreed by the District Trustee Board, that it consists of members approved by the District Trustee Board, that the Chair of the District Trustee Board and the District Lead Volunteer are ex-officio members of each sub-committee.

Members of sub-committees are not Trustees unless they are members of the District Trustee Board

The District Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-committees, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the District Scout Council.

All ex officio, appointed and co-opted members of the District Trustee Board shall serve as charity trustees for the District Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the District Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouting. In particular, but without limitation, the District

Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report:

- to lend and to borrow
- to invest widely
- to raise funds by levying a subscription on members of the Association in the District
- to award grants, including grants to one or more of their members
- to engage one or more of their members or their relations, either directly or through a connected company or firm, to provide on a commercial basis services which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
- to reimburse one or more of their members from the District Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

The District Trustee Board meetings should be held at least four times per year and distributed equally across the year.

Membership of the District Trustee Board

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board

Ex officio, appointed and co-opted members of the District Trustee Board are charity Trustees. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

All Trustees must complete training as specified in Policy, Organisation and Rules.

At District, all Trustee Boards and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

The District Trustee Board consists of:

- The District Chair
- The District Treasurer
- The District Lead Volunteer
 - Where there are joint role holders, only one of them may be an ex officio member of the District Trustee Board. This should be decided in consultation with the District Lead Volunteers and the District Chair
 - The District Youth Commissioner (District Youth Lead)
- A maximum of eight further appointed Trustees. A District Trustee Board should consist between 5-12 Trustees.

The County Lead Volunteer and the County Chair each have the right of attendance at a District Trustee Board.

Each District Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the District.

If a District Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the District Lead Volunteer. These appointments are short term until the next annual general meeting. The Trustees must either:

- Appoint a current Trustee to the role, or
- Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer

In extreme circumstances, the District Lead Volunteer may act as Chair for a short period of time.

Conduct of District Trustee Board Meetings

Only members as defined may vote in meetings of District Scout Council and District Trustee Board. At its Annual General Meeting, the District Scout Council must make a resolution defining a quorum for meetings of the District Scout Council. The quorum for a District Trustee Board is one third of the Trustees plus one.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

Minutes, approved by the Chair should be circulated to all members (District Trustee Board meetings) as soon as possible and in case of the District Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

Electronic voting (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.

The District Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.