



**Scouts**

**Croydon District**

**Croydon District Scout Council**

**District Constitution**

## CONTENT

	Page
Content	2
Introduction	3
The District Scout Council	4
The District Board of Trustees	5
Conduct of meetings in the Scout District	10
District Administrators and Advisors	11
District sub-Committees	12
District Management Teams	14
District Working Parties	15
District Organising Committees	16
Important Note	17
Alterations to the Constitution	17

## INTRODUCTION

The following represents the Constitution for Croydon District Scout Council (hereafter referred to as the District). This Constitution forms the primary document of governance of the District which is registered as an educational charity (charity no 282738). The purpose of the charity is to promote and develop Croydon Scouting.

**Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.**

Croydon District Scout Council is registered with The Scout Association (registration no 10001094). The District Scout Council is constituted in accordance with the rules of The Scout Association to provide Scouting in the District. Under these rules the District is supported by the Scout County of Greater London South West.

The Scout Association is incorporated by Royal Charter. The Charter of The Scout Association provides for the making of Bye-Laws approved by His Majesty in Council which, in turn, authorises the making of the rules referred to above (known as "Policy, Organisation and Rules" or P.O.R).

The Charity Trustees of the District are the District Board of Trustees and members are appointed in accordance with the rules laid down in P.O.R.

The District has a responsibility to ensure that the rules of The Scout Association are adhered to at all times. In the event of any conflict between this document and P.O.R then the latter takes precedence.

P.O.R (rule 4,25c) states that "all elected and constitutional bodies of The Scout Association at Headquarters, County and District should have, as full voting members, at least two young people between the age of 18 and 25 years old". As a matter of best practice, the District will endeavour to meet this requirement.

In addition, and in accordance with P.O.R (rule 4.25d) the District will endeavour to ensure that any sub-Committees, Management Teams, Working Parties or Organising Committees contain at least one young person between the age of 18 and 25 years.

To ensure best practice is followed any such Committee or Working Party will require approval from the District Board of Trustees. It should be noted that all Committees, Management Teams and Working Parties are the responsibility of and accountable to the District Board of Trustees.

## THE DISTRICT SCOUT COUNCIL

The District Scout Council is the electoral body which supports Scouting in the District. It is the body to which the District Board of Trustees is accountable.

Normally the District Scout Council will meet once a year to conduct its business at the Annual General Meeting. In exceptional circumstances an Extraordinary General Meeting can be held with a minimum of 28 days notice.

The quorum for meetings of the District Scout Council is 31.

Membership of the District Scout Council is open to the following members of the District:

- Commissioners;
- Leaders;
- Administrators;
- Section Assistants;
- Skills Instructors;
- Advisors;
- all District Explorer Scouts and their parents/carers;
- all District Scout Network members;
- a representative from the Troop Leadership Forum;
- all members of Scout Active Support Units registered to the District;
- all Members and Associate Members of The Scout Association registered to the District;
- individuals elected or reselected annually by the District Scout Council on the recommendation of the District Commissioner and the District Board of Trustees;
- the County Commissioner and County Chair are ex-officio members.

Membership of the District Scout Council ceases upon:

- the resignation of the member;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the County Board of Trustees.

The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- receive, consider and adopt the Annual Report and Annual Accounts of the District Board of Trustees.
- approve the District Commissioner's nomination of the District Chair and nominated members of the District Board of Trustees;
- elect a District Secretary;
- elect a District Treasurer;
- elect members to serve on the District Board of Trustees;
- appoint an auditor or independent examiner or scrutiniser as required.

In addition, the Annual General Meeting will conduct the following business:

- approve the nominations of the District President and Vice Presidents;
- elect a representative to serve on the County Board of Trustees;
- appoint a District Badge Secretary.
- adopt (or re-confirm the adoption of) the Constitution of the District Scout Council.

## **THE DISTRICT BOARD OF TRUSTEES**

The District Board of Trustees exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups and Centres, Explorer Scout Units and any District Scout Network and Scout Active Support Units in the District.

The District Board of Trustees will meet five times a year on a regular basis – with the provision for ad hoc meetings, as and when circumstances require.

In addition to holding face to face meetings (and subject to prior agreement and approval) the District Board of Trustees (and its sub-Committees, Management Teams, Working Parties or Organising Committees) can hold their meetings (and discharge their duties) using telephone or video conferencing facilities.

The District is registered as an educational charity. Unless stated otherwise all members of the District Board of Trustees (over the age of 18 years) are considered to be the Charity Trustees of the Scout District.

Charity Trustees are responsible for ensuring good governance and that the charity complies with all the relevant rules and legislation relating to financial matters, safety, safeguarding and data protection.

All members of the District Board of Trustees must be suitable individuals in accordance with the requirements of the Charities Act. In addition, they must be registered on Compass and complete a criminal records disclosure (DBS) check.

Members of the District Board of Trustees will be required to undertake the appropriate training and complete (and sign) an annual Trustee Declaration.

In keeping with the requirements of P.O.R the District will endeavour to ensure that at least two young people between the age of 18 and 25 years are full voting members of the District Board of Trustees.

Uniformed individuals who are members by virtue of their appointments remain on the District Board of Trustees for the duration of their appointments.

Members who hold specific roles are elected or re-elected at the Annual General Meeting of Croydon District Scout Council.

Nominated members serve for a period of one year and are ratified annually at the Annual General Meeting of Croydon District Scout Council.

Elected members serve for a period of one year and are elected or re-elected at the Annual General Meeting of Croydon District Scout Council.

Co-opted members serve for a period of one year and are ratified annually at the Annual General Meeting of Croydon District Scout Council

Any vacancies on the District Board of Trustees can be filled by the District Commissioner in consultation with the District Chair. All appointments must be approved by the District Board of Trustees and reported at the next Annual General Meeting of Croydon District Scout Council.

In the event of a resignation from the District Board of Trustees the vacancy can be filled as detailed above.

All members of the District Board of Trustees (aged 18 years and over) are entitled to vote (however where appropriate the views of young people in the District must be taken into consideration).

The quorum for meetings of the District Board of Trustees is 9.

The District Board of Trustees consists of:

#### **Ex officio members**

- The District Chair;
- The District Commissioner;
- The District Secretary;
- The District Treasurer;
- The District Explorer Scout Commissioner;
- The District Scout Network Commissioner;
- Youth Commissioners.

#### **Nominated members**

- persons nominated by the District Commissioner.
- the nominations must be approved at the District Annual General Meeting.
- the number of nominated members must not exceed the number of elected members.

### **Elected members**

- persons elected at the District Annual General meeting.
- these should normally be four to six in number.
- persons elected must be members of the District Scout Council.

### **Co-opted members**

- persons co-opted annually by the District Board of Trustees.
- The number of co-opted members must exceed the number of elected members.

### **Right of Attendance**

- The County Commissioner and the County Chair have right of attendance at meetings of the District Board of Trustees.

### **Invited**

- The District Commissioner and District Chair may invite any member of the District Team, County Team, Regional or Headquarters staff to report to the District Board of Trustees.
- In exceptional circumstances the District Commissioner and District Chair can request the attendance of any member of the District Scout Council at a meeting of the District Board of Trustees.
- The District Commissioner and District Chair may invite a representative from any recognised organisation to address or report to the District Board of Trustees.
- Those invited are not entitled to vote and are not responsible as Trustees.

The District Board of Trustees are responsible for:

- Complying with the Policy, Organisation and Rules of The Scout Association.
- Supporting the promotion and development of Scouting within the London Borough of Croydon (see important note on page 16).
- Management of the District finances including the preparation of the Annual Accounts.
- Overseeing matters relating to safety, safeguarding, data management and data protection.



- Overseeing the management of the District website and any other digital platforms operated by the District.
- Preparing policies and strategies (including risk management) to ensure good governance in all areas of the District.
- Management of the property and equipment owned or leased by the District.
- Providing the relevant insurance for individuals, property and equipment for which the District has responsibility.
- Providing sufficient resources for Scouting to operate effectively in the District. This includes, but is not limited to recruitment and fundraising activities.
- Appointing and managing the operation of any sub-Committees, Management Teams, Working Parties and Organising Committees including the appointment of a Chair to lead these Committees.
- Ensuring that Young People are meaningfully involved in any decision making at all levels within the District.
- Approving the opening, closure and amalgamation of Scout Groups and Centres, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Appointing and managing the operation of the District Appointments Advisory Panel, including the appointment of an Appointments Panel Chair.
- Assisting the District Commissioner in ensuring the suitability of all adult members involved in delivering and supporting Scouting in the District.
- Supervising the administration of Scout Groups and Centres particularly in relation to finance and the trusteeship of property.

The District Board of Trustees must also:

- Appoint Administrators, Advisors and Co-opted members of the Board of Trustees.
- Approve the Annual Report and Annual Accounts after examination by an appropriate auditor, independent examiner or scrutineer
- Present the Annual Report and Annual Accounts to the Annual General Meeting.
- File a copy of the Annual Reports and Annual Accounts with the County Board of Trustees and the Charity Commissioners.
- Maintain confidentiality with regards to appropriate Board of Trustee business

## CONDUCT OF MEETINGS IN THE SCOUT DISTRICT

In meetings of the District Scout Council and District Board of Trustees only the members specified may vote.

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.

In exceptional circumstances an electronic vote may be held for business relating to the District Board of Trustees. In this event there must be a 75% majority to carry a motion. All voting members will be contacted via e-mail with details of the matter to be voted on. Members will then have a given period (normally 5 days) in which to cast their vote electronically or otherwise.

The vote will work in exactly the same way as those held at a normal meeting. The only exception being that a nil response from a voting member will be treated as a vote in favour. Members will normally be informed of the result of the vote via e-mail within 2 days of the closing date.

The District Scout Council must approve a resolution defining a quorum for meetings of the Council and the District Board of Trustees and its sub-Committees or Management Teams.

Meetings of the District Board of Trustees should have an agenda which must include reports on finance, appointments, safety and where necessary safeguarding issues. In addition, reports (written or verbal) should be submitted by the Chairs of any sub-Committees.

For meetings of the District Board of Trustees the agenda and any other relevant documentation should be circulated no later than 7 days before the meeting.

Where possible the minutes from the District Board of Trustees meeting should be circulated no later than 14 days after the meeting.

For the Annual General Meeting of the District Scout Council the agenda, Annual Report and Annual Accounts should be available no later than 21 days before the meeting.

Where possible the minutes from the Annual General Meeting should be available no later than 14 days after the meeting. They will be approved at the next meeting of the District Executive Committee.

In the event of an Extraordinary General Meeting of the District Scout Council a minimum of 28 days notice must be given. The notice must be accompanied by an agenda, the reason(s) for calling the meeting and details of any motions to be considered or voted on.

Where possible the minutes from the Extraordinary General Meeting should be available no later than 14 days after the meeting. They will be approved and where appropriate acted upon at the next meeting of the District Board of Trustees.

## **DISTRICT ADMINISTRATORS AND ADVISORS**

The District Chair and District Commissioner must be able to work in partnership to ensure that the best possible standards of management, administration and governance are maintained in the District.

To facilitate this the District Chair is the nomination of the District Commissioner. This appointment is approved by the District Scout Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.

Every effort must be made to find a District Chair. Only in exceptional circumstances may the District Commissioner act as District Chair and only then for a short period.

The District Commissioner and District Chair must make every effort to find a Deputy District Chair to deputise as and when necessary. Under normal circumstances this individual will be one of those nominated for approval at the Annual General Meeting of the District Scout Council.

The District Secretary is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

No individual may hold more than one appointment of District Chair, Secretary or Treasurer on the District Board of Trustees. Neither may the appointments be combined in anyway.

In exceptional circumstances the Deputy District Chair can act as either District Secretary or Treasurer. This can only be for a short period and the role must not be combined with that of acting Chair.

Other Administrators and Advisors may be appointed by the District Board of Trustees with the approval of the District Commissioner as per P.O.R.

Administrators and Advisors appointments may be terminated by:

- The resignation of the holder;
- The unanimous resolution of all other members of the District Board of Trustees;
- the expiry of the period of the appointment;
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.

## **DISTRICT SUB-COMMITTEES**

The District Board of Trustees may establish any sub-Committees that it deems necessary. Normally sub-Committees will be formed on a long term basis to assist with the effective management of the District. All sub-Committees are the responsibility of and accountable to the District Board of Trustees.

The minimum quorum for meetings of any sub-Committee is 5.

Members (including the Chair) of any sub-Committee are nominated and approved by the District Board of Trustees. Normally the Chair of any sub-Committee will be co-opted onto the District Board of Trustees.

The District will endeavour to ensure that any sub-Committees have at least one young person between the age of 18 – 25 years as a member.

All members of a sub-Committee must be registered on Compass and complete a criminal records disclosure (DBS) check.

To ensure best practice the District Commissioner and District Chair should not chair or act as chair on any of the sub-Committees. They must not chair or act as chair of the District Appointments Panel. Where appropriate the Deputy District Chair can chair or act as chair of a sub-Committee.

The District Commissioner and District Chair (or their nominated deputies) are ex-officio members of all sub-Committees and have right of attendance at all meetings.

Any fund raising sub-Committee must include at least 2 members of the District Board of Trustees in addition to the other members. No Section Leader or Assistant Section Leader should serve on such a sub-Committee.

The District Board of Trustees will annually review the membership and terms of reference of its sub-Committees. Any changes that are considered necessary to the sub-Committees will be made at the conclusion of this review.

The Chair of any sub-Committee is responsible for ensuring that the sub-Committee meets regularly and minutes of these meetings are forwarded to the District Commissioner, District Chair and District Secretary within 14 days of any meeting.

In addition, the Chair of any sub-Committee will be required to make regularly reports (written or verbal) to the meetings of the District Board of Trustees.

## **DISTRICT MANAGEMENT TEAMS**

The District Board of Trustees may establish any Management Teams that it deems necessary. Normally Management Teams will be formed on a long term basis to assist with the effective management of the Districts resources. All Management Teams are the responsibility of and accountable to the District Board of Trustees.

The minimum quorum for meetings of any Management Team is 5.

Members (including the Chair) of Management Team are nominated and approved by the District Board of Trustees. The Chair of a Management Team will not necessarily need to be a member of the District Board of Trustees. In this event they are not considered responsible as a Charity Trustee.

The District will endeavour to ensure that any Management Team has at least one young person between the age of 18 – 25 years as a member.

All members of a Management Team must be registered on Compass and complete a criminal records disclosure (DBS) check.

To ensure best practice the District Commissioner and District Chair should not chair or act as chair on any Management Team. Where appropriate the Deputy District Chair can chair or act as chair of a Management Team.

The Chair of any Management Team will be invited to report to the District Board of Trustees as appropriate. This may be in person or in writing or both.

The District Commissioner and District Chair (or their nominated deputies) are ex-officio members of all Management Teams and have right of attendance at all meetings.

The District Board of Trustees will annually review the membership and terms of reference of any Management Team. Any changes that are considered necessary to the Management Team will be made at the conclusion of this review.

The Chair of any Management Team is responsible for ensuring that the Management Team meets regularly and minutes of these meetings are forwarded to the District Commissioner, District Chair and District Secretary within 14 days of any meeting.

## **DISTRICT WORKING PARTIES**

The District Board of Trustees may establish any Working Parties that it deems necessary. Working Parties will be formed for a predetermined period with a clear and specific remit or purpose. All Working Parties are the responsibility of and accountable to the District Board of Trustees.

The minimum quorum for any meetings of a Working Party is 5.

Members (including the Chair) of any Working Party are nominated and approved by the District Board of Trustees. The Chair of a Working Party will not necessarily need to be a member of the District Board of Trustees. In this event they are not considered responsible as a Charity Trustee.

The District Commissioner and District Chair can chair a Working Party. The Chair of any Working Party will be invited to report to the District Board of Trustees as appropriate. This may be in person or in writing or both.

The District will endeavour to ensure that any Working Party has at least one young person between the age of 18 – 25 years as a member.

The District Commissioner and District Chair (or their nominated deputies) have right of attendance at meetings of any Working Party.

The District Board of Trustees will regularly review the membership and terms of reference of any Working Party. Any changes that are considered necessary to the working party will be made at the conclusion of this review.

The Chair of any Working Party is responsible for ensuring that the Working Party meets regularly and minutes of these meetings are forwarded to the District Commissioner, District Chair and District Secretary within 14 days of any meeting.

## **DISTRICT ORGANISING COMMITTEES**

The District Board of Trustees may establish any Organising Committees that it deems necessary. Organising Committees will be formed to organise and oversee the running of a specific event or activity. All Organising Committees are the responsibility of and accountable to the District Board of Trustees.

The minimum quorum for any meeting of an organising committee is 5.

Members (including the Chair) of any Organising Committee are nominated and approved by the District Board of Trustees. The Chair of an Organising Committee will not necessarily need to be a member of the District Board of Trustees. In this event they are not considered responsible as a Charity Trustee.

Where appropriate and depending on the level of expenditure or financial exposure to the District the Organising Committee must include at least one member of the District Board of Trustees in addition to the other members.

In the absence of any other suitable individual the District Commissioner and District Chair can chair an Organising Committee. The Chair of any Organising Committee will be invited to report to the District Board of Trustees as appropriate. This may be in person or in writing or both.

The District will endeavour to ensure that any Organising Committee has at least one young person between the age of 18 – 25 years as a member.

The District Commissioner and District Chair (or their nominated deputies) have right of attendance at meetings of any Organising Committee.

The District Board of Trustees will regularly review the membership and terms of reference of any Organising Committee. Any changes that are considered necessary to the Organising Committee will be made at the conclusion of this review.



The Chair of any Organising Committee is responsible for ensuring that the Organising Committee meets regularly and minutes of their meetings are forwarded to the District Commissioner, District Chair and District Secretary within 14 days of any meeting.

## **IMPORTANT NOTE**

This Constitution relates only to the Groups, Centres and Units etc which form Croydon Scouting. Due to boundary changes and other anomalies, there are a number of other Scouting provisions which fall within the boundaries of the London Borough of Croydon. Naturally Croydon Scouting has no responsibilities for or jurisdiction over any of these other provisions.

## **ALTERATIONS TO THE CONSTITUTION**

This Constitution will be reviewed regularly by the District Board of Trustees to ensure that it is up to date and continues to meet the needs of Croydon Scouting.

No alteration(s) shall be made to this Constitution except by recommendation of the District Board of Trustees to a meeting of Croydon District Scout Council. Any alteration(s) must be approved by at least two thirds of the votes cast (in person) by those entitled to vote at the meeting.

Particulars of the proposed change or changes must accompany the notice calling the meeting. It is anticipated that any alteration(s) will be considered at the Annual General Meeting of Croydon District Scout Council.