

Pontefract & Castleford Scout District

Registered Charity Number 524785

The Constitution of the Scout District

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Version History

Version		Date
V 1.01	Segregated Explorers Tor and expanded section for subcommittees	
V 1.0	Approved at Annual Scout Council Meeting	Sept 2016
V0.6 040216	amended pages 2, 3, 4, 6 and 9 as agreed at Exec meeting 01/02/16. Amended section 4b of terms of reference.	
V0.5 160115	addition of Dissolution.	
V0.4 011215	addition of District Youth Commissioner and amendment to lengths of terms for nominated members.	
V0.3 230813	amended Explorer Scouts ToR recommended by ESLs	23/08/13.
V0.2 121112	amended Explorer Scouts ToR agreed at Exec meeting	12/11/12.
V0.1 011012	original draft to Exec.	

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1. The Constitution of the Scout District

- 1.1. Nothing in the document over-rides the rules contained in Policy Organisation and Rules. Where there are any contradictions, POR will be the relevant ruling and the District Executive shall approve the necessary change to the constitution in line with POR without any need for reference to the District Scout Council.

2. The District Scout Council

- 2.1. 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.

- 2.2. Membership of the District Scout Council is open to:

- Commissioners.
- Scouters.
- Administrators.
- Section Assistants.
- Skills Instructors.
- Advisers.
- all Explorer Scouts.
- all members of the District Scout Network.
- Chairmen of Troop Leadership Forums in the District.
- Members and Associate Members of the Movement registered in the Scout District and including Members of District Scout Active Support (SAS);
- all parents of Explorer Scouts.
- persons elected or reelected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
- the County Commissioner and County Chairman are ex officio members of the District Scout Council.

- 2.3. 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 Executive Committee.

- 2.4. 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 Chairman and nominated members of the District.
- elect a District Secretary unless the 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 or independent examiner or scrutineer as required.

The District Chairman will chair the Annual General Meeting.

3. The District Executive Committee

3.1. The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups, Explorer Scout Units and any District Scout Network in the District.

3.2. The District Executive Committee consists of:

Ex officio members:

- The District Chairman.
- The District Commissioner.
- Deputy District Commissioners.
- The District Secretary.
- The District Treasurer.
- The District Scout Network Leader.
- The District Explorer Scout Commissioner.
- The District Youth Commissioner

Nominated members:

- up to two persons nominated by the District Commissioner.
- the nominations must be approved at the District Annual General Meeting.
- persons nominated must be members or associate members of the Scout Association and their number must not exceed two.

Elected members:

- up to two persons elected at each District Annual General Meeting. A maximum of two years' service be allowed per elected member before a break of 12 months is required prior to being re-elected.

Co-opted members:

- up to 2 persons can be co-opted annually by the District Executive Committee to represent a specific skill or interest for a set period of time.

Right of Attendance:

- The County Commissioner and the County Chairman have the right of attendance at meetings of the District Executive Committee.

3.3. Sub-Committees

3.3.1. Formation of subcommittees

At the first meeting following the Annual General Meeting the District Executive Committee will establish sub-Committees to support its responsibilities. SubCommittees will be established for:-

- Explorers and Explorer Young Leaders
- Finance
- Recruitment
- Media and Communications
- Appointments
- IT
- Any other sub committee at any time as required to fulfil its functions.

3.3.2. Terms of Reference

The District executive will be responsible for providing terms of reference for each subcommittee.

3.3.3. Ex Officio Members

The District Commissioner and the District Chairman will be ex officio members of any sub-Committee of the District Executive Committee.

~~At the first meeting following the Annual General Meeting the District Executive Committee will establish a sub-Committees to supports its responsibilities for the Explorer Scout provision across the District and appoint the members of that sub-committee in line with the Terms of Reference detailed below.~~

3.4. Budget

The District Executive Committee will agree a financial budget for the following financial year after the Annual General Meeting but before the end of the calendar year. For the avoidance of doubt, if the Annual General Meeting is held in September 2021, the financial budget for the financial year April 2022 to March 2023 will be agreed by the District Executive Committee ~~before 31st December 2021~~ at its January meeting in 2022.

3.5. The Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the Scout District.

- 3.6. Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.
- 3.7. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- 3.8. Charity trustees are responsible for complying with all the legislation applicable to charities.
- 3.9. Pontefract and Castleford Districts is also registered as a charity and therefore will be required to make an annual return to the Charity Commission.
- 3.10. The District Executive Committee is responsible for:
 - promoting the development of Scouting in the District and arranging for harmonious co-operation with other organisations.
 - the raising of funds and the administration of the District's finance and property, including Explorer Scout Units and any District Scout Network.
 - appointing a District Appointments Advisory Committee, Appointments Chair and Appointments Secretary as per POR: The Appointment Process.
 - **Appointing members to sub committees as per section 3.3 of this constitution.**
 - ~~appointing members of the District Explorer Scout sub-committee in line with the Terms of Reference detailed below~~
 - supervising the administration of Groups, particularly in relation to finance and the trusteeship of property;
 - attending to District administration, particularly:
 - matters relating to leader, manager and supporter appointments;
 - the appointment of Section Assistants and Skills Instructors, Administrators and Advisers;
 - registrations, membership of the Movement, appointing an Assistant Secretary as Badge Secretary for the District;
 - the presentation of an Annual Report and annual statement of accounts to the Annual General Meeting of the District Scout Council.

4. Conduct of All Meetings in the District

4.1. Voting

In meetings of the District Scout Council, the District Executive Committee, and the Explorer Scout sub-committee 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 chairman does not have a casting vote and the matter is taken not to have been carried.

4.2. Quorums:

4.2.1. A quorum for meetings of the Council will be a minimum of the following:

- The District Chairman.
 - The District Commissioner.
 - At least fifteen additional members of the District Scout Council
- 4.2.2. A quorum for the District Executive Committee will be a minimum of the following:
- The District Commissioner or one of his/her Deputies with the express approval of the District Commissioner
 - At least one of the District Chairman, District Secretary or District Treasurer
 - At least three other members of the District Executive Committee

5. Changes to the Constitution

- 5.1. Changes can only be made to the Constitution by approval through a majority of the District Scout Council at either the Annual General Meeting or an Extraordinary General Meeting called for the purpose.

6. Extraordinary General Meetings

- 6.1. An Extraordinary General Meeting can be called by a majority vote at the District Executive Committee to discuss:
- Changes to the constitution of the District Scout Council or the Terms of Reference of the Explorer Scout sub-committee
 - "major" decisions that the Executive agree be discussed and approved by the District Scout Council in full

7. Dissolution

- 7.1. If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Charity.
- 7.2. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to The Scout Association. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Charity Commission.
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