

CHELMSFORD DISTRICT SCOUTS

The Constitution of Chelmsford District Scout Council

- I. The District Scout Council is the body which has charity governance responsibility for Scouting in the District. The Trustee Board is accountable to the Scout Council.
- II. Membership of the Scout Council does not provide membership of the Scouts.
- III. There are four categories of membership of each Scout Council: Ex officio; Nominated; Co-opted (only for the County Scout Council) and Right of Attendance.
- IV. A Secretary must ensure that nominated and co-opted Scout Council Members are recorded in the minutes of the Scout Council meeting which is normally the Annual General Meeting. Nominated and co-opted Scout Council members must not be recorded on The Scout Association's membership system.
- V. Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

District Scout Council membership

The ex officio members of the District Scout Council are:

- a. all adult members of the Scout District
- b. all adults with the following appointments in the Scout Groups in the District
 - o Group Scout Leader
 - o Deputy Group Scout Leader
 - o Group Trustee Board Chair
 - o Group Trustee Board Secretary
 - o Group Trustee Board Treasurer
 - o Section Leader
 - o Assistant Section Leader
 - o Group Active Support Manager
- c. all Explorers (including Young Leaders)
- d. members of the District Scout Network
- e. parents and carers of Explorers
- f. a representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum
- g. the County Commissioner
- h. the County Trustee Board Chair

The nominated members of the District Scout Council are other supporters of the Group appointed by the District Scout Council on the recommendation of the District Commissioner and the District Trustee Board. The number of nominated members must not exceed the actual number of elected members.

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

VI. Membership of the Scout Council ends upon:

the resignation of the Scout Council member

the member no longer qualifying as a member of the Scout Council

dissolution of the Scout Council

the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

VII. Scout Council - Annual General Meeting

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

The Annual General Meeting must:

- Undertake governance oversight,
- adopt (or re-adopt) the constitution of the District charity,
- note the dates of charity's financial year,
- agree the number of members that may be elected to the Trustee Board,
- agree the quorum for each of:
 1. meetings of the Scout Council
 2. meetings of the Trustee Board
 3. meetings of any sub-Committees.
- Review the previous year,
- receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board. The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see POR 5.5.3).
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- Make appointments,
- approve the District Commissioner's nomination of the Chair of the Trustee Board,
- approve the District Commissioner's nomination of members of the Trustee Board,
- elect a Secretary to the Trustee Board,
- elect a Treasurer to the Trustee Board,
- elect Trustees to the Trustee Board,
- approve the appointment (or re-appointment) of any Presidents or Vice Presidents,
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.
- The Annual General Meeting of a District Scout Council must also nominate representative(s) of the District Scout Council to represent the District on the County Scout Council.

Following each Annual General Meeting, the Secretary must ensure that:

- all nominated or elected Trustees are recorded on the membership system,
- the Trustee Annual Report and Accounts are sent to the County Treasurer within 14 days of the AGM and to the appropriate charity regulator within 10 months of the end of the financial year.
- It is good practice for the Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

Chelmsford District Scouts Trustee Board

Trustee Board - Membership

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

Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the District.

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 POR Rule 16.2.1 and the Roles Table.

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 ex officio members of a District Trustee Board are:

- The District Chair
- The District Commissioner
- The District Youth Commissioner
- The District Secretary (if appointed as a Trustee)
- The District Treasurer
- The District Explorer Scout Commissioner
- The District Scout Network Commissioner

Where there are joint role holders (e.g. for District Youth Commissioner), only one of the joint role holders should be an ex officio member of the District Trustee Board. This must be decided jointly by the role holders in consultation with the District Commissioner and the District Chair.

The elected members of a District Trustee Board are persons elected at the District Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the District Scout Council at their AGM. There must be a maximum of four elected members.

The nominated members of a District Trustee Board are persons nominated by the District Commissioner, in consultation with the District Chair. The nominations must be approved at the District Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.

The co-opted members of a District Trustee Board are persons co-opted annually by the District Trustee Board. The number of co-opted members must not exceed the actual number of elected members.

The County Commissioner and the County Chair have the right of attendance at meetings of each of the District Trustee Boards in the County.

Trustee Board - Conduct of meetings

Only members of a Trustee Board as defined in POR 5.4.5 may vote in meetings of the Trustee Board.

At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees.

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 taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

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APPROVED AT AGM OF CHELMSFORD DISTRICT SCOUT COUNCIL HELD 31st AUGUST 2023.