

# District Constitution

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**Scouts**

**Southern Norwich  
District**

# The District Executive Committee

“The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment.”

**Members of the District Executive are advised to familiarize themselves with Chapter 4 of Policy Organisation and Rules (POR).**

The following represents the established constitution for the Southern Norwich Scout District following the ideal constitution given in POR rule 4.25

## Section

### 1

#### Introduction

- a. Wherever mentioned in this document, ‘The District’ and ‘The Scout District’ shall both mean Southern Norwich Scout District.
- b. All elected and constitutional bodies within the District should have, as full voting members, at least one young person between the age of 18 and 25 years old.
- c. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.

### 2

#### The District Scout Council

- a. The District Scout Council is the electoral body that 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;
  - Scouters;
  - Administrators;
  - Section Assistants;
  - Skills instructors;
  - Advisors;
  - All Explorer Scouts;
  - District Scout Network;
  - Chair of the Troop Leadership forums in the District;
  - Members and Associate Members of the Movement registered in the District and including Members of District Scout Active Support Units;

- All parents of Explorer Scouts;
- Persons elected or reelected annually by the District Scout Council on recommendation of 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:
- i. The resignation of the member;
  - ii. The dissolution of the council;
  - iii. 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:
- i. Receive and consider the annual report of the District Executive Committee, including the annual statement of accounts;
  - ii. Approve the District Commissioner's nomination of the District Chair and nominated members of the District Executive Committee;
  - iii. Elect a District Secretary;
  - iv. Elect a District Treasurer;
  - v. Elect certain members of the District Executive Committee;
  - vi. Elect representatives of the District to the County Scout Council in accordance with the County's constitution;
  - vii. Appoint an auditor or independent examiner or scrutineer as required.

### **3 The District Executive Committee**

- a. The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups and Explorer Scout Units in the District.
- b. The District Executive Committee consists of:
- Ex- officio members
- The District Chair.
  - The District Commissioner.
  - The District Secretary.

- The District Treasurer.
- The District Scout Network Commissioner.
- The District Explorer Scout Commissioner.
- The District Youth Commissioner.

#### 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.

#### Elected members

- In addition to the District Secretary and District Treasurer, up to 4 people are to be elected at the District Annual General Meeting, to serve for a period not exceeding five years, subject to re-election annually. It is the District Executive's desire that included within these 4 people will be a minimum of one young person between the age of 18 and 25 years old.

#### Co-opted members

- Persons co-opted annually by the District Executive Committee.
- The number of co-opted members must not exceed the number of members who may be elected.

#### Right of Attendance

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

- c. The District Executive Committee may establish any sub-committees that it deems necessary. Sub-committees consist of members nominated by the Executive Committee.
- d. The District Commissioner and the District Chair will be ex officio members of any sub-committee of the District Executive Committee.

- e. Any fund-raising committee must include at least two members of the District Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader should serve on such a fund-raising sub-committee.
- f. The Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the District.
- g. Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.
- h. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- i. Charity trustees are responsible for complying with all the legislation applicable to charities.
- j. Members must complete Module 1 essential information, safety, safeguarding, GDPR and trustee introduction training within 5 months of the role start date.
- k. Members of the Executive Committee must act collectively as charity trustees of the Scout District, and in the best interest 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.
  - Appointing other sub-committees and their Chairs as the Executive Committee may require;
  - 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.

- Manage and implement the 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 a Chair to lead the sub-committees.
- Ensure that young people are meaningfully involved in decision making at all levels within the District.
- 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 Groups, particularly in relation to finance and the trusteeship of property.

**The Executive Committee must also:**

- Appoint Administrators, Advisors, and Co-opted members of the Executive 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; and if a registered charity, to submit them to the appropriate charity regulator. (See rule 13.3).
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

## **4 The District Appointments Advisory Committee**

The District Appointments Advisory Committee is a mandatory Committee of the District, and operates in accordance with POR: The Appointment Process, which provides the rules for the appointing of adults in Scouting. The rules form part of Policy, Organisation and Rules and must be adhered to.

## **5 The District Team Meeting**

- a. The District Team comprises of:
  - District Commissioner
  - Deputy District Commissioner(s)
  - District Explorer Scout Commissioner
  - District Youth Commissioner
  - All Assistant District Commissioners
  - District Scout Network Commissioner
  - District Scouters
  - District Scout Active Support Managers
  - Local Training Manager
  - Invited specialists
- b. The District Team meets as frequently as necessary chaired by the District Commissioner or Deputy District Commissioner.
- c. The purpose of the District Team Meeting is to:
  - Review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and any District Scout Network in the District.
  - Plan a programme of visits to Scout Groups, Explorer Scout Units and any District Scout Network.
  - Give Support and encouragement to Leaders.
  - Plan the support of adults undertaking Adult Training.
  - Plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and any District Scout Network.
  - Secure the support of the Scout Active Support Units in the work of the District.
  - Keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and any District Scout Network.

- Ensure that all sections in the District have no barriers to mixed membership and are fully inclusive.
- Ensure all groups are complete (ie no missing sections)

## **6 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 take a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.
- d. Electronic voting (such as email) is allowed for decision making of the District Executive Committee and its sub-committees when deemed appropriate by the Chair. In such instances at least 75% of Committee members must approve the decision.
- e. The District Executive Committee and its sub-committees 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.

## **7 Amendments to the District Constitution**

The District Constitution may only be amended by resolution of the District Scout Council.

## **8 Policy, Organisation and Rules (POR) of the Scout Association**

Where any conflict arises between this constitution and the Policy, Organisation and Rules (POR) of the Scout Association, POR shall have precedence.

This Constitution was adopted at the Annual General Meeting, Southern Norwich District Scouts, 4<sup>th</sup> September, 2021.

