



# **Scouts**

## **Keighley District**

The Constitution  
of the Scout District of Keighley  
2021

Charity Number: 525125

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## Introduction

The following represents the Constitution for The District Scout Council of Keighley in the County of West Yorkshire. It is the body to which the District Executive Committee is accountable. This document shall supersede any previous constitution document.

(\* ) Indicates the relevant chapter reference in Policy Organisation and Rules (POR).

In this document these relevant chapters have been included in FULL

### 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 Executive Committee is accountable.

Membership of the District Scout Council is open to:

#### **Ex officio**

- All adult members and associate members of the Scout District (see District roles listed in The Appointments Process chapter, Table 2: Appointments).
- All adults holding the following appointments from the Scout Groups in the District
  - i. Group Scout Leader
  - ii. Deputy Group Scout Leader
  - iii. Group Chair
  - iv. Group Secretary
  - v. Group Treasurer
  - vi. Section Leader
  - vii. Assistant Section Leader
  - viii. Group Active Support Manager
- all Explorer Scouts;
- all members of the District Scout Network;
- A representative of the Troop Leadership Forum, selected from amongst the membership of the Forum;
- all parents of Explorer Scouts;
- County Commissioner
- County Chair

#### **Nominated Members**

- Other supporters of the District Appointed by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members.

Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

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.

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 Chair and nominate members of the District Executive Committee;
- elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
- elect a District Treasurer;
- elect certain members of the District Executive Committee;
- elect members of the District Scout Council to represent the District on the County Scout Council;
- appoint an auditor or independent examiner or scrutineer as required.

### The District Executive Committee

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

Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests 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.
- 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, Advisers, 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.

The District Executive Committee consists of:

#### **Ex-officio members**

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

#### **Elected members**

- persons elected at the District Annual General Meeting.
- these should normally be four to six in number.
- the actual number must be the subject of a resolution by the District Scout Council.
- These should include at least one young person aged between 18 and 25.

#### **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.

#### **Co-opted members**

- persons co-opted annually by the District Executive Committee.
- the number of co-opted members must not exceed that of the elected members.

#### **Young People**

- As an elected and constitutional body of The Scout Association at District the executive should have, as full voting members, at least two young people between the age of 18 and 25 years old. (\*4.25c)
- One of these young people will be the District Youth Commissioner.
- At least one other young person should be an Elected member.

#### **Right of Attendance**

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

All members listed above have voting rights at District Executive Meetings (see POR "Conduct of Meetings in the Scout District" \*4.25(i))

Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The District Commissioner and the District Chair will be ex-officio members of any subcommittee of the District Executive Committee.
- Any fundraising committee must include at least two members of the District Executive Committee. No Section Leader or Assistant Leader should serve on such a fundraising subcommittee.

Additional Requirements for Charity Trustees:

- All ex-officio, elected, nominated and co-opted members of the District Executive Committee are Charity Trustees of the Scout District.
- Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration).
- Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.

## Administrators and Advisors

The District Chair and the District Commissioner must be able to work in partnership.

To assist the formation of this partnership the District Chair is nominated by the District Commissioner.

The appointment of the District Chair is approved by the District Scout Council at its Annual General Meeting. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Chair should not be the District Chair in the same Scout District but could be District Chair in a different Scout District (subject to having the time and skill to undertake both roles).

Every effort should be made to find a District Chair. Only in extreme circumstances may the District Commissioner act as District Chair for a short period.

The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Secretary should not be the District Secretary in the same Scout District but could be District Secretary in a different Scout District (subject to having the time and skill to undertake both roles).

The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Treasurer should not be the District Treasurer in the same Scout District but could be District Treasurer in a different Scout District (subject to having the time and skill to undertake both roles).

No individual may hold more than one of the appointments of District Chair, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.

Other Administrators and Advisers may be appointed by the District Executive Committee with the approval of the District Commissioner as per POR: The Appointment Process.

Administrators and Advisers appointments may be terminated by:

- the resignation of the holder;
- the unanimous resolution of all other members of the District Executive Committee;
- 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.

The appointment and termination of all District Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

### Conduct of Meetings in the Scout District

In meetings of the District Scout Council and the District Executive Committee only the members specified may vote. (ie ALL Ex Officio, Elected Co-opted and nominated Members )

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.

A quorum is defined as a minimum of 4 voting members when the District Scout Council, the District Executive Committee or any of its sub-Committees should meet. The only exception to this is the District Appointments Sub-Committee at which a quorum of 3 voting members is required. This is the minimum number of members who must be present in order to discuss and action anything on the agenda for that particular group.

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.

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.

## Sub-Committees of the District Executive Committee

The District Executive Committee may establish any sub-Committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.

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

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.

The Scout District is an educational charity.

- Charity trustees are responsible for complying with all the legislation applicable to charities.

### The District Appointments Advisory Sub-Committee

The District Appointments sub-Committee is a mandatory sub-Committee of the District Executive Committee.

The District Chairperson may be the Chairperson of the District Appointments sub-Committee.

The sub-Committee must maintain links with the County Training Manager.

The responsibilities of the Appointments sub-Committee are;

- To interview and satisfy themselves as to the suitability of applicants for appointment as :-
  - i. Assistant District Commissioners,
  - ii. District Explorer Scout Commissioner,
  - iii. District Explorer Scout Leader,
  - iv. District Explorer Scout Administrator,
  - v. Explorer Scout Leaders and Assistants,
  - vi. All Applicants for Leader roles within a Group / Groups
  - vii. District Scouters; Group Scouters;
  - viii. Section Assistants;
  - ix. Skills Instructors;
  - x. Group and District Administrators;
  - xi. and those seeking Adventurous Activity Authorisations who do not hold an Appointment elsewhere in the Movement;
- To consider applications for changes in appointments in Groups or in the District;
- With the District Commissioner, to review appropriate Certificates of Appointment;
- Following the suspension of an adult within the District, to recommend continuation of suspension, re-instatement, or modification or cancellation of appointment.
- To support the District Commissioner in the resolution of disagreements
- **\*See also the publication *The Appointment of Adults in Scouting*\***

In addition to the functions listed above, the District Appointments Advisory sub - Committee must consider, jointly with the District Commissioner, the report of any Arbitrator appointed by the Chief Commissioner.

Any recommendation to cancel or not renew a Leader Appointment must be agreed with the District Commissioner and a report submitted to Headquarters.



In the event of agreement not being reached the matter must be considered by the District Executive Committee. If the District Commissioner does not agree with that committee's decision, the matter must be referred to the County Commissioner, whose decision must be accepted as final by all parties.

The District Executive Committee may appoint an Assistant District Secretary to be the Secretary of the District Appointments sub-Committee.

The District Commissioner, The Deputy District Commissioner and the District chairperson are ex-officio members of all sub-Committees.

### District Finance Sub-Committee

This sub-committee should be made up of up to 8 people:

- Sub-Committee Chair (a member of the Executive Committee as appointed by the Executive Committee)
- District Treasurer
- Minutes Secretary
- Up to 3 other members from the District Scout Council. This would usually be members of the Executive, but not exclusively if there is another member of the wider District Scout Council whose expertise or input would be valuable. As a “fundraising committee”, no Section Leader or Assistant Section Leader may be included, as referenced in sub-committee rules indicated above.
- District Chair and District Commissioner will have right-to-attend the meetings.

As in other meetings of the District Scout Council, there must be a quorum of at least 4 members and all decisions must be made by majority vote of the committee. The sub-committee will ordinarily meet four times per year. Extraordinary meetings can occur if there is special need to do so (for example an urgent request for funding) and if a quorum can be achieved.

Any items discussed, including the updated budget management will be reported to the full Executive Committee at it's next meeting.

The Finance Sub-Committee will meet to consider the following:

1. Budget / Income-Expenditure matching
2. Fundraising & funding applications for the District
3. Inclusion Fund Applications
4. Expedition Support Applications

Those on the committee should make Declaration of Interest at the beginning of each meeting and recuse themselves from agenda items associated with them (eg. Funding applications from within their group, family or close friend etc.).

#### **A. Inclusion Fund**

The Inclusion Fund will support any member of Keighley Scouts so that hardship of any kind or degree is never a barrier to any experience of Scouting – either for young people or adults.

- An amount to be decided at the budget setting phase of the year, and by the full Executive Committee, should be allocated to, and ring-fenced for, the Inclusion Fund.

- This fund can be supplemented if needed, only by agreement of the full Executive Committee, following a recommendation from the Finance Sub-Committee.
- Each individual case will be considered completely independently of any other.
- There will not be an expectation of remuneration of any gift granted through this fund.
- Applicants may be asked for additional information as needed. This could be requested in writing, via one-to-one conversation or through a third-party (such as GSL/other line manager).
  - It is essential that any continued communication with applicants must be treated with the greatest sensitivity and respect for the applicant.
- Requests for funding should be considered in complete confidence, made via an online form to be found on the website, or through completion of a form sent either by email to the sub-committee, or to the sub-committee c/o District Secretary.
  - This application can be made directly from a member (or their parent), or through a trusted third-party (such as their GSL).
- Requests will be considered during the sub-committee meeting and a recommendation made. This will then be approved at the next meeting of the full Executive Committee.

#### **A. Expedition Support Fund**

The Expedition Support Fund will support any member of Keighley Scouts who are engaged in a significant fund-raising project to take part in a large scouting event – often an international trip.

- An amount to be decided at the budget setting phase of the year, and by the full Executive Committee, should be allocated to, and ring-fenced for, the Expedition Support Fund.
- This fund can be supplemented if needed, only by agreement of the full Executive Committee, following a recommendation from the Finance Sub-Committee.
- Each individual case will be considered completely independently of any other.
- The committee will also discuss terms for this funding at the time.
  - It will be most usual for the terms to include a request for repayment of the granted money, up to the amount given, only if the fund-raising efforts result in more than needed funds.
- Applicants may be asked for additional information as needed. This could be requested in writing, via one-to-one conversation or through a third-party (such as GSL/other line manager). It may also be appropriate to request that groups asking for support give a presentation to the sub-committee before and/or after the event for which the funding has been requested.
- Requests for funding should be considered in complete confidence, made via an online form to be found on the website, or through completion of a form sent either by email to the sub-committee, or to the sub-committee c/o District Secretary.
- Requests will be considered during the sub-committee meeting and a recommendation made. This will then be approved at the next meeting of the full Executive Committee.

## The District Team

The District Team, comprises :

- The District Youth Commissioner
- Deputy District Commissioners,
- Explorer Scout Commissioner
- Scout Network Commissioner
- all Assistant District Commissioners,
- District Leaders
- and District Scout Active Support Managers,
- and should meet as frequently as necessary under the chairship of the District Commissioner.

The purpose of the District Team Meeting is to:

- review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and District Scout Network in the District;
- plan a programme of visits to Scout Groups, Explorer Scout Units and 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 District Scout Network;
- secure the support of District 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 District Scout Network.

## Scout Active Support

### The Scout Active Support Team

The District Commissioner, in consultation with the District Executive Committee may form District Scout Active Support Units.

The purpose of District Scout Active Support Units is to provide active support to Scouting in the District, as identified in the service agreement.

All adult only support groups linked to Scouting within the District must be registered as Scout Active Support Units.

The District Commissioner must ensure that

- District Scout Active Support Units are supported and coordinated; and
- District Scout Active Support Managers are provided with line management either directly by the District Commissioner or from a Deputy District Commissioner or other nominee.

Membership of the District Scout Active Support Unit is open to any person over the age of 18 years, subject in all cases to a satisfactory Personal Enquiry, including:

- those holding appointments, who will be expected to give priority to the duties of their appointments;
- Scout Network members, who will be expected to give priority to their Scout Network.

### The Scout Active Support Manager

The District Scout Active Support Manager must be a Member. All other members of a District Scout Active Support Unit must be at least Associate Members. Associate Members may become Members by making the Scout Promise.

The District Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement agreed annually with the District Commissioner or nominee.

The District Scout Active Support Unit is led by the District Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more District Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.

The following minimum standards are laid down for a District Scout Active Support Unit:

- **Leadership** – there must be an appointed District Scout Active Support Manager.
- **Activity** - the District Scout Active Support Unit must provide active support to Scouting in the District, as detailed in the service agreement.

The District Commissioner, with the District Team is required to assist District Scout Active Support Units to reach the required standards.

If a District Scout Active Support Unit fails to reach the minimum standards for two consecutive years, it may be closed by the District Commissioner with the approval of the District Executive Committee.

If a District Scout Active Support Unit fails to reach the minimum standard for three years, it must be closed.

## Banking

### Bank Accounts \*(4.61)

All monies received by or on behalf of the District either directly or via supporters, must be paid into bank account(s) held in the name of the District. The account may, alternatively, be a National Savings Account or a building society account.

The account(s) will be operated by the District Treasurer and other persons authorised by the District Executive Committee.

A minimum of two signatures must be required for withdrawals.

Under no circumstances must any monies received by any one on behalf of the District be paid into a private bank account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the District Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

Funds not immediately required must be transferred into a suitable investment account held in the name of the District.

District funds must be invested as specified by the Trustee Act 2000.

District funds may be invested in one of the special schemes run by Headquarters.

The bank(s) at which the District account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

## Trustees of the Keighley District Scout Council

Name	Membership Type	Role (if applicable)
Joseph Gallucci	Ex-officio	District Chair
Keith Moor	Ex-officio	District Treasurer
Joan Priestley	Ex-officio	District Secretary
Jeanette Young	Ex-officio	District Commissioner
Josh Haggio	Ex-officio	District Youth Commissioner
Thomas Keighley	Ex-officio	District Youth Commissioner
Paul Bastow	Ex-officio	District Explorer Scout Commissioner
Tim Powell	Ex-officio	District SAS Manager & DSNC
Geoff Priestley	Nominated Member	Deputy Chair & AAC Chair
Keith Hammerton	Nominated Member	District Badge Secretary
Alex Thewlis	Nominated Member	
Alan Whitaker	Nominated Member	
Elaine Olsson	Elected Member	Minutes Secretary
Bethany Credland	Elected Member	
Susan Dodds	Elected Member	
Ian Neale	Elected Member	
Sharon Simms	Elected Member	
Sarah Wild	Elected Member	
Hanna Whitehead	Co-opted Member	Data Protection Lead

## Review Diary

20/02/2022 – Updated to replace *Fundraising Committee* section with new *Finance Sub-Committee* details.