



This is the Constitution of the Maidstone East Scout District Charity Number 1022013

The District must ensure that the rules of the Association are adhered to and if there is any conflict between this document and P.O.R the latter will apply.

This policy as a matter of good practice should also be applied to any ad hoc, short or long term working groups or committees.

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:

- Commissioners;
- District and Group Active Support Managers
- Scouters;
- Administrators;
- Section Assistants;
- Skills Instructors;
- Advisers;
- 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;
- Representatives of each District Explorer Scout Unit, selected from amongst the membership of each Explorer Scout Unit;
- A representative of the District Scout Network, selected from amongst the membership of
District Scout Network
- Members and Associate Members of the Movement registered in the Scout 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 the recommendation of the District Commissioner and the District Executive Committee;
- The County Commissioner and County Chair are ex-officio members of the District Scout Council.

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 nominated 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 Group Scouters 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 and to provide support for Scout Groups, Explorer Scout Units and any District Scout Network in the District.



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, Organization 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 fund raising 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 staffs 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

Chairman
Treasurer
Secretary
District Commissioner
Deputy Commissioner
ADC Beavers
ADC Cubs
ADC Scouts
DESC
Network Commissioner
Youth Commissioner
ESL Representative
GSL Representative
Appointments Advisory Chairman
Hamlet Wood Representative (Scout Active Support)
Gang Show Representative
Youth Representatives (2)
Parent Representative

Should an Extra Ordinary Meeting be required a quorum of 6 will attend comprising of Chairman, District Commissioner, Treasurer, Secretary, an Assistant Section District Commissioner and District Explorer Scout Commissioner.

Ex-officio members

- The District Chair;
- The District Commissioner.
- The District Youth Commissioner;
- The District Secretary;
- The District Treasurer;



- 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.

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 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.

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 sub• committee of the District Executive Committee.
- Any fund raising committee must include at least two members of the District Executive Committee No Section Leader or Assistant Leader should serve on such a fundraising sub• committee.

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).
- 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.

The District Team Meeting

The District Team, comprising the District Youth Commissioner, Deputy District Commissioners, Explorer Scout Commissioner, Scout Network Commissioner, all Assistant District Commissioners, District Scouters and District Scout Active Support Managers, meet as frequently as necessary under the chair ship of the District Commissioner.

The purpose of the District Team Meeting is to:

- review the progress, standards and effectiveness of programmers 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;



Conduct of Meetings in the Scout District

1. In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
2. 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.
3. The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.

Administrators and Advisors

The District Chairman and District Commissioner must be able to work effectively in partnership to ensure that the best possible standards of management, administration and governance are maintained in the district. To assist the formation of this partnership, the District Chairman is nominated by the District Commissioner.

No individual may hold more than one of the appointments of district chairman, Secretary or Treasurer.

Other Administrators and Advisors are appointed in accordance with the appointments process in POR by the district Executive committee on the recommendation of the District Commissioner.

Administrators and Advisors appointments may be terminated by:

- The resignation of the holder
- A unanimous resolution of the District Executive committee on the recommendation of the district Commissioner
- 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.
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Sub Committees

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

The District Commissioner and District Chairman are ex-officio member's members of all sub-committees.

Alterations to the Constitution

No alterations shall be made to this Constitution except by resolution of the District Scout Council at a meeting of the Council at which at least two thirds of the votes cast in person by those entitled to vote are in favour of the proposed change or changes. Particulars of the proposed change or changes must accompany the notice calling the meeting.