



THE SCOUT ASSOCIATION DERBY EAST DISTRICT CONSTITUTION

1. INTRODUCTION

The DERBY EAST DISTRICT, hereinafter referred to as 'the District', forms part of THE DERBYSHIRE SCOUT COUNCIL and was registered with the approval of the County Commissioner in 1964. Scout Registration Number 11307.

The District is led by the District Commissioner, who is appointed by the County Commissioner, and managed by the District Executive Committee who are the Trustees. They are accountable to the District Scout Council for the satisfactory running of the District.

The District will:

Operate within and abide by the Policy Organisation and Rules, (POR) of the Scout Association and the District Commissioner will be supported by:

- District Executive Committee
- Appointments Advisory Committee
- District Team
- Administrators and Advisors

2. THE DISTRICT SCOUT COUNCIL

2.1 Membership of the District Scout Council is open to:

2.1.1 All Members and Associated Members of the Scout Association, registered in the Scout District, including members of the Scout Active Support and Appointments Advisory Committee

2.1.2 The County and County Chairman are ex officio members of Derby East District Scout Council.

2.2 The District Scout Council must hold a meeting, (Annual General Meeting), within 6 months after the financial year ending thereafter in each year to:

2.2.1 Receive the Annual Report including a statement of accounts as produced by the District Trustees, (District Executive Committee).

2.2.2 Approve the District Commissioner's nomination of the District Chairman

2.2.3 Elect a District Secretary and District Treasurer

2.2.4 Elect members of the District Executive Committee as para 3.2 and 3.3

2.2.5 Elect a group Scouter to represent the District on the Derbyshire County Scout Council and any other bodies that require District representation

2.2.6 Appoint an Auditor or Independent Examiner as appropriate in accordance with The Charities Act 2016

2.2.7 May appoint, or confirm appointment of an Honorary District President

2.2.8 Set the amount of a District levy per youth member to be paid for the following year

- 2.3 Meetings of the District Scout Council will be quorate with a minimum attendance of 15 members plus 3 of the ex officio members of the District Executive Committee
- 2.4 The District Executive Committee can call a General Meeting of the District Scout Council at any time by giving a minimum of 14 days' notice to Group Scout Leaders and ex officio members.

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 all Scouting in the District. The County Commissioner and the County Chairman have the right of attendance at any meeting held.
- 3.2 The District Executive Committee consists of:
- 3.2.1 Ex officio members:
- The District Chairman
 - Vice Chairman
 - The District Secretary
 - The District Treasurer
 - The District Commissioner
 - The District Explorer Scout Commissioner
 - The District Scout Network Commissioner
 - The District Youth Commissioner
- 3.2.2 Elected Members:
Persons elected at the District Annual General Meeting, maximum six in number, nominated by Section Scouters for a period of a 2-year term of office and can be elected for a maximum of 2 terms.
- 3.2.3 Nominated members:
Persons nominated by the District Commissioner and approved by the District Annual General Meeting for a period of a 2-year term of office and can be elected for a maximum of 2 terms.
They do not need to be members of the District Scout Council but their number should not exceed that of the elected members
- 3.2.4 Co-opted members:
Persons co-opted by the District Executive Committee for a particular task for a one-year period and will have a vote.
- 3.2.5 The District Executive Committee has the option to appoint a Vice Chairman.
- 3.2.6 The District Chairman is nominated by the District Commissioner and approved by the District Scout Council at the AGM
- 3.2.7 The District Secretary and District Treasurer are elected by the District Scout Council at the AGM.
- 3.2.8 The District Chairman, Secretary and Treasurer cannot hold a uniformed appointment in the District.
- 3.2.9 The District Chairman **cannot** be the Chairman of the Appointments Advisory Committee because of the possible need to arbitrate in a dispute

- 3.2.10 The Chairman of the District Appointments Advisory Committee is a co-opted member of the District Executive Committee for the period of the appointment as Chairman.
- 3.2.11 If a District leader is appointed with responsibility for Adult Training, they will be an invited member of the District Appointments Advisory Committee.
- 3.3 Members of the District Executive Committee are the 'Charity Trustees' of the Derby East District, which is an educational charity. No member must be disqualified from being a Charity Trustee, as defined in the Charities Act 2016
- 3.4 The District Executive Committee is responsible for:
 - 3.4.1 Promoting the development of Scouting in the District
 - 3.4.2 Acting on all matters relating to District finance and property
 - 3.4.3 Manage and implement the District Safety Policy and insuring all groups manage and implement their own safety policy
 - 3.4.4 Supervising the administration of groups particularly in relation to finance, safety and the trusteeship of property
 - 3.4.5 Ensuring that all members of the District Executive Committee and of group executive committees complete the mandatory training for Exec Committees within 5 months of appointment and any further mandatory training as required
 - 3.4.6 Ensuring that all adult members of the District comply with current legislation in respect of Data Protection and the mandatory training for GDPR (Data Protection General Regulations May 2018)
 - 3.4.7 Appointing a District Appointments Advisory Committee, which is mandatory, and the Chair, and any other sub-committees and their chair as the District Executive Committee may require.
 - 3.4.8 District administration including:
 - 3.4.8.1 Matters relating to Leader appointments
 - 3.4.8.2 Appointment of Skills Instructors, Administrators and Advisors
 - 3.4.8.3 Registration and membership of the Movement
 - 3.4.8.4 Appointing Assistant Secretaries in consultation with the District Secretary
 - 3.4.8.5 Presentation of the Annual Report with the Statement of Accounts to the Annual General Meeting of the District Scout Council
 - 3.4.8.6 Reviewing any appointments made in line with POR
 - 3.4.8.7 Reviewing annually the District Constitution
 - 3.4.8.8 Maintaining and reviewing as appropriate District Policies
*refer Appendix A for list
- 3.5 The District Commissioner and the District Chairman are ex officio members of all sub-committees
- 3.6 The District Appointments Advisory Committee is responsible for:
 - 3.6.1 Interviewing applicants for appointment as District Scouters, Group Scouters, Explorer Scout Leaders, Skills Instructors and Section Assistants and to satisfy themselves as to the suitability of applicants.
 - 3.6.2 To consider applications for changes to appointments in Groups or in the District

3.6.3 With the District Commissioner, to review appointments

3.7 In addition, the District Appointments Advisory Committee must consider and act jointly with the District Commissioner on the report of any Arbitrator appointed by the Chief Commissioner, as currently laid down in POR.

4. THE DISTRICT TEAM

4.1 The District Team consists of:

4.1.1 The District Commissioner as Chairman

4.1.2 District Explorer Scout Commissioner

4.1.3 District Scout Network Commissioner

4.1.4 District Youth Commissioner

4.1.5 All Assistant District Commissioners and District Scouters

4.1.6 Manager of the District Scout Active Support Unit

4.1.7 All other members of the District, i.e. Group Scout Leaders, District Officers, District Administrators, Local Training Managers and District Advisors may attend meetings as deemed necessary.

4.2 The District Team meets as frequently as is necessary with the aims as set out in POR and keeps the District Executive Committee advised on all matters.

4.3 All District appointments listed in 4.1.1 to 4.1.6 are automatically reviewed on the appointment of a new District Commissioner.

5. ADMINISTRATORS AND ADVISORS

5.1 Nomination and approval of District Officers, Chairman, Secretary and Treasurer, shall be as laid down in POR as shall the duties of the Officers, as well as performing any other duties specified by the District Executive Committee.

5.2 The District Executive Committee in consultation with the District Commissioner and District Secretary may appoint other District Administrators.

5.3 District Advisors may be appointed by the District Executive committee as laid down in POR.

6. THE DISTRICT SCOUT ACTIVE SUPPORT UNIT

6.1 Derby East District will maintain District Scout Active Support Units as laid down in POR. Membership of the District Scout Active Support Units will also comply with current POR recommendations.

7. HONORARY DISTRICT PRESIDENT

7.1 Derby East District recognises the office of Honorary District President. An appointment will be made:

7.1.1 If recommended by the District Executive committee and endorsed by the Annual General Meeting of the District Scout Council.

7.1.2 For a period of 3 years, or for a specific period of a project that the President is tasked with.

- 7.1.3 To be an ambassador for Scouting in our local community by assisting to develop relationships between Scouting and other institutions and associations as appropriate.
- 7.1.4 A president will not have any other appointment in Scouting
- 7.1.5 No executive function is associated with this role.
- 7.1.6 The role carries no Trustee responsibilities.
- 7.1.7 The appointment will be reviewed at the end of the fixed period.
- 7.1.8 A DBS application will be made before confirming the appointment
- 7.1.9 The appointment will automatically be reviewed on the appointment of a new District Commissioner.

8. CONDUCT OF MEETINGS

- 8.1 All meetings will be face to face meetings unless unforeseen circumstances prohibit and therefore necessitate a virtual meeting. The District Chairman will approve this principle as per POR.
- 8.2 At meetings of the District Scout Council and the District Executive Committee only members as specified in sections 2.1, 3.2.2 and 3.2.3 may vote.
- 8.3 All meetings will be conducted in accordance with and recognise the law and procedure of meetings.
- 8.4 A meeting of the District Executive Committee will be quorate with a minimum of 9 members in attendance of whom 2 should be District Officers.
- 8.5 Decisions are made by a simple majority. In the event of an equality of votes being cast the Chair does not have the casting vote and in such a case the resolution will not have been carried.
- 8.6 Members of the District Scout Council and the District Executive Committee will not be entitled to vote on any decision when they would have a pecuniary or other vested interest in its outcome.

For example:

- a. A member who is the owner of a company that may supply goods or services that are the subject of a decision.
- b. A member who may personally benefit from a decision to make a payment
- c. A member who wishes to hold an appointment that is about to be made.
 - 8.6.1 A declaration of interest must be made at the start of the meeting
 - 8.6.2 The Chairman will decide whether the interested person may make any representations prior to the decision being made
 - 8.6.3 The Chairman will decide if the interested person needs to leave the room whilst discussion and or voting takes place on the relevant decision.

9. GANG SHOWS

- 9.1 Derby East District supports the production of a musical revue that may be produced jointly with Girl Guiding Derbyshire South East
- 9.2 The revue can apply to the Scout Association for Gang Show status.

- 9.3 As per POR the District Commissioner, with support from the District Executive Committee has overall responsibility for the production.
- 9.4 The District Executive Committee will nominate two members of the Committee to represent Derby East District on the *Gang Show Commissioning Committee (GSCC)*, alongside two Commissioners from Girl Guiding.
- 9.5 The term of office for the two nominated members will be 3 years; a maximum of 2 terms
- 9.6 The purpose of the GSCC will be set out in the Terms of Reference for the Committee which will have been approved by the Derby East District Executive Committee.
- 9.7 All adult participants in the cast and back stage activity will be either members of the Scout Association and comply with the process for appointments or will be members of Girl Guiding and comply with their appointment process.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1 The District Executive committee may incorporate changes affecting the Scout District resulting from amendments to the Scout Associations’ “Policy, Organisation and Rules” within the District Constitution
- 10.2 Other changes to this constitution require the approval of the District Scout Council

Reviewed by the District Executive Committee on 7 February 2022 and signed by:

District Chairman: *Tim Boddy*

Recommendations to be made to the District AGM in July: *None*

Next review due February 2023 or before if necessary

APPENDIX A DERBY EAST DISTRICT EXECUTIVE COMMITTEE POLICIES & PROCEDURES

	Document	Review	By Whom	Month	AGM	Year
1	District Constitution	Annually	District Exec	Feb/March	Maybe	
2	Finance Procedures	Annually	Finance Comm	April/May	No	
3	Framework: Explorer Scouting	Biennially	District Exec	Sept/Oct	No	2023
4	Framework: Scout Network	Biennially	District Exec	Sept/Oct	No	2023
5	GDPR Statement	Biennially	District Exec	Sept/Oct	No	2022
6	InTouch policy	Biennially	District Exec	Feb/March	No	2023
7	Model Partnership Agreement	Biennially	District Exec	Sept/Oct	No	2023
8	Safety Policy	Annually	District Exec	Feb/March	No	
9	Terms of Reference FHGS	Biennially	District Exec	Sept/Oct	No	2022