



Registered Charity No. 1060574

CONSTITUTION FOR LEAMINGTON DISTRICT SCOUT COUNCIL

THE DISTRICT SCOUT COUNCIL

Leamington District Scout Council (hereinafter referred to as “the DSC”) is responsible for overseeing and supporting Scouting in Leamington District within geographical boundaries agreed between the DSC and Warwickshire Scouts County Board of Trustees. It is an autonomous body, affiliated to The Scout Association, and its affairs are managed by the Leamington District Board of Trustees.

PRESIDENT AND VICE PRESIDENT

The DSC may appoint a President and one or more Vice Presidents from time to time and for such periods as it may decide.

MEMBERSHIP OF THE DISTRICT SCOUT COUNCIL

Membership of the DSC shall consist of:

- a) The President and Vice Presidents (if any);
- b) The District Chair, District Secretary and District Treasurer;
- c) The District Commissioner and all other adult members and associate members of The Scout Association in the District, including other Commissioners, Leaders, Assistant Leaders, Section Assistants, Skills Instructors, Advisers and members of the Scout Active Support Units and the Scout Network, including those holding provisional appointments;
- d) All Explorer Scouts and those parents/guardians of Explorer Scouts in the Leamington District who have notified the District Secretary that they wish to be treated as members;
- e) Members of the Leamington District Board of Trustees;
- f) The County Chair and County Commissioner, and
- g) Any persons elected or re-elected annually by the DSC on the recommendation of the District Commissioner and the Leamington District Board of Trustees.

District Commissioner
Mark Payne

District Chair
Vacant

District Treasurer
Ian Welch

District Secretary
Brian Friar

MEETINGS OF THE DSC

The DS shall hold an Annual General Meeting as soon as practicable after the end of each financial year, and in any event within eight months of the end of each financial year.

At each Annual General Meeting the business shall be:

- a) To approve minutes of the previous Annual General Meeting and any subsequent Extraordinary General Meeting;
- b) To receive, to consider and, if thought fit, to adopt the Annual Report of the Leamington District Board of Trustees, including annual accounts and associated financial statements;
- c) If appropriate, to elect or re-elect a District President and/or Vice Presidents;
- d) To receive and, if thought fit, to approve the District Commissioner's nomination of the District Chair (who shall not be a person holding a District Level Scouter appointment in the District);
- e) To elect a District Secretary and District Treasurer, (neither of whom shall be persons holding District Level Scouter appointments in the District);
- f) To elect members of the Leamington District Board of Trustees;
- g) To receive and, if thought fit, to approve the District Commissioners nominations of nominated members of the Leamington District Board of Trustees;
- h) To elect representatives to serve on the County & Regional Scout Boards of Trustees;
- i) To receive a report from the District Commissioner; and
- j) To transact with any other business which was specified in the agenda for the meeting either at the request of the Leamington District Board of Trustees or by requisition signed by five members of the DSC and lodged with the District Secretary at least eight weeks prior to the meeting.

An Extraordinary Meeting of the DSC shall be called by the District Secretary within sixty days at the request of the Leamington District Board of Trustees, or of either the District Chair or the District Commissioner, or by requisition signed by ten members of the DSC. At Extraordinary Meetings, the business shall be limited to the purpose for which the meeting was called.

Notice of all meetings of the DSC, including a copy of the agenda, shall be issued to members of the DSC at least two weeks prior to the date of the meeting, either in paper form or electronically.

Such notice may be given by including it in a newsletter or other publication which is circulated throughout the District.

The President (if one has been appointed and if he/she is present and wishes to take the chair) shall preside at meetings of the DSC. Otherwise, the District Chair shall preside, or in his/her absence, the meeting shall elect a chair from the members present.

DISTRICT BOARD OF TRUSTEES

Leamington District Board of Trustees shall be responsible to the DSC for managing the affairs of the DSC, for supporting the District Commissioner in meeting the responsibilities of his/her appointment and for providing support for Scout Groups, Explorer Scout Units and the Scout Network in the District. It shall be specifically responsible for:

- a) Promoting Scouting in the District and arranging for harmonious co-operation with other organisations;
- b) Ensuring practical support for Scout Groups and other units in the District, particularly as regards the delivery of the programme;
- c) Acting on matters relating to the District's finance and property;
- d) Appointing sub-committees and oversight of their operation;
- e) Supervising the administration of Groups, and the District Scout Active Support Unit, particularly in relation to finance and property matters;
- f) Attending to District administration, including matters relating to adult appointments, the appointment of a District Badge Secretary, registrations and members of The Scout Association and the collection of membership subscriptions within the District;
- g) Complying with legislation applicable to English and UK charities;
- h) Approving an Annual Report, including annual accounts and associated financial statements for submission to the Annual General meeting of the DSC;
- i) Acting as a Board of Trustees for Explorer Scout Units in the District and the District Scout Network.

Leamington District Board of Trustees may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-committees provided that any changes in Bylaws shall be reported to the next Annual General Meeting of the DSC.

All ex-officio, nominated, elected and co-opted members of the Leamington District Board of Trustees shall serve as charity trustees for the DSC, and in that capacity they shall have the fullest powers to administer and manage the DSC's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouting. In particular, but without limitation, the Leamington District Board of Trustees shall have power, subject to appropriate disclosure in the next Annual Report (i) to lend and to borrow, (ii) to invest widely, (iii) to

raise funds by levying a subscription on members of the Association in the District, (iv) to award grants, including grants to one or more of their number, (v) to engage one or more of their number or their relations, either directly or through a connected company or firm to provide on a commercial basis services which they are suitably qualified to provide, (vi) to grant honoraria, including honoraria to one or more of their number and (vii) to reimburse one or more of their number from the DSC's funds for all or part of any expenses reasonably incurred in the course of their duties.

MEMBERSHIP OF THE DISTRICT EXECUTIVE COMMITTEE

Leamington District Board of Trustees shall consist of:

- **Ex officio members**: the District Chair, District Commissioner, District Secretary, District Treasurer, District Explorer Scout Commissioner and District Scout Network Commissioner.
- **Elected members**: not more than six members of the DSC elected annually at the District Annual General Meeting.
- **Nominated members**: persons nominated annually by the District Commissioner and whose nominations are approved at the District Annual General Meeting, and
- **Co-opted members**: not more than six persons co-opted annually by the Leamington District Board of Trustees provided that (a) at the time of their appointment, the number of nominated members must not exceed the number of elected members, (b) persons ineligible to be charity trustees may not serve on the Committee, (c) nominated members and co-opted members need not already be members of the DSC and (d) when considering the appointment of co-opted members, the Committee shall use its best endeavours, if necessary, to ensure that at least two members of the Committee are aged 18 years or over, but less than 25 years.

The County Chair and County Commissioner shall have the right of attendance at meetings of the Leamington District Board of Trustees.

Leamington District Board of Trustees may fill casual vacancies in their number by interim appointment until the next Annual General Meeting of the DSC.

SUB COMMITTEES

Leamington District Board of Trustees shall appoint an Appointments Advisory Sub-Committee and such other sub-committees as it decides. The District Chair and District Commissioner shall be ex-officio members of all sub-committees. Leamington District Board of Trustees shall appoint the Chairs, Secretaries and other members of all such sub-committees (who need not be members of the DSC or District Board of Trustees), provided that the membership of any fund-raising sub-committees must

include at least two members of the Leamington District Board of Trustees (in addition to ex-officio members).

The Appointments Advisory Sub-Committee shall be responsible to the Leamington District Board of Trustees for carrying out the process of assessing suitability of all adult applications for appointments within the District and for associated matters, including applications for change of appointment, the periodic review of existing appointments and the cancellation of appoints, all in accordance with the rules of The Scout Association.

Leamington District Board of Trustees shall set the terms of reference of any other sub-committees.

CONDUCT OF MEETINGS

At meetings of the DSC, a quorum shall consist of such number of members present in person as the DSC shall by resolution have determined. However, if a meeting of the DSC is not quorate, it shall be rearranged for a date, time and place decided by the Leamington District Board of Trustees and the rearranged meeting shall proceed whether or not a quorum is present. The quorum at meetings of the Leamington District Board of Trustees and its sub-committees shall be prescribed in Bylaws.

Except as provided in clause 9 below, decisions at meetings of the DSC, the Leamington District Board of Trustees and its sub-committees shall be determined by a simple majority of the votes cast in person by those entitled to vote. The chair of the meeting shall not have a casting vote and, in the event of an equal number of votes being cast for and against a proposal, it shall be declared that the proposal has not been carried.

ALTERATIONS TO CONSTITUTION

No alterations shall be made to this Constitution except by resolution of the DSC at a meeting of the DSC 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.

Version 2.0

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