

# **CHESHIRE COUNTY SCOUT COUNCIL CONSTITUTION**

## **1. Introduction**

This Constitution was approved by the Cheshire County Scout Council at its Annual General Meeting held on Tuesday 12<sup>th</sup> June 2018.

The Cheshire County Scout Council accepts the Constitution as laid down in Rule 5.16 of Policy Organisation & Rules May 2018 Edition.

To meet the requirements of Rules 5.16, to specify membership where options are given therein and to record clauses governing local procedures and conduct of meetings the following additions are made to that constitution.

## **2. Annual General Meeting**

- a. An Annual General Meeting will be held to which all members as defined in Rule 5.16.e.ii shall be invited (Ex-officio members listed in Appendix 1).
- b. Only those who qualify for membership under Rule 5.16.e.ii will be eligible to vote. "Invited members" will not vote.
- c. Under normal circumstances the Annual General Meeting will be called to take place during June.
- d. A minimum of twenty-one days' notice of the meeting will be given to each member by the Secretary.
- e. The business of the Annual General Meeting of Council will be to: -
  - i. Meet the eight clauses laid down in Rule 5.16.e.iv
    - Receive and consider the Annual Report of the County Executive Committee, including the annual statement of accounts;
    - Approve the County Commissioner's nomination of the County Chair and nominated members of the County Executive Committee;
    - Elect a County Secretary unless the County Secretary is employed by the County Executive Committee;
    - Elect a County Treasurer;
    - Elect certain members of the County Executive Committee;

- Elect TWO representatives of the County Scout Council to serve as Nominated Members of the Council of The Scout Association;
  - Elect TWO representatives of the County Scout Council to serve as Nominated Youth member on the Council of The Scout Association;
  - Appoint an auditor or independent examiner or scrutineer as required.
- ii. Receive Nominated members
- Receive persons recommended by the County Commissioner in consultation with the County Chair.
  - Receive TWO County Scout Active Support Members nominated by the County Scout Active Support Unit(s).
  - Receive TWO Scouters nominated by each District Scout Council.
  - Receive TWO Explorer Scout members nominated by each District Youth Forum.
  - Receive TWO District Scout Network members nominated by each District Youth Forum.
- iii. Receive Co-opted members, subject to the provisions of Rule 5.16.e.ii.
- iv. To consider any motions put forward by members of the County Scout Council. Such Motions to be sent in writing with the names of a proposer and a seconder and ten supporters not less than 28 days before the date of the AGM.

### **3. Extra-ordinary Meeting of Council**

- a. Should an extra-ordinary meeting of Council be thought by some to be desirable, the request for such a meeting shall be endorsed by twenty members.
- b. Such requests should contain the motion to be put to Council.
- c. Provided the motion contains an item of substance the Secretary shall be obliged to call a meeting of Council within 14 days of receiving the notice.
- d. A minimum of twenty-one days' notice of the date, place and business of the meeting must be given.
- e. Other business will not be entered on the agenda of an extra-ordinary meeting.

### **4. Executive Committee Membership**

- a. Persons who are members of the Executive Committee are ipso facto Charity Trustees for the County Scout.

- b. Membership will be in accordance with Rule 5.16.f.iii.
- c. Membership classification noted below shall not exceed the number stated
  - 'Nominated members'            five
  - 'Elected members'            six
  - 'Co-opted members'            six
- d. Members, on election, will be eligible to serve for a two-year period unless otherwise prescribed. They will also be eligible for re-election to serve for a further period of two years. A maximum of four years in all.
- e. Any member of Council may seek nomination or nominate one other member of council for membership of the Executive Committee. Nomination Forms are available from the County Secretary. The Nominee will require a Nominator and two Seconders who must also be members of Council. Nominations must be submitted to the County Secretary by 1st June each year.
- f. If required, voting papers will be circulated to members of Council at the Annual General Meeting (AGM). Stewards will be appointed and the result of any ballot given at the AGM.
- g. In the event of a casual vacancy occurring in its membership during the year the Executive is empowered to fill that vacancy from amongst the membership of Council for the term the original member expected to serve.

**5. Executive Committee Meetings**

- a. The Executive will normally meet six times a year, i.e. January, March, May, July, September and November to fulfil its responsibilities of promoting the development of Scouting in the County and all the organisational, financial, administrative and other responsibilities entailed (see Rule 5.16.f.i and ii): -
  - Give support to the County Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Districts;
  - Receive reports from Officers and sub-committees and resolve matters of outstanding business arising there from.
- b. The Executive Committee will annually review and agree the terms of reference for the sub-committees it deems necessary to appoint to secure its effective working.
- c. Sub-committee meetings shall be arranged as far as practicable so that notes of the most recent meetings are available for distribution with the Calling Notice for the ensuing Executive Committee meeting.
- d. A minimum fourteen days' notice of any calendared meeting of the Executive and its sub-committees shall be given to members by the respective secretary or convener.

- e. The County Chair shall decide if an extra-ordinary meeting of the Executive Committee is required.
- f. Members of Council, who are not members of the Executive Committee may attend meetings of the Executive but will not be eligible to vote nor to speak unless invited to do so by the Chairman. Members should notify the Secretary in advance of their intention to attend an executive meeting.
- g. 'Invited members' of the Executive will not vote.

**6. General Conduct of Meetings**

- a. 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.
- b. The quorum for the Scout Council and for any sub-committees of the Executive Committee is one third of membership.
- c. The quorum for the Executive Committee is six members with the presence of at least two of the elected members in that number.

**7. Vice Presidents**

Vice Presidents will be nominated by the County President after consultation with the County Commissioner and the County Chairman. Nominations will be put before the Annual General Meeting of Council for approval.

**8. Constitution Review**

This Constitution will remain in force until such time as either The County Scout Council or The Executive Committee sees the need for amendment.

## Appendix 1, Ex-officio Members of the County Scout Council

- County President;
- County Vice-Presidents;
- Regional Commissioner;
- County Chair;
- County Commissioner;
- County Secretary;
- County Treasurer;
- County Youth Commissioner;
- Deputy County Commissioners;
- County Scout Active Support Managers;
- County Training Manager;
- Assistant County Commissioners;
- County Scouters;
- County Skills Instructors;
- County Advisers;
- County Administrators;
- Local Training Managers;
- District Commissioners;
- District Youth Commissioners;
- District Chairs;
- District Secretaries;
- District Treasurers;
- District Scout Active Support Managers;
- A Scout, Explorer Scout and Scout Network representative of the County Youth Forum, selected from amongst the membership of the Forum.