

# GLAMORGAN WEST AREA SCOUT COUNCIL

## Constitution

### 1. The Purpose of Scouting

The purpose of Scouting is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.

### 2. The Scout Method

Scouting uses a Method, which is young people, in partnership with adults:

- enjoying what they are doing;
- learning by doing;
- participating in varied and progressive activities;
- making choices for themselves;
- taking responsibility for their own actions;
- working in groups;
- taking increasing responsibility for others;
- taking part in activities outdoors;
- sharing in prayer and worship;
- making and living out their Promise.

### 3. Key Policies

All adults in Scouting are expected to operate in accordance with the key policies of The Scout Association. These include policies relating to Child Protection, Equal Opportunities, Safety, Religion, Anti-Bullying and Development.

In addition, ScoutsWales has adopted a Welsh Language Policy.

### 4. Structure of the Scout Association

Scouting for Glamorgan West is organised in Scout Groups, Scout Districts, a Scout Area and Country Headquarters (ScoutsWales).

These 'units' of Scouting provide:

- support
- channels for communication
- opportunities for youth Members and Leaders to make decisions and take responsibility
- functional units through which the design and delivery of the Programme can be best achieved;

Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.

The registration, suspension and cancellation of Scout Areas in Wales are matters for ScoutsWales. This includes their amalgamation and changes in boundary.

### 5. Management of the Scout Area

Glamorgan West Scout Area is an autonomous organisation, holding its own property and equipment and admitting people to membership of the Scout Area, subject to the Policy and Rules of The Scout Association.

Glamorgan West Scout Area is a not-for-profit organisation and is a Registered Educational Charity (no. 524963).

The Scout Area is led by an Area Commissioner and managed by an Area Executive Committee. They are both accountable to the Area Scout Council for the satisfactory running of the Area.

All the duties, responsibilities and functions prescribed in POR, or any Factsheet, guidance or guidelines issued by the Scout Association, will be carried out by the Area Executive.

Scout Districts in Glamorgan West will have no Executive functions or responsibilities and will be managed by the Area Executive.

The Area Commissioner is assisted and supported by:

- the Area Team, which may comprise a Deputy Area Commissioner, District Commissioners, an Area Training Manager, Assistant Area Commissioners and Area Scouters;
- Area Administrators and Advisers;
- the Area Scout Council;
- the Area Executive Committee;
- Area Scout Active Support Units.

### 6. The Area Scout Council

The Area Scout Council is the electoral body that supports Scouting in the Area. It is the body to which the Area Executive Committee is accountable.

Membership of the Area Scout Council is open to:

### **6.1 Ex officio Members**

- Area President
- Area / Life Vice-Presidents
- Chief Commissioner for Wales
- Area Chairman
- Area Secretary
- Area Treasurer
- Area Commissioner
- Deputy Area Commissioner
- District Commissioners
- Area Training Manager
- Area Explorer Scout Commissioner
- Area Scout Network Commissioner
- Assistant Area Commissioners
- Area Scouters
- Scouters
- Skills Instructors
- Advisers
- Administrators
- all Explorer Scouts
- all Parents of Explorer Scouts
- all Scout Network Members
- Chairmen of each Troop Leadership Forum
- all Scout Active Support Unit members.

### **6.2 Co-opted Members**

The Area Scout Council may co-opt members annually. Such co-opted members may include representatives of organisations with whom it is desirable to maintain co-operation.

The number of co-opted members must not exceed the number of ex-officio members.

### **6.3 Invited Members**

- the Field Commissioner
- the County Commissioner for Girlguiding West Glamorgan
- the Local Development Officer.

### **6.4 Quorum**

The quorum for meetings of the Area Scout Council is twenty, which must include either the Area Commissioner or the Area Chairman.

### **6.5 Annual General Meeting**

The Area Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- approve the Annual Report of the Area Executive Committee, including the annual statement of accounts;
- approve the Area Commissioner's nomination of the Area Chairman and nominated members of the Area Executive Committee;
- elect an Area Secretary unless the Area Secretary is employed by the Area Executive Committee;
- elect an Area Treasurer;
- elect certain members of the Area Executive Committee;
- elect one Scouter and one Trustee to serve as Nominated Members of the Welsh Scout Council (ScoutsWales)
- elect one representative between the age of 18 and 25 years to serve as a Nominated Member of the Welsh Scout Council (ScoutsWales)
- elect a representative(s) of the Area Scout Council to serve as Nominated Members of the Council of The Scout Association;
- elect a representative of the Area 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.

## **7. The Area Executive Committee**

The Area Executive Committee exists to support the Area Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups, Scout Districts, Explorer Scout Units and Scout Network in the Area.

The Area Executive Committee consists of:

### **7.1 Ex officio Members**

- Area Chairman
- Area Secretary
- Area Treasurer
- Area Commissioner
- District Commissioners
- Network Commissioner

### **7.2 Elected Members**

Up to four members of the Area Scout Council elected at the Area Annual General Meeting.

*Any proposal to change the maximum number of Elected Members must be the subject of a resolution by the Area Scout Council.*

### **7.3 Nominated Members**

Up to four persons nominated by the Area Commissioner, in consultation with the Area Chairman.

The nominations must be approved at the Area Annual General Meeting.

*Persons nominated need not be members of the Area Scout Council and their number must not exceed the number of the elected members.*

### **7.4 Co-opted Members**

Persons co-opted annually by the Area Executive Committee.

The number of co-opted members must not exceed the number of members who may be elected.

*Ex officio, Elected, Nominated and Co-opted members are Trustees of the Area Scout Council and have a right to vote.*

### **7.5 Invited Members**

- the Area President
- the Area's Nominated Member(s) on the Council of The Scout Association\*
- the Area's Nominated Youth Representative on the Council of The Scout Association\*
- the Field Commissioner
- the Local Development Officer

(\* if not already a member of the Executive Committee)

*Invited members are not Trustees of the Area Scout Council and have no right to vote.*

### **7.6 Right of Attendance**

The Chief Commissioner of Wales has the right of attendance at meetings of the Area Executive Committee.

### **7.7 Conduct of Meetings in the Area Executive Meetings**

The quorum for meetings of the Area Executive Committee is seven, which must include either the Area Commissioner or the Area Chairman.

Decisions are made by a majority of votes. In the event of an equal number of votes being cast on either side in any issue, the Chairman does not have a casting vote and the matter is taken not to have been carried.

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

Any sub-Committee so formed must include at least one member of the Area Executive Committee.

The Area Commissioner, Area Chairman and Area Secretary are ex officio members of any sub-Committee established by the Area Executive Committee.

The Area Commissioner and the Area Chairman are also ex officio members of every Group Scout Council in the Glamorgan West Area and have the right of attendance at meetings of every Group Executive Committee.

District Commissioners are also ex officio members of every Group Scout Council in their respective designated District area and have the right of attendance at meetings of every Group Executive Committee

Any Area fund raising committee must include at least two members of the Area Executive Committee, in addition to the ex officio members. No Scouter may serve on such a fund raising sub-Committee.

## **8. Management of Assets**

As a Registered Charity, Glamorgan West Area Scout Council is required to act strictly within the provisions of the Charities Acts.

### **8.1 Bank Accounts**

All monies received by or on behalf of the Area either directly or via supporters, must be paid into a bank account held in the name of the Area.

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

A minimum of two signatures must be required for withdrawals.

## **8.2 Disposal of Area Assets at Amalgamation**

If two or more Scout Areas amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.

This statement, together with all Area assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Area formed by the amalgamation.

## **8.3 Disposal of Area Assets at Splitting**

If a Scout Area is split into two or more separate Areas, or into parts which will be amalgamated with other Areas, the assets of the Area must be divided into proportions represented by the Scout populations of each part after splitting.

These proportions of the Area assets must then be transferred to the Area which will in future be responsible for those parts of the old Area.

This will normally be done under the supervision of the Country Headquarters

## **8.4 Disposal of Area Assets at Closure**

If an Area ceases to exist, the Area Treasurer must prepare a statement of account dated at the effective date of closure.

Any assets remaining after closure will automatically pass to the Country Headquarters which shall use or dispose of these assets at its absolute discretion.

The Country Headquarters is responsible for preserving the statements of account and all accounting records of the Area after closure.