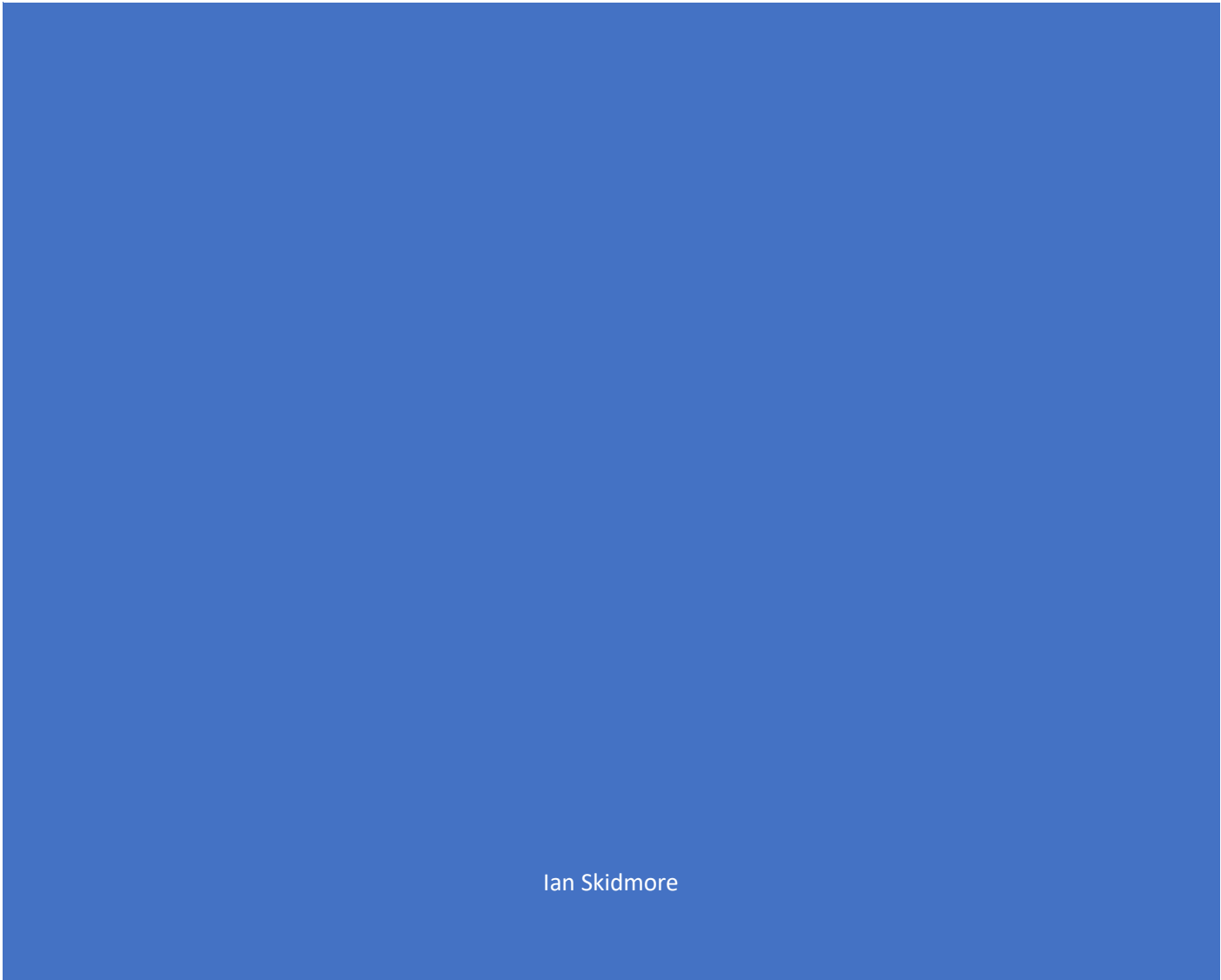




WEST MERCIA SCOUT COUNCIL CONSTITUTION



Ian Skidmore

Constitution of West Mercia Scout Council

This constitution describes the role, membership and operation of the County Scout Council, and the County Trustee Board.

In the interest of openness, especially for new members of the County Scout Council, the County Scout Council should re-adopt their constitution at each Annual General Meeting (AGM).

Apart from use at the County AGM, this constitution must always be used in the context of 5.1, 5.2, 5.3 and 5.7

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The County Scout Council has a governance role for the charity and, in particular, makes County Trustee Board appointments.

The County Trustee Board is responsible for the governance of the charity. Although the County Trustee Board is responsible for the charity, it is accountable to the County Scout Council.

The County Scout Council has no Trustee responsibilities.

Membership of the County Scout Council does not provide any membership status of the Scouts.

County Scout Council membership

a) The ex officio members of the County Scout Council are people who are members by virtue of their role in the Scouts:

- all adult members with a role in the County– see County roles in the Chapter 16 Roles Table of The Scout Association Policy, Organisation and Rules
- all District Commissioner from the County
- all District Youth Commissioner from the County
- all District Trustee Board Chairs from the County
- all District Trustee Board Treasurer from the County
- all District Active Support Managers from the County

- one or two representatives from each District Scout Council, selected by the District Scout Council at their AGM
- a representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum
- a representative of the County Explorer Forum, selected from amongst the membership of the Forum
- a representative of the Scout Network, selected from amongst the membership of the Scout Networks in the County
- the Regional Commissioner (in England and Wales) or the Nation Chief Commissioner (in Northern Ireland, Scotland, Wales and Overseas)

b) The appointed members of the County Scout Council are other supporters of the County appointed by the County Scout Council on the recommendation of the County Commissioner and the County Trustee Board. The number of appointed members must not exceed the actual number of ex officio members (see also (e) below). A County Scout Council does not need to have any appointed members.

c) The community members of the County Scout Council are representatives of the local community appointed because of their role rather than by name. For example, Girlguiding, religious bodies, schools or Education Authorities, Parish or Local Authorities, and other youth organisations. They are not required to be members of the Scouts.. They are appointed by the County Scout Council on the recommendation of the County Commissioner and the County Trustee Board. The number of community members must not exceed the number of ex officio County Scout Council members (see also (e) below).

d) Membership of the Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the Scout Council
- County Scout Council is dissolved
- County Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

e) The total number of appointed and community members of a County Scout Council must not exceed the number of ex officio members.

f) Appointed members of a County Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.

g) Community members of a County Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.

h) Trustee Board administration (see Rule 5.6.7.9) must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the AGM). County Scout Council members (whether ex officio or appointed) must not be recorded as County Scout Council Members on The Scout Association's membership system.

Each County Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the County's financial year. Counties should give 4 weeks' notice of the date of the AGM.

The AGM must:

a) Undertake governance oversight by

- approving the minutes of the previous County AGM
- adopting (or re-adopting) the constitution of the charity. See Rule 5.3.
- noting the dates of charity's financial year
- approving appointed and community members of the County Scout Council
- agreeing the maximum total number of members of the County Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
- agreeing the quorum for future meetings of the County Scout Council

b) Review the previous year by

- receiving from the County Commissioner an overview of the past 12 months of activity in the County
- receiving and considering the County [Trustees' Annual Report](#) and the annual statement of accounts approved by the County Trustee Board.
- Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer

c) Make appointments

- appoint a Chair of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years so does not need to be re-appointed at the end of years 1 and 2).
- appoint a Treasurer of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board. Vacancies for Treasurer only occur at the end of their period of

appointment (for example, a Treasurer may have been appointed for three years so does not need to be reappointed at the end of years 1 and 2).

- appoint other members of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years so does not need to be re-appointed at the end of years 1 and 2).
- approve the appointment of any County Presidents or County Vice Presidents, and note current appointees (if any)
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)
- elect representatives of the County Scout Council following Rule 6.5 to be nominated members of the Council of The Scout Association.
- elect representatives of the County Scout Council as per Rule 6.5 to be nominated youth members (18-24) on the Council of The Scout Association

5.6.5.3 Following each AGM, the County Trustee Board administration (see 5.6.7.9) must ensure that:

a) all appointed Trustees are recorded on the membership system, as required in Rules 16.1.2 and 16.2.2 of The Scout Association Policy, Organisation and Rules

b) the County Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation

5.6.5.4 It is good practice for the new County Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved until the charity's next AGM.