
Northampton

District Scout Council

Constitution

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Amendment History

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Table of Contents

Amendment History.....	2
Table of Contents	3
1. Preamble.....	4
1.1. Charitable Objects	4
2. The Scout Council	5
2.1. Membership of the District Scout Council.....	5
3. The Trustee Board	7
3.1. Membership of the Trustee Board.....	8
3.2. The Responsibilities of Charity Trustees.....	10
3.3. Trustee Board Standing Agenda	10
3.4. Declarations of Interest.....	11
3.5. Sub-Teams	11
4. General	12
4.1. Charitable Status	12
4.2. Conduct of Meetings in the Scout District.....	12
4.3. Quorum at Meetings	12
5. General Meetings	13
5.1. Annual General Meeting.....	13
5.2. Special General Meetings.....	13
5.3. Notice of Meetings	14
5.4. Quorum at General Meetings.....	14
5.5. Procedures at General Meetings.....	14
5.6. Entitlement of Members to Vote on Resolutions	14
5.7. Ballot by Electronic Communication	15
6. Nomination and Election Procedures.....	16
6.1. Presidents and Vice Presidents.....	16
6.2. Administrators and Advisers	16
7. Policies.....	17
8. Amendments to this Constitution	18
Annexes.....	19
A. Policies of Northampton District Scout Council.....	19
B. Brief Overview of Changes (2025)	19

1. Preamble

This constitution describes the role, membership and operation of the District Scout Council (hereafter the Scout Council) and the District Trustee Board (hereafter the Trustee Board) as pertaining to Northampton District Scouts.

In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt this constitution at each Northampton District Annual General Meeting.

This constitution is prepared in accordance with the Policy, Organisation, and Rules of the Scouts, hereafter POR. Where useful, reference to sections of POR is made in parenthesis. The foundation of this constitution is as per (POR 5), and specifically in accordance with (POR 5.c.2) with additions and clarifications pertinent to Northampton District Scouts.

This constitution acknowledges and acts in accordance to the rules regarding local governance of Districts (POR 5.b), and should be read and understood in that context.

1.1. Charitable Objects

The purpose of Northampton District Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

2. The Scout Council

The Scout Council is the body which has charity governance responsibility for Scouting within the District. The Scout Council has no Trustee responsibilities.

2.1. Membership of the District Scout Council

Membership of the Scout Council does not provide membership of the Scouts.

There are three categories of membership to the Scout Council:

- Ex Officio (see 2.1.1)
- Appointed (see 2.1.2)
- Community (see 2.1.3)

2.1.1. Ex Officio Members

The ex officio members of the Scout Council are:

- a. All adult members with a District role.
- b. All Group Lead Volunteer members of each Group Leadership Team from the District.
- c. All Group Leadership Team Members of each Group in the District.
- d. All Group Trustee Board Chairs from the District.
- e. All Group Trustee Board Treasurers from the District.
- f. All Explorers (including Young Leaders) in the District.
- g. All members of the Scout Network within the District.
- h. All parents/carers of all Explorers (including Young Leaders) in the District.
- i. A representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum.
- j. A representative of the District Youth Leadership Team, selected from amongst the membership of the team.

2.1.2. Appointed Members

The appointed members of the District Scout Council are the supporters of the District appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The total number of appointed and community (see 2.1.3) members must not exceed the actual number of ex officio members.

Appointed members must have a fixed term to their appointments not exceeding three years. Subsequent re-appointments are permitted.

The District Scout Council is not required to have any appointed members.

2.1.3. Community Members

The community members of the District Scout Council are representatives of the local community appointed because of their role rather than by name. They are appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The total number of appointed (see 2.1.2) and community members must not exceed the actual number of ex officio members.

Community members are appointed for terms of one year, which may be renewed annually at the AGM.

The District Scout Council is not required to have any community members.

2.1.4. Cessation of Membership

Membership of the Scout Council ends upon:

- a. The resignation of the Scout Council member.
- b. The member no longer qualifies as a member of the Scout Council.

- c. The dissolution of the Scout Council.
- d. The termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

2.1.5. Record of Membership

District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

3. The Trustee Board

The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the District is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Trustee Board must act collectively as charity trustees of the District, and in the best interests of the District's members, ensuring that:

- a. The charity is:
 - i. Well managed.
 - ii. Carrying out its purposes for the public benefit.
 - iii. Complying with the charity's governing document and the law.
 - iv. Managing the charity's resources responsibly.
- b. The charity is operating compliant to POR, including effective management of the Key Policies of The Scouts (POR 2).
- c. Young people are meaningfully involved in decision making at all levels.
- d. There are sufficient resources (funds, people, property, and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (POR 4). This includes but is not limited to: supporting recruitment, supporting adult volunteers, and fundraising activities.
- e. The Scouts has a positive image in the local community.

The Trustee Board members must themselves, collectively:

- a. Develop and maintain a risk register, including putting in place appropriate mitigations.
- b. Ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity.
- c. Ensure that where any of the District's Explorer Units are partnered with one or more Groups and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d. Maintain and manage:
 - i. A reserves policy for the charity (including a plan for use of reserves outside the minimum).
 - ii. An investment policy for the charity.
 - iii. A public benefit statement for the charity.
- e. Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.
- f. Ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-team. This should normally be one of the District's Trustees.
- g. Ensure that effective administration is in place to support the work of the Trustee Board.
- h. Appoint any co-opted members of the Trustee Board.
- i. Ensure transparency of operation, including:
 - i. Prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner, or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting.
 - ii. Prepare and approve the Trustees' written Annual Report (which must include the Annual Accounts).
 - iii. Present the approved Trustees' written Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting.

- iv. Following the Annual General Meeting, ensure that a copy of the Trustees' written Annual Report and Accounts is sent to the County Trustee Board administration and is filed with the appropriate charity regulator, if the regulator's rules require it.
- j. Take responsibility for adherence to Data Protection legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor.
- k. Individually and collectively maintain confidentiality regarding appropriate Trustee Board business.
- l. Put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of the period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- m. Where staff are employed:
 - i. Act as a responsible employer in accordance with Scouting's values and relevant legislation.
 - ii. Ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated.
 - iii. Ensure that appropriate specific personnel insurance is in place.
- n. Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.
- o. Provide any necessary support to the District Lead Volunteer, when required, to assist the opening, change, merging, or closing of Groups, Explorer Units, Scout Networks, and Scout Active Support Units in the District.
- p. To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

3.1 Membership of the Trustee Board

Subject to conflict of interest rules (POR 16), a Trustee may be a member of more than one Trustee Board.

The District Trustee Board must comprise a minimum of 5 Trustees, and a maximum of 12 (inclusive of ex officio, appointed, and co-opted Trustees).

Ex officio, nominated, elected, and co-opted members of the Trustee Board are charity Trustees of the District. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

All Trustees must complete training as specified by POR 16 and the Roles Table of the Scouts.

Certain people are disqualified from being charity trustees by virtue of the Charities Act.

The District is a registered charity.

The Trustee Board and any sub-teams should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

The Trustee Board requires effective administration, which may be provided by one or more persons as appropriate to the District's needs.

The selection process leading to appointment of District Trustee must include a rigorous and transparent selection process, which includes advertising vacancies widely.

3.1.1 Ex Officio Members

The ex officio members of the Trustee Board are:

- a. The District Lead Volunteer
- b. The District Youth Lead

Where there are joint role holders, only **one** of the joint role holders should be an ex officio member of the District Trustee Board. This must be decided jointly by the role holders in consultation with the District Lead Volunteer and District Chair.

3.1.2. Appointed Members

The District Trustee Board must initiate a selection process to propose a District Chair to the Scout Council for appointment at their AGM. The vacancies for the role of Chair only occur at the end of their period of appointment (for example, a District Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

The District Trustee Board must initiate a selection process to propose a District Treasurer to the Scout Council for appointment at their AGM. The vacancies for the role of Treasurer only occur at the end of their period of appointment (for example, a District Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

The appointed members of a Trustee Board are persons appointed by the Scout Council at the District's AGM. This should follow a selection process initiated and overseen by the Trustee Board. The vacancies for the role of Trustee only occur at the end of their period of appointment (for example, a District Trustee may have been appointed for three years, and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

3.1.3. Co-Opted Members

The co-opted members of the Trustee Board are persons co-opted annually by the Trustee Board. They are not appointed by the District Scout Council at its AGM. The number of co-opted members must not exceed the number of appointed members (excluding Chair and Treasurer).

3.1.4. Right of Attendance

The County Lead Volunteer and the County Chair have the right of attendance at meetings of the Trustee Board.

3.1.5. Term Limits

Appointed Trustees can be appointed for an initial period of no longer than three years. Further periods of appointment may be agreed by the Scout Council, to a maximum of nine years service as an appointed Trustee, counted from or after the AGM of 2024. An individual can be considered for re-appointment after nine years after a three-year gap.

Co-opted Trustees are appointed for an initial period of one year. Further appointments may be agreed by the Scout Council, but it is to be encouraged that a co-opted Trustee move to an appointed Trustee in favour of re-appointment as a co-opted Trustee. An individual can serve as a co-opted Trustee for a maximum of nine years.

Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. If they hold the ex officio role for less than nine years, they may hold an appointed or co-opted Trustee role to a combined maximum of nine years.

3.1.6. Disqualification from Membership

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

3.1.7. Cessation of Membership

Membership of the Trustee Board ceases upon:

- a. The resignation of the Trustee.
- b. The dissolution of the Trustee Board.
- c. The termination of membership by UK Headquarters.
- d. The member becomes disqualified from holding a Trustee position.

3.1.7.1. Cessation of Membership of Officers

If the District Chair, or District Treasurer ceases membership before the next Annual General Meeting, filling the

vacancy as soon as possible should be prioritised. All actions must be taken via a majority vote of the Trustees, with vacancies of the role of Chair also requiring agreement by the District Lead Volunteer. These appointments are short-term until the next Annual General Meeting. The Trustees must either:

- a. Appoint a current Trustee to the role, or...
- b. Co-opt a Trustee to take the role, subject to provisions for co-opting Trustees described within this Constitution.

There are no roles of Acting Chair, or Acting Treasurer.

In extreme circumstances the District Lead Volunteer may act as Chair for a short period.

3.2. The Responsibilities of Charity Trustees

The District is considered a charity by law. All members of the Trustee Board are charity trustees.

All charities must have a governing body, which is named within Scouting a Trustee Board. Trustees must act collectively as Charity Trustees of the Scout District.

Charity trustees have a number of specific responsibilities that they must fulfil to ensure the effective running of the District. It is vital that all members of the Trustee Board understand their responsibilities as Charity Trustees.

Collectively and individually they must:

- a. Ensure that the charity is carrying out the purpose for which it is set up and no other.
- b. Follow POR, charity law and other laws which apply to the charity along with any requirements of the appropriate charity regulator.
- c. Make balanced and adequately informed decisions to enable the charity to carry out its purposes and avoid putting themselves in a position where their duty to the charity conflicts with their personal interests or loyalty to any other person or body.
- d. Comply with statutory accounting and reporting requirements.
- e. Demonstrate that the charity is complying with the law, is well run and is effective.
- f. Ensure accountability within the charity, particularly when delegating responsibility for particular tasks or decisions to others.
- g. Act responsibly, reasonably and honestly making sure the charity's assets are only used to support or carry out its purposes.
- h. Avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- i. Make use of the skills and experience available from other trustees while taking appropriate advice when necessary.

Trustees are legally and financially responsible for the running of the District. This means that in some circumstances, if things do go wrong, Trustees may be liable for any debt or financial loss incurred by the District. However, this is rare and Trustees can protect against this by following the duties and responsibilities as laid out in this Constitution and POR.

3.2.1. Safe Custody of Documents

The District Trustee Board administration must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.

3.3. Trustee Board Standing Agenda

The Trustee Board should meet at least four times in a year and on each occasion the Agenda should include (but is not limited to):

- a. An update on any declarations of interest.
- b. Confirmation that the minutes of the previous meeting are an accurate record.
- c. Review of Matters/Actions arising from those minutes.

- d. An update from the District Lead Volunteer or their nominated representative.
- e. An update on the Risk Register.
- f. A written report from the latest meetings of each sub-team.
- g. An update from the Treasurer.
- h. An update on Health and Safety.
- i. An update on Safeguarding.
- j. An update from the District Teams, including but not limited to:
 - a. The Leadership Team
 - b. The Support Team
 - c. The Asset Support Team (including updates on progress against development planning)
 - d. The Programme Team
 - e. The Volunteering Development Team
 - f. The Youth Leadership Team

3.4. Declarations of Interest

Trustees have a duty under common law to act in the best interests of the charities they serve. Trustees, generally, should not benefit from the charity and should not be influenced by their wider interests when making decisions affecting the charity.

A conflict of interest can be defined as:

Any situation in which a trustee's personal interests or responsibilities they owe to another body may, or may appear to, influence the trustee's decision making.

Conflicts of interest arise when the interests of trustees or connected persons are incompatible or in competition with the interests of the charity.

A key means of preventing conflicts of interest from affecting decision-making is to identify potential conflicts in advance.

To ensure that trustees remain in an optimal position to manage any real or perceived conflict, it should be standard practice to ask for any such declarations at the start of each annual term and ask for updates at the start of each meeting of the Trustee Board.

3.5. Sub-Teams

A Trustee Board may create sub-teams to manage the work it deems necessary ensuring that:

- a. The purpose of each sub-team is clear and has been agreed by the Trustee Board..
- b. Each sub-team consists of members approved by the Trustee Board.
- c. The Chair of the Trustee Board is an ex officio member of each sub-team.
- d. The District Lead Volunteer is an ex officio member of each sub-team.

Members of sub-teams are not Trustees unless they are members of the Trustee Board.

Sub-teams should, where possible, include at least two Trustees aged between their 18th and 25th birthdays.

Members of sub-teams must be recorded on the Membership System.

4. General

The detail within this section is ubiquitous.

4.1. Charitable Status

The District is a registered charity, and must abide by the rules and regulations governing such.

4.2. Conduct of Meetings in the Scout District

Only members of the Trustee Board may vote in meetings of the Trustee Board. Only members of the District Scout Council may vote in meetings of the District Scout Council.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote, and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face-to-face when agreed by the Chair. This includes hybrid meetings, where some members join by telephone or video.

Electronic voting (such as by email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of the Trustee Board must approve the decision, and the outcome of the voting must be reported and recorded in the minutes of the next Trustee Board meeting.

Electronic voting is not allowed for decision making of the District Scout Council.

4.3. Quorum at Meetings

A meeting must be in quorum in order to proceed.

A meeting will be inquorate if fewer members of the meeting body are in attendance, as determined by the nature of the meeting.

No business shall be conducted in the absence of a quorum. A meeting will terminate as soon as it becomes inquorate.

4.3.1. Trustee Board

A meeting of the Trustee Board will be in quorum when:

- a. 50% or more of its members are in attendance (in person or by virtual presence), and...
- b. The Chair and/or the Chair's nominated Deputy Chair is in attendance (in person or by virtual presence).

4.3.2. Sub-teams

A meeting of a Sub-team of the Trustee Board will be in quorum when:

- a. 50% or more of its members are in attendance (in person or by virtual presence), and...
- b. The sub-team's Team Lead, and/or their nominated Deputy, and/or the District Chair, and/or the District Chair's nominated Deputy is in attendance (in person or by virtual presence).

4.3.3. District Scout Council

A meeting of the District Scout Council will be in quorum when:

- a. The District Chair and/or the Chair's nominated Deputy Chair is present, and...
- b. No fewer than 5% of members of the District Scout Council are in attendance (in person).

5. General Meetings

5.1. Annual General Meeting

The Scout Council must hold an Annual General Meeting within six months of the end of the District's financial year.

The Annual General Meeting must:

- a. Undertake governance oversight:
 - i. Adopt (or re-adopt) the District constitution.
 - ii. Note the dates of the District's financial year.
 - iii. Approve appointed and community members of the District Scout Council.
 - iv. Agree the total number of members of the District Trustee Board (the total of ex officio, appointed, and co-opted members), to be no fewer than 5 and no more than 12.
 - v. Agree the quorum for meetings of the Scout Council.
- b. Review the previous year:
 - i. Receive from the District Lead Volunteer an overview of the past 12 months of activity in the District.
 - ii. Receive and consider the Trustees' written Annual Report and the annual statement of accounts prepared by the Trustee Board. The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer. The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- c. Make appointments:
 - i. Appoint a Chair of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - ii. Appoint a Treasurer of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - iii. Appoint other members of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board.
 - iv. Appoint two representatives of the District Scout Council to represent the District Scout Council at meetings of the County Scout Council.
 - v. Approve the appointment of any District Presidents or District Vice Presidents, and note current appointees (if any).
 - vi. Appoint (or re-appoint) an auditor, independent examiner, or scrutineer as required.
 - vii. Nominate representatives of the District Scout Council to represent the District on the County Scout Council.

Following each Annual General Meeting, the Trustee Board must ensure that:

- a. All nominated and elected Trustees are recorded on the membership system (POR 16).
- b. The Trustees' written Annual Report and Accounts are filed (POR 5a.1.7).

It is good practice for the Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the District's next Annual General Meeting.

Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

5.2. Special General Meetings

All general meetings of the Scout Council other than Annual General Meetings shall be called Special General Meetings.

Special General Meetings shall be called upon agreement of 75% of the Trustee Board members.

5.3. Notice of Meetings

The Scout Council will be given at least 28 days notice of every general meeting (Annual or Special) that will specify the time, date and venue, in writing by electronic means.

The notice shall specify:

- a. The nature of any resolution to be moved at the meeting and/or the other business to be transacted at the meeting, and...
- b. Request nominations of candidates for any office for which there will be an election at the meeting, including that of the Auditor.

The Annual General Meeting shall be described as such in the notice of the meeting.

Notice of a meeting shall be sent to every member of the Scout Council who would be eligible to vote at the meeting on the date specified by the notice.

A notice of a meeting shall be given by the District Trustee Board by sending it electronically to the registered email address of the Scout Council member.

The accidental omission to send a notice of a meeting to, or the non-receipt of a notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

5.4. Quorum at General Meetings

No business shall be considered at any Annual General Meeting or Special General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum shall be constituted for all purposes by 5% of eligible members of the Scout Council with roles as recorded on the Scout membership system. Only those posts on the Scout Council which are filled at the date of the meeting will count as the membership of the Scout Council. Unfilled posts will be disregarded for the purpose of determining the quorum.

If no quorum shall be present within half an hour after the time appointed for the Annual General Meeting or Special General Meeting, the Chair of the meeting shall adjourn it to such time, date and place, as they direct.

5.5. Procedures at General Meetings

The Chair will preside at every general meeting of the Scout Council. If the Chair is not present within 15 minutes after the appointed time, or is unwilling to act, the members of the Trustee Board shall elect one of their number present to preside. If no member of the Trustee Board is present within 15 minutes after the appointed time, or is unwilling to act, the meeting will be adjourned. The Chair will, as soon as practicable, determine the time and place for a reconvened meeting.

Every question submitted to a general meeting shall be decided by a simple majority of those present at the meeting, and such votes shall be taken in the first instance by a show of voting card. 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.

A ballot may (beforehand or on the declaration of the result of the show of hands) be demanded by the Chair of the meeting, or 20 members of the Scout Council who are present at the meeting.

The Chair of the meeting may, in the event of a ballot, appoint the scrutineers, who should not be members of the Scout Council.

Voting papers to be used on a ballot shall be valid only if the Trustee Board issues them.

The Trustee Board may decide that it is necessary to hold a general meeting by electronic means (telephone and/or video conferencing). The decision should be recorded in the minutes and communicated to the Scout Council members where practical to do so.

5.6. Entitlement of Members to Vote on Resolutions

The right to vote at general meetings shall be limited to members of the Scout Council.

5.7. Ballot by Electronic Communication

At the joint request of the Chair an email ballot of those members of the Scout Council entitled to vote at a general meeting may be held in respect of any resolution.

Notice of such a ballot will be given by email to all members of the Scout Council entitled to vote precisely 14 days before the date which is specified as the final date for the receipt of completed electronic ballot papers.

The notice will include such other notices and documents relating to the resolution as would be given or sent in connection with the resolution had it been intended to be voted upon at a general meeting.

The response from the Scout Council must meet the quorum (5%), and 60% or more of such respondents must approve the decision for it to carry.

6. Nomination and Election Procedures

6.1. Presidents and Vice Presidents

Presidents and Vice Presidents of the Scout Council are honorary roles. The individual appointed should have no governance function or role.

- a. The role holder must promote the wellbeing and perception of Scouting in the wider community, connecting Scouting to the local community of Northampton to help foster relationships between Scouting and other organisations and institutions.
- b. Where Presidents/Vice Presidents attend Scouting events they must be chaperoned at all times by an adult volunteer for Scouting who has an appointment status of Full and an up-to-date criminal records disclosure check/personal enquiry check.
- c. If a President/Vice President wishes to take a more active role in Scouting than so described, then an additional appointment will be required, applicable to the additional activities being undertaken. All requirements of the additional appointment will need to be met, including training and a criminal records disclosure check/personal enquiry.
- d. If a President/Vice President wishes to take up a governance function or role within the District, they must surrender their President/Vice President role before taking that function or role on.

The Trustee Board will nominate a President and Vice Presidents (up to a maximum of 10 Vice Presidents, plus the Office of the Mayor of Northampton). There is no restriction on who may be nominated, and the Trustee Board should welcome suggestions for these positions from members of the Scout Council.

A President should be appointed at the Annual General Meeting.

Vice Presidents may be appointed by the Trustee Board in consultation with the District Lead Volunteer from time to time to perform specific duties identified by the District.

The nominations will be agreed by the Scout Council at the Annual General Meeting. The nominees' names, with a brief biography, will be circulated with the agenda for the Annual General Meeting.

The roles should be reviewed every 2 years or upon the resignation of the role holder.

6.2. Administrators and Advisers

Other Administrators and Advisers may be appointed by the Trustee Board with the approval of the District Lead Volunteer (POR 16).

7. Policies

Northampton District Scout Council complies with the key policies of the Scouts (POR 2), the Charity Commission, and any associated legal requirements.

It develops specific policies to ensure that there is a consistent interpretation of those policies and laws to ensure Trustees are best able to manage the governance of the Charity.

Annex A lists policies specific to Northampton District Scouts.

8. Amendments to this Constitution

Amendments to this Constitution may be made provided any such amendments:

- a. Do not conflict (or potentially conflict) with the rules of POR, and...
- b. Is agreed at an Annual General Meeting of the Scout Council and provided notice of the proposed amendment has been circulated to all voting members of the Council at least 21 days before such a meeting.

Annexes

A. Policies of Northampton District Scout Council

The order of Policies in this section is alphabetical and infers no order of importance nor priority; they are all equal. Where overlaps with the Key Policies (POR 2) occur, the Policies herein clarify rather than supersede the implementation of the Key Policy within the District.

- Data Protection Policy
- Expenses Policy
- Explorer Section Expenses Policy
- Financial Approvals Policy
- Hardship Policy
- Reserves Policy

B. Brief Overview of Changes (2025)

The following summarises changes made to the District Constitution from previous adoption (2024) to current iteration (2025):

- Update to comply with POR Section 5, issue May 2025; change of reference from previous iterations of POR (e.g., Section 5.5 in previous) to current reference (primarily Sections 5a and 5b).
- Update of notation: "Subcommittee" to "Sub-Team".
- Update of role notations: "Commissioner" to "Lead Volunteer"; "Youth Commissioner" to "Youth Lead"; "Subcommittee Chair" to "Sub-Team Lead".
- Insertion of responsibilities regarding Explorer Units with partnerships with Groups.
- Insertion of responsibilities regarding Document Management.
- Inclusion of all Policies maintained by the Trustee Board (Annex A).
- Changes in requirements for membership to the District Scout Council, in accordance with PORT 5a.
- Removal of County Lead Volunteer and County Chair as ex-officio; instead with Right of Attendance.