

# Durham University Scout and Guide Group Society Constitution

## 1. Name

- 1.1. The society will be known as Durham University Scout and Guide Group, abbreviated as DUSAGG; this shall henceforth be referred to as the Group.

## 2. The Aims of the Group

- 2.1. The aims of the Group are:

- 2.1.1. To provide a social framework to encourage an active interest in Scouting and Guiding.
- 2.1.2. To provide opportunities to take part in a range of social and adventurous activities to enrich the experience of our members.
- 2.1.3. To render service as a group, to Scouting and Guiding in the community at large, and to provide a link between the students and the local scout and guide groups.
- 2.1.4. To provide a forum for discussion of ideas for the development of the movements.
- 2.1.5. To create, by spreading information and by example, awareness of the work of the movements, particularly among fellow students.
- 2.1.6. To encourage students to participate in youth work, in alliance with other organisations.

## 3. The Principles of the Group

- 3.1. The Group shall be governed by the principles laid down in the Scout Association's "Policy Organisation and Rules". The Group will also abide by any other rules laid down in the constitutions of the Student Scout and Guide Organisation (SSAGO), Durham Students' Union (Durham SU) and, where appropriate, Girlguiding UK.

## 4. Registration

- 4.1. The Group shall be registered as such at the Headquarters of the Scout Association and Girlguiding UK.

## 5. Membership

- 5.1. Membership shall be open to all members of Durham SU. Any others may join at the discretion of the Executive Committee (Exec).
- 5.2. The minimum membership fee for the Group shall be set annually by Durham Students' Union.
- 5.3. Non-members of the Group may be admitted to any of the meetings of the Group at the discretion of the Exec. A charge may be levied.

- 5.4. The Activities Officer shall be admitted to any and all meetings of the Society at the request of any member of the society or Durham Students' Union Assembly; notification of such shall be provided in advance by writing or via a Computing and Information Service (CIS) email.
- 5.5. All members aged 18 or over should complete disclosure procedures (DBS) as outlined by the Scout Association and Girlguiding UK when joining the Group, if they intend or subsequently intend to help with youth competitions or activities run by the club.
- 5.6. All members must complete a DUSAGG Acknowledgement of Risk form, before taking part in any adventurous activities. Adventurous activities are defined in Section 9.7 of The Scout Association's Policy, Organisation and Rules.

## 6. The Committee

6.1. The Executive Officers of the Group shall be:

6.1.1. President; who shall be the nominal head and representative of the Group, with responsibility to include:

- Chairing EGMs and AGMs.
- Coordinating the Group's representation at Durham County events.
- Raising funds for the society (e.g. by National Lottery Grant).
- Liaising with the Durham Scout Network and Durham South Senior Section.
- Keeping the society informed of the Group's activities.
- Organising meetings of the executive committee.
- Responsibility for re-ratifying the society with Durham Students' Union.
- Responsible for filling out forms to reserve stands at the Durham Students' Union Freshers' Fair.
- Organise volunteers to help promote the society at the Durham Students' Union

Freshers' Fair

6.1.2. Secretary; who shall be the administrator within the Group, with responsibility to include:

- Acting as the representative to the Student Scout and Guide Organisation (SSAGO).
- Coordinating DBS checks for members.
- Maintaining the membership database.
- Producing and distributing the term planner.
- Maintaining the address list of the executive committee.
- Recording and distributing the minutes of general and executive meetings.
- Maintaining the quote book.
- Bringing the route book to events.
- Organising the mailing list sign-up sheet for the Durham Students' Union Freshers'

Fair.

- Keeping an up to date inventory of the DUSAGG store cupboard located in the loading bay of Dunelm House.
- Licencing the DUSAGG Radios

6.1.2.1. The Secretary will also undertake the roles previously held by the PR Officer, which include:

- Maintaining the online quote book in conjunction with the Secretary.
- Maintaining mailing lists.
- Maintaining the forum.
- Maintaining the Group's World Wide Web pages.
- Training their successor.

6.1.3. Treasurer; who shall maintain the Group's accounts. They should also attend finance training once a year.

6.1.4. Social Secretary; who shall organise any event that is primarily social, with responsibility to include:

- Pub Quiz at the Student's Union.
- Annual meals.
- Pub Thing if and when it occurs.
- Any other activity of a social nature, which reflects the interests of the Group.
- Help run Freshers' Fair along with the Events Secretary.

6.1.5. Events Secretary; who shall organise any event that is primarily adventurous, with responsibility to include:

- Camps.
- Weekends away.
- Acknowledgement of risk forms, along with another member of the opposite sex.
- Any other activity of an adventurous nature, which reflects the interests of the

Group.

- Help run Freshers' Fair along with the Social Secretary.
- Share the responsibility of maintaining the society equipment, along with the

Liaisons Officer(s).

6.1.6. Liaisons Officer(s), of which there may be up to two; who shall coordinate the Group's involvement with the Scout Association and Girlguiding UK, with responsibilities to include:

- Midnight Madness competition.
- Outdoor Scout and Guide competition.
- Indoor Scout competition.
- Navigation Skills training.
- Allocating helpers to groups within Durham Scout County and Durham South Guiding County.

6.1.6.1 In the event that the position of liaisons officer is shared between two individuals, then it is up to the individuals themselves to decide how they wish to

split the role at the beginning of their term of office, notifying the exec of their decision.

6.1.6.2 If the position is held by one individual then they must be prepared to carry out all aspects of the role.

6.1.7. First Year Representative; who shall represent the views of the first year students, with responsibility to include:

- Coordinating the Group's clothing (stash) order.

6.2 If society membership becomes much larger (20+ people regularly attending), then the society should reconsider reinstating the exec position of PR officer and quartermaster.

6.2.1 The original role of the PR Officer is outlined in section 6.1.2.1.

## 7. Sub-committees

7.1. Sub-committees may be formed by the Group and/or executive committee for any purpose at the discretion of the body concerned.

## 8. The Annual General Meeting

8.1. All Officers shall be elected at the AGM, which shall be held in the Epiphany Term of each year, with exceptions of:

8.1.1. The First Year Representative, who shall be elected at an EGM in Michaelmas Term.

8.2. The Secretary shall convene the meeting, and seven days' notice of this meeting must be given to all members.

8.3. The minutes of the previous AGM must be provided for study and approved by a vote.

8.4. The financial report on the previous year shall be presented to the Group.

8.5. Election of officers shall be carried out in accordance with Section 14 of the Group's constitution.

8.6. Candidates must be proposed and seconded by members of the Group in writing and handed to the Secretary. Nominations will close no earlier than the scheduled start of the meeting.

8.7. In the event of a vacancy occurring in any office, an election may be held for this office, at a General Meeting of the Group, which shall be convened in the same manner as the AGM.

## 9. Extraordinary Meetings

9.1. An extraordinary meeting may be called in the same manner as an AGM at the discretion of the President, or on submission to the President of a request signed by at least 10% of the Group's membership.

## 10. Business of the Group

- 10.1. Records of the Group's business for at least the previous two years shall be kept for inspection by the members of the Group, and Durham Students' Union if requested.
- 10.2. Society archives:
  - 10.2.1 At least once a year the Society archives in the Durham University Palace Green Library will be updated; this is to include copies of the Executive committee meeting minutes, AGM and EGM minutes, records of Liaisons' events and any other records of DUSAGG activities such as photographs, badges and photocopies of the Route book.
  - 10.2.2 The person responsible for updating the archives will be decided on by the Executive committee at the time.

## 11. Finance

- 11.1. Money claimed from Durham Students' Union may only be used for the purpose it was granted for.
- 11.2. Details of the Accounts:
  - 11.2.1. The Group will have only one bank account held with the bank nominated by the Durham Students' Union. A separate social account or event sub-account may only be held with permission of Durham Students' Union.
  - 11.2.2. Accounts for at least the previous seven years shall be kept and may be inspected by members of the Group and the Durham Students' Union Activities Officer. Failure to keep proper records shall render the Group's Executive liable to repay any Durham Students' Union Grant.
  - 11.2.3. Durham Students' Union Grants must not be used to subsidise social events. All payments to the Group must be intra vires.
  - 11.2.4. A copy of the annual accounts may be submitted to Durham Students' Union after presentation at the Group's AGM, if requested.
    - 11.2.4.1. The Group's financial year will start 1<sup>st</sup> October each year, to fit in with the Durham Students' Union finance year.
  - 11.2.5. The number of signatures required to claim expenses shall comply with Durham Students' Union and SSAGO policies, taking the greater number of the two.

## 12. Amendments

- 12.1. Amendments to the constitution must be approved by at least a two-thirds majority of the members present at a General Meeting.
- 12.2. The Group's Constitution and all amendments to it must be ratified by Durham Students' Union.
- 12.3. Any constitutional amendments and regulations concerning the Group's affairs that are laid down by Durham Students' Union shall be binding on the Group.
- 12.4. The final interpretation of the constitution shall lie with a majority vote of the Executive Officers.

## 13. Equal Opportunities

- 13.1. The Group shall comply with the Durham Students' Union's policies and shall not discriminate on the grounds of age, race, gender, sexual orientation, religion or disability.

## 14. Election of Officers

- 14.1 Election of all officers of the Group shall be only by direct vote of all members present. Postal, e-mail and other forms of indirect voting are disallowed.
- 14.2 The election of officers at a general meeting shall be using a first past the post system.
- 14.3 The alternative of re-open nominations (R.O.N.) shall be given in all elections.
- 14.4 Two returning officers shall be appointed by the chairperson of the general meeting. The returning officers shall be members of the Group and must be in attendance at the general meeting.
- 14.5 Each member gets one vote in which they place one vote for one candidate or RON (re-open nominations).
- 14.6 Any voting slip with more than one candidate on (except in the case of the Liaisons position (where two candidates stand)), or that is unreadable will be considered spoiled.
- 14.7 The President's vote is different; a rank is given to each candidate including RON and submitted at the same time as other votes. This vote should be clearly marked with the word "President" written at the top to distinguish it.
- 14.8 The candidate ranked highest by the President receives one vote which is counted alongside all other votes cast.
- 14.9 In the result of a draw, the President's ranking is used to decide between the tied candidates with the highest ranked candidate in the tie being elected.
- 14.10 Where the vote is taking place at an AGM it is the outgoing President who casts the ranked vote as the official handover does not happen until Joint Exec.
- 14.11 The returning officers announce to the Group only the winner of the election after this process. The number of votes and whether the ranked vote was used may only be discussed with the Secretary for the purposes of the official minutes.
- 14.12 All candidates running for the position of President must have previous experience as a member of the DUSAGG exec. If no such willing candidate exists, any DUSAGG member may run. In the event of RON, any DUSAGG member may run in all subsequent elections until a President is elected.