

# **Fordell Firs Scout Fellowship Constitution**

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## **1. Overview**

This document sets out the aims, structure and procedures of the Fordell Firs Scout Fellowship.

## 2. Name and definitions

Fordell Firs Scout Fellowship is a National Scout Fellowship which is formed in accordance with the Policy, Organisation and Rules (“POR”) of the Scout Association. In this constitution, all mentions of “**Fellowship**” or “**Fordell Fellowship**” refer to the Fordell Firs Scout Fellowship.

“**The site**”, “**centre**” and “**Activity centre**” refer to Fordell Firs National Activity Centre.

“**Centre manager**” refers to the current full-time warden of the activity centre.

“**Committee**” refers to the Fellowship Executive committee which is elected annually at the AGM.

“**POR**” refers to the Policy, Organisation and Rules of the Scout Association, which may be downloaded from [www.scoutbase.org.uk](http://www.scoutbase.org.uk).

### **3. Purpose of Fellowship**

The primary purpose of the Fellowship is to provide a resource of voluntary staff to assist with the running and ongoing improvement of the site, including activity session instruction, maintenance, site project work and assistance with large events. This work will usually be prioritised by the centre manager based on the needs of the centre at any given time.

The Fellowship also carries out a range of activities in order to promote, sustain and develop itself, as well as to promote both the activity centre and Scouting in general; these activities may include :

- Promoting the centre and Scottish Scouting at various events (e.g. Gilwell reunion, Scottish Conference)
- Recruiting new members in order to grow the Fellowship
- Organising social events for Fellowship members, centre staff and prospective members.
- Fundraising to support the Fellowship as required

#### **4. Responsibilities**

The Fellowship is primarily responsible to the centre manager, who has the right to use the volunteer resources as required to enable the centre to meet its objectives. The centre manager also has the right to over-rule all Fellowship decisions, including those of the Executive Committee, if it is felt that these will have a negative effect on the centre, or contravene Health & Safety or centre operating procedures.

The Fellowship is also responsible to the following persons / bodies :

- National Commissioner (Scout Fellowship) for Scotland
- Scottish Headquarters (SHQ)
- The Scout Association (Gilwell)

## 5. Membership

The requirements for membership of the Fellowship are as follows :

- (i) To be 18 years of age or older
- (ii) To be a member of the Scout Association (either Full Member or Associate Member) – those wishing to join who do not already have a role/position in Scouting must be willing to become an Associate Member of the Scout Association.
- (iii) To have a genuine interest in helping with the running and improvement of the activity centre and be willing to provide some degree of active support to Scouting.

All new members should be willing to comply with the requirements of the Personal Enquiry procedure as specified by the Scout Association (e.g. Disclosure Scotland check).

There is no approval or voting system for new members – prospective members who satisfy all the above criteria will be considered Fellowship members upon submission of an application form to the Secretary, subject to satisfactory background checks as mentioned above.

There is no distinction made between those Fellowship members who are full members of the Scout Association (e.g. in Scout Network or holding leader warrants) and those who are associate members (e.g. do not hold any other position in scouting).

Fellowship members are welcome to bring prospective members in, but must ensure that they have passed background checks (Disclosure Scotland) to the satisfaction of the centre manager.

Under-18's who have been helping the Fellowship under the supervision of the centre manager will automatically be made Fellowship members when they turn 18, on completion of an application form and subject to additional background checks if these are required.

The Fellowship may also appoint honorary members if they wish – these are individuals who have, in the view of the Fellowship, provided significant service or assistance to the Fellowship but who are unable to actively assist any longer due to other commitments or circumstances. Honorary members are not allowed to vote on Fellowship issues but should be included in mailing lists for minutes, etc and invited to Fellowship events if possible.

## 6. Organisation and leadership

The Fellowship shall appoint an Executive committee each year at the Fellowship AGM – the committee will be the main decision-making body of the Fellowship.

The committee should normally comprise 7 members, but may be formed of a minimum of 3 (chairman, secretary, treasurer) if the need arises. If possible there should be an odd number of committee members to ensure that any votes can have a clear outcome.

The committee shall normally be comprised of :

- Chairman
- Secretary
- Treasurer
- 2 year member
- 1 year member
- 1 year member
- 1 year member

*(After their first year on the committee the 2-year member will automatically have a place on the next committee and may be nominated for any position, although they have the right to refuse any nominations and stay on as just a 1-year member)*

“Job descriptions” for key posts in the committee shall be kept and maintained by the secretary, and these may be adapted and modified regularly depending on the needs of the committee and Fellowship.

The committee are responsible for setting the schedule for the next year’s meetings and may adjust these to suit their requirements. A minimum of 6 committee meetings and 2 open meetings per year should take place, unless unavoidable.

**Leadership** – the committee shall share the responsibility of leading the fellowship to achieve its goals and commitments through effective committee/open meetings. The chairman’s role should be to help ensure that meetings run efficiently and that the relevant rules and procedures are adhered to during decision-making, but out with formal meetings they (and the other committee members) should not be regarded as having any greater responsibility in terms of dealing with day-to-day issues/problems which may arise.

During weekends, there is no designated ‘team leader’ of the Fellowship – instead it relies on experienced members providing help and direction to newer or less experienced members, normally under the direction of the centre manager.

## 7. Meetings and decision-making

Meetings will normally be classed as :

- Committee meetings – committee members only
- Open meetings - open to all including visitors
- Annual General Meeting - open to all including visitors
- Extraordinary General Meeting (EGM) – Fellowship members only

The centre manager has the right to attend all meetings involving the Fellowship.

Dates of committee meetings should be intimated to all Fellowship members by post or email at least one month before – but the committee reserve the right to change/cancel meetings at short notice if the situation arises.

Unless unavoidable, committee meetings should be attended by at least 4 committee members. There is no minimum attendance number for AGMs or EGMs, but if it becomes apparent that numbers will be very low these should be rearranged.

1 month's notice should be given for AGMs and open meetings. EGMs may be called at short notice by the committee.

Only current Fellowship members (as listed on Fellowship database) can vote at Fellowship meetings.

Decisions should be made informally at committee meetings if possible (i.e. without a vote). In the event that a unanimous decision can't be reached by the committee, they have the option of taking a vote amongst themselves, postponing the vote until the next meeting (if some committee members are not present) or asking the centre manager to make a final decision; the centre manager then has the right to either make a final decision or ask for a postal vote of all current Fellowship members to be arranged to decide the matter.

The chairman does not have a casting vote in any Fellowship meeting.

The constitution can only be changed at an EGM or AGM by a majority vote of those present. Changes must be submitted in writing at least 21 days before an EGM or AGM.

## **8. Fellowship rules (accommodation and working practices)**

The Fellowship will adhere to the rules and practices listed in the “Staff and Volunteer Rules” document which contains the relevant safety procedures, staff accommodation rules, etc which must be followed when on-site as a Fellowship member.

This document is intended to apply to all centre staff and visitors, not just Fellowship members, but will be kept and controlled by the Fellowship secretary and made freely available to centre management and all visitors as required.

The centre manager is responsible for providing and updating the operating procedures / health and safety side of the document.

The Fellowship committee have responsibility for making decisions regarding the “house rules” for those using the staff-hut, but all decisions must be endorsed by the centre manager.

All proposed changes or additions to the current staff-hut rules should be made through the committee. The committee should, if possible, seek the views of all fellowship members before making a decision. The committee has the right to ask the centre manager to make the final decision on staff-hut rules, but the centre manager may also request that a full postal vote of all fellowship members is carried out to settle it instead.

## **9. Discipline and grievance procedure**

Complaints, disagreements and disputes involving Fellowship members should be resolved informally (and internally) if at all possible, either socially or by discussion at committee/open meetings.

If issues cannot be resolved in this manner the committee should follow the Scout Association's complaints procedure (POR chapter 15), with the involvement of the centre warden and/or National Fellowship Commissioner as required.

## **10. Finances**

The Fellowship will hold its own bank account, which will require dual signatures from authorised committee members in order to withdraw money. These will normally be the treasurer, secretary and chairman – and may also include the centre manager.

The bank account shall be audited annually in line with the relevant Scout Association procedure, and the accounts made available to all members of the Fellowship.

The committee have the main responsibility for deciding on how Fellowship funds should be spent, and may make these decisions at committee meetings.

Fundraising events may take place throughout the year in order to provide income to the Fellowship.

## 11. Social events

Social events are recognised as an important part of Fellowship life, and should be encouraged with the following points being considered :

- Social events should not interfere excessively with the main work of the Fellowship (e.g. weekend activity sessions, specific events)
- Events should be open to all Fellowship members as far as possible
- Events should not breach either Fellowship or site rules/procedures or show the Fellowship or centre in a bad light to others.

The committee will normally organise several social events each year, but all members should be encouraged to submit ideas and help with organising them.