

Chapter 6

The Structure of the Headquarters of The Scout Association

The Council and committees of The Scout Association, membership, national leadership and support.

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The Royal Charter

The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.

These Charters give authority to the Bye Laws of the Association, which are approved by Her Majesty's Privy Council.

The Bye Laws, in turn, authorise the making of rules for the regulation of the Association's affairs, and thereby give authority for the Rules printed in *Policy, Organisation and Rules*.

The Patron

Her Majesty The Queen is the Patron of The Scout Association.

The President

His Royal Highness The Duke of Kent is the President of The Scout Association.

The Council of The Scout Association

The Scout Association is governed by a Council of between 300 and 500 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.

The Council appoints the Chief Scout, who becomes the Chairman of the Council.

The Council elects twelve of its members and three of its Nominated Youth Representatives to serve on the Committee of the Council.

Membership of the Council

The Council consists of:

Ex officio members

- President;
- Chief Scout;
- Treasurer;
- Chief Executive;
- National Commissioners;
- Chairmen of National Boards;
- Chief Commissioners of England, Scotland, Wales and Northern Ireland;
- International Commissioner;
- Chief Commissioners of Overseas Branches;
- County Commissioners.

Nominated Members

Each Scout County and each Overseas Branch may nominate members to the Council.

Each County or Overseas Branch may have one Nominated Member for every 10,000 Members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination.

A Nominated Member serves for three years unless another is nominated in the member's place.

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

Nominated Youth Representative

Each Scout County may nominate one youth representative to the Council.

The Nominated Youth Representative must be a Member of the Association in the nominating County.

On nomination the representative must have passed his 18th birthday but not reached his 24th birthday at the date of the annual census.

A Nominated Youth Representative serves for three years unless another representative is nominated in the representative's place or the representative has reached his 25th birthday at the time of the County Annual General Meeting.

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

Elected Members

The Council may include up to sixty other persons of whom not more than three may be full-time employees of The Scout Association.

These Members are elected by the Council at the Annual General Meeting of the Council.

Elected members serve for three years.

The Committee of the Council of The Scout Association

The Committee of the Council exists to manage the business of the Association in accordance with the Bye Laws of the Association.

It is the body, which makes the Policy and Rules of the Association as published in *Policy, Organisation and Rules* and in the various handbooks and other official literature of the Association.

Membership of the Committee of the Council

The Committee of the Council consists of:

Ex officio members

- Chief Scout;
- Treasurer;
- Chief Executive;
- The Chief Commissioners of England, Scotland, Wales and Northern Ireland;
- International Commissioner.

Elected members

Twelve members of the Council of the Association elected at an Annual General Meeting of the Council.

Elected Youth Representatives

Three youth representatives of the Council elected at an Annual General Meeting of the Council.

Co-opted Members

The Committee may co-opt other members of the Council at its meeting following the Annual General Meeting of the Council in any year, provided that the combined total of Ex officio and Co-opted Members does not exceed the total number of Elected Members.

Right of Attendance

National Commissioners, Regional Commissioners, County Commissioners and Commissioners representing Overseas Branches have the right of attendance without vote at meetings of the Committee of the Council and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Committee.

The Chairman of the Committee of the Council is elected annually by the Committee.

The Executive Committee

The Executive Committee exists to carry out the management oversight of the business of the Association as authorised by the Committee of the Council and to initiate and facilitate discussion of policy by the Committee of the Council within the overall policy decided by that Committee.

Membership of the Executive Committee

The Executive Committee consists of:

Ex officio members

- Chairman of the Committee of the Council;
- Chief Scout;
- Deputy Chief Scout;
- Treasurer;
- Chief Executive;
- Chairmen of the three main sub-Committees;

Non voting members

- Senior Management Team;

Right of attendance

- Members of the Committee of the Council.

Sub-Committees of the Committee of the Council

The Committee of the Council delegates certain powers to four sub-Committees:

- The Finance sub-Committee;

- The General Purposes sub-Committee;
- The Operations sub-Committee; and
- The Headquarters Appointments sub-Committee.

The membership and terms of reference of these sub-Committees is determined by the Committee of the Council.

Two or more members of the Committee of the Council must serve on each.

Other persons may become members of the sub-Committee provided that the majority of the members of any sub-Committee are members of the Council of the Association.

Chairmen of sub-Committees are elected annually by the Committee of the Council.

Other National Groups

The sub-Committees are advised by national groups appointed from time to time with the approval of the Committee of the Council.

The membership and terms of reference of each board or group is determined by the Committee of the Council.

National Leadership

Chief Scout

The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council.

Deputy Chief Scout

A Deputy Chief Scout may be appointed by the Committee of the Council to assist and deputise for the Chief Scout. The duties and time limit of the appointment will be defined by the Committee of the Council in consultation with the Chief Scout at the time of appointment. The Deputy Chief Scout has the same authority as the Chief Scout when carrying out duties on his behalf.

Treasurer

The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

Chief Commissioners

Chief Commissioners are appointed by Headquarters for England (2); Northern Ireland, Scotland, and Wales.

The appointment of a Chief Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Chief Commissioners is subject to formal review by the Chief Scout using Form AR.

The appointment of a Chief Commissioner may be renewed for a second period not exceeding five years.

Chief Commissioners are Ex officio Members of the Council of The Scout Association and of the Committee of the Council.

Regional Commissioners

Regional Commissioners are appointed by the Chief Scout in consultation with the Chief Commissioners.

The appointment of a Regional Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Regional Commissioners is subject to formal review by the Chief Scout using Form AR.

The appointment of a Regional Commissioner may be renewed for a second period not exceeding five years.

Regional Commissioners are Ex officio members of all County Scout Councils in their region and have Right of Attendance at all County Executive Committees in their region.

United Kingdom Commissioners

United Kingdom (UK) Commissioners are appointed by Headquarters to undertake special responsibilities, such as the leadership and support of the Sections.

The appointment of a UK Commissioner remains valid until the fifth anniversary of the date of appointment.

The appointment of a UK Commissioner may be renewed for a second period not exceeding five years.

The appointment of UK Commissioners is subject to a formal review by the Chief Scout using Form AR.

Headquarters

The Committee of the Council of The Scout Association maintains a Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of Scouting. (This includes Regional Development Managers and Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England.)

Chief Executive

The Chief Executive is appointed by the Committee of the Council. The Chief Executive is responsible for the co-ordination of all the work of the staff of Headquarters, for the implementation of the policy of the Committee of the Council and for such special tasks as may be requested by the Committee.

The Chief Executive is an Ex officio Member of the Council of the Association and of the Committee of the Council.

The Secretary

The Committee of the Council appoints a Secretary of the Association to carry out the duties required of such a person by the Bye Laws and may appoint a temporary substitute.

SCOUTING Magazine is the national magazine of the Scout Association and provides practical resources, information and support for those involved in Scouting.

The **Scout Information Centre** provides information and resources to the Movement. It can be contacted as follows:

- tel - 0845 300 1818 (local rates apply)
- fax - 020 8433 7103
- email - info.centre@scout.org.uk
- letter - Scout Information Centre, The Scout Association, Gilwell Park, Chingford, London, E4 7QW.

The centre is open from Monday to Friday 0800 hrs - 2000 hrs and Saturday 0900 hrs - 1200 hrs.

www.scouts.org.uk is the official website of the Association and provides regular news updates, general information on Scouting, material for young people, Scouting magazine on-line and access to the Membership Services system.

www.scoutbase.org.uk are pages, which are accessed through www.scouts.org.uk providing information and resources for adult volunteers in Scouting.

The Country Scout Councils of Northern Ireland, Scotland and Wales

These Scout Councils exist to advise their respective Chief Commissioners in all matters relating to the exercise of the Commissioner's discretionary powers as specified by Headquarters, and to perform such administrative and executive duties as may be delegated to them by Headquarters, which may include management of their financial affairs. Headquarters makes and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

Northern Ireland Under the Scout Constitution for Northern Ireland the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a Committee for the management of its business. Under the authority of Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

Scotland Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a Committee for the management of its business. Under the authority of Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Scotland without modification.

Wales Scouting in Wales is supported by The Welsh Scout Council. Headquarters in London undertakes for it many of the functions of a Country Headquarters. Scout Counties in Wales are known as Areas.

The Overseas Branches of the Association

Branches of The Scout Association are established in certain territories overseas, with local Chief Scouts and Chief Commissioners.

Their constitutions are granted by Headquarters and may be withdrawn at its discretion.

Variations to the Rules of the Association may be sanctioned by Headquarters to suit the local circumstances of an Overseas Branch.

The International Commissioner is responsible to the Committee of the Council for the efficiency and well-being of Scouting in Overseas Branches and for relations with Scout Associations in Commonwealth Countries.

British Groups Abroad

In a number of countries throughout the world there are British Scout Groups, which are registered by The Scout Association.

These Groups are supported by Headquarters.

Companies and Trusts Associated with The Scout Association

Scout Shops Limited is the service for the supply of the material requirements of the Association. It is a company owned by the Association, and the taxable profit from its trading is covenanted to the Association.

The Scout Association Trust Corporation is a company limited by guarantee formed by The Scout Association. Its powers and constitution are stated in its Memorandum and Articles of Association and it is licensed as a trust corporation by the Lord Chancellor.

The Scout Association Trust Corporation may act as sole trustee for land and investments for The Scout Association and for Scout Councils of Groups, Districts and Counties in the United Kingdom, excepting Scotland.

It is also the trustee for the Scout and Guide Trust Fund, which is a common investment scheme for The Scout Association and Girlguiding UK, authorised by the Secretary of State for Education and Employment under Section 22 of the Charities Act, 1960 as amended by Section 24 of the Charities Act, 1993.

Scout Services Limited is a company formed by The Scout Association for the purpose of fund raising. It is wholly owned by the Association and the profit from its trading is covenanted to the Association.

Scout Insurance (Guernsey) Limited is a 'captive' Insurance Company registered in Guernsey. Its purpose is to undertake insurance business on behalf of the Scout Movement and thus, to a certain extent, protect the Movement from premium rates applicable to the general insurance market. The premiums charged can be related more directly to the risks involved in Scout activities instead of having to follow the open market rates.

Scout Insurance Services Limited is a company wholly owned by The Scout Association. Its primary purpose is to provide insurance support to The Association, to the Scout Movement in the United Kingdom and to British Groups based abroad. Scout Insurance Services Limited is authorised and regulated by the Financial Services Authority.

Girlguiding UK

The Scout Association and Girlguiding UK, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and at all levels.

Rule 6.1 National Scout Fellowships

- a. The UK Adviser (Scout Fellowship) may form National Scout Fellowships.
- b. Applications to form a National Scout Fellowship are made to the UK Commissioner (Scout Fellowship).
- c. The purpose of National Scout Fellowships is to provide active support to Scouting at a national level.
- d. All adult only support groups linked to Scouting at a national level must be registered as National Scout Fellowships.
- e. The UK Adviser (Scout Fellowship) may appoint a responsible Commissioner, other than themselves, to support the activities and development of a National Scout Fellowship, to agree and review the remit, and to maintain effective liaison between Headquarters and the National Scout Fellowship.
- f. Subject in all cases to the enquiry procedure, membership of a National Scout Fellowship is open to any person aged 18 or over, including:
 - i. those holding other appointments in Scouting, who will be expected to give priority to the duties of these local appointments;
 - ii. Scout Network Members.
- g. All Members of a National Scout Fellowship must be at least Associate Members. They may also become Members by making the Scout Promise.
- h. A National Scout Fellowship is responsible for its own composition, organisation, programme and administration in accordance with the remit and operational procedures agreed with the UK Adviser (Scout Fellowship).
- i. The following minimum standards are laid down for National Scout Fellowships:
 - There must be a properly elected Chair of a National Scout Fellowship.
 - A National Scout Fellowship should provide active support to Scouting on a national level, as agreed with the UK Adviser (Scout Fellowship) as part of the remit.
 - A National Scout Fellowship must comply with the operational procedures agreed with the UK Adviser (Scout Fellowship).
- j. If a National Scout Fellowship fails to reach the minimum standards for two consecutive

years, it may be closed by the UK Adviser (Scout Fellowship) (and the International Commissioner / UK Adviser (Activities) / UK Commissioner (Adult Support) – if appropriate), with the approval of the Operations sub-Committee.

- k. If a National Scout Fellowship fails to reach the minimum standard for three years it must be closed.