



LEICESTERSHIRE COUNTY SCOUT COUNCIL CONSTITUTION

(As amended for approval 2026 Annual General Meeting)



2026

Ver: 2026.2

Document Control

The Leicestershire County Scout Council Constitution shall be annually reviewed by Trustees in accordance with the latest version of POR Prior to each AGM.

Version	Date	Description	Approved By
2024.1	16.09.24	Approved by County Scout Council	County Scout Council
2025.1		Approved by County Scout Council	County Scout Council
2026.1		Re-aligned to POR 5c.3 model structure and terminology	County Scout Council
2026.2	18.08.26	Revision Note – Version 2026.2 Following a review of the proposed Constitution against the current Policy, Organisation and Rules (POR) of The Scout Association, the following amendments have been made to improve accuracy and clarity in relation to County Scout Council membership: Contents page updated to align with the numbering and headings used within Section 3 of the Constitution, including separate references to Trustee Responsibilities, Membership and Recording Membership. Section 3.3 heading corrected from “County Trustee Board membership” to “County Scout Council membership”, reflecting the subject matter of the provisions contained within that section. Appendix A2, District Representation, updated to include District Leadership Team Members as ex officio members of the County Scout Council, in accordance with POR 5b.3.2.6. District representative wording clarified to confirm that the two representatives nominated by each District Scout Council at its AGM are additional to those District members who already qualify as ex officio members of the County Scout Council. Appendix A3, Youth Representation, removed as County Youth Forum and County Scout Network representatives are not separate ex officio membership categories for a County with Districts under POR 5b.3.2.6. Individuals may continue to be members of the County Scout Council where they qualify through another ex officio role or are appointed in accordance with POR.	County Scout Council

		6. Following the removal of the former Appendix A3, Regional Representation has been renumbered from A4 to A3. The Regional Lead Volunteer remains identified as an ex officio member of the County Scout Council. 7. Appendix A1, County-Level Roles, updated to remove County President and County Vice Presidents from the schedule of ex officio County Scout Council roles. These honorary appointments do not, by themselves, confer ex officio membership of the County Scout Council under POR 5b.3.2.6. A President or Vice President may nevertheless be a member where they qualify through another ex officio role or are appointed to the County Scout Council in accordance with POR. <i>These amendments provide clarification and alignment with POR. They do not alter the principle established within the Constitution that the definitive categories of County Scout Council membership are those prescribed by POR and that, in the event of any conflict, POR prevails.</i>	

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1. Preamble

- 1.1** This constitution describes the role, membership and operation of the Leicestershire County Scout Council and the Leicestershire County Trustee Board. This document is based on the model constitution in POR 5c.3, any variation or changes must be agreed at the AGM and fully recorded in the minutes. In the interest of openness, especially for new members of the County Scout Council, the County Scout Council must review and re-adopt this constitution at each Annual General Meeting (AGM).

2. Charitable Objects

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

3. The County Scout Council

- 3.1** The County Scout Council has a governance role for the charity and makes County Trustee Board appointments other than ex officio and co-opted appointments.

- 3.2** The County Scout Council has no Trustee responsibilities.

- 3.3** County Scout Council membership

- a. The ex officio members of the County Scout Council are detailed in POR 5b.3.2.6.
- b. The County Scout Council may appoint some members as detailed in POR 5b.3.2.8.
- c. The County Scout Council may appoint some community members. See POR 5b.3.2.9.
- d. The maximum number of appointed and community members of a County Scout Council is detailed in POR 5b.3.2.10.

Appendix A provides a record of the current local role structure and representative positions within Leicestershire County as at the date of adoption/re-adoption. Appendix A is informative only and does not form part of the governing constitution. In the event of any conflict between Appendix A and POR, POR shall prevail.

- 3.4** County Trustee Board administration 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 such on the membership system.

4. The County Trustee Board

4.1 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.

4.2 The County Trustee Membership Board comprises:

- a. The Ex officio County Trustees, as defined in POR 5b.3.3.5(a).
- b. Appointed County Trustees (including Chair and Treasurer) are persons appointed by the County Scout Council as described in POR 5b.3.3.5(b).

The selection process for appointed County Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

- c. Co-opted Trustees are persons co-opted annually by the County Trustee Board [see POR 5b.3.3.5(c)]. Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by County Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.

4.3 Governance Responsibilities

4.3.1 The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. the charity is:
 - o well managed
 - o carrying out its purposes for the public benefit
 - o complying with the charity's governing document and the law
 - o managing the charity's resources responsibly
- b. the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a
- c. young people are meaningfully involved in decision making at all levels
- d. the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high-quality programme and resource requirements of the training programme (POR 4.3.7)

4.3.2 The County Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County
- c. maintain and manage:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the County, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts

- an investment policy for the charity
- a public benefit statement for the charity
- d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained
- e. ensure the appointment and management and operation of any sub-teams created in line with POR 5c.3.6.5, including appointing a Chair to lead the sub-team. This should normally be one of the County's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).
- f. ensure that effective administration is in place to support the work of the County Trustee Board
- g. appoint any co-opted members of the County Trustee Board
- h. ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the County Scout Council at their AGM
 - prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)
 - present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's AGM
 - following the County AGM, ensure that a copy of the County Trustees' Annual Report and Accounts is filed as described in POR 5e.2.1.2.
- i. take responsibility for the County's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- j. individually and collectively maintain confidentiality regarding County Trustee Board business
- k. put in place annually an open and transparent selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board, including Chair and Treasurer. 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 and so does not need to be re-appointed at the end of years 1 and 2).
- l. where staff are employed:
 - act as a responsible employer in accordance with Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5. Annual General Meeting (AGM)

5.1 Requirement

The County Scout Council must hold an AGM within six months of the end of the County's financial year. At least four weeks' notice must be given.

5.2 Governance Oversight

The AGM must:

- approve the minutes of the previous AGM;
- adopt or re-adopt this constitution;
- note the dates of the charity's financial year;
- approve appointed and community members of the County Scout Council;
- agree the maximum total number of Trustees (one number representing ex officio, appointed and co-opted Trustees combined);
- agree the quorum for future meetings of the County Scout Council.

5.3 Review of the Previous Year

The AGM must:

- receive from the County Lead Volunteer an overview of the past 12 months of activity;
- receive and consider the County Trustees' Annual Report and Annual Accounts.

Before the AGM, the accounts must have completed their examination by an appropriate auditor or independent examiner as required by law and POR.

5.4 Appointments

The AGM must:

- appoint a Chair of the County Trustee Board following recommendations from the selection process initiated by the County Trustee Board;
- appoint a Treasurer of the County Trustee Board following recommendations from the selection process initiated by the County Trustee Board;
- appoint other members of the County Trustee Board following recommendations from the selection process initiated by the County Trustee Board;
- approve the appointment of any County President or Vice Presidents and note current appointees (if any);
- appoint or re-appoint an auditor or independent examiner as required;
- elect representatives of the County Scout Council in accordance with POR to the Council of The Scout Association.

Following the AGM, the County Trustee Board must ensure all required filings are completed in accordance with POR and charity law.

6. Sub Teams

The County Trustee Board may establish sub-teams to support its governance function.

For each sub-team:

- its purpose must be governance-focused and not operational;

- its members must be approved by the County Trustee Board;
- the County Chair has the right of attendance;
- the County Lead Volunteer has the right of attendance.

Sub-team members are not Trustees unless they are already members of the County Trustee Board.

All sub-team members must be recorded on the membership system.

7. Meetings of the County Scout Council

The County Scout Council normally meets only at the AGM.

It would be unusual for there to be additional meetings of the County Scout Council.

Meetings should normally be convened with at least four weeks' notice.

A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the County Trustee Board.

County Scout Council meetings are chaired by the County Chair. If the Chair is unable to attend, the Chair may appoint a delegate to chair the meeting, subject to approval by a majority of members present at the start of the meeting.

Only County Scout Council members may vote.

The quorum is as agreed at the AGM.

If there is no quorum present, the meeting must be closed and reconvened.

Decisions are made by a majority of votes cast. The Chair does not have a casting vote.

The County Scout Council may meet by telephone or video conference when agreed by the County Chair. The Council must not conduct business using indirect processes such as email.

Where meetings are not fully face-to-face, an online poll or other electronic method of counting votes must be used.

Meetings must enable participants to be seen, ask questions, join in the debate, and see, share and display documents such as resolutions.

All meetings must be properly recorded and minuted.

8. Meetings of the County Trustee Board

Meetings should normally be convened with at least two weeks' notice, though it is good practice to schedule meetings well in advance.

Meetings may be convened on shorter or no notice with the agreement of at least half of the Trustees.

Meetings are chaired by the County Chair. If the Chair is unable to attend, the Trustees present may choose one of their number to act as Chair for that meeting, subject to approval by a majority of those present.

Only Trustees may vote.

The quorum is one third of the total number of Trustees plus one.

For sub-teams, the quorum must be set by the Trustee Board based on the size and complexity of the sub-team's work.

If a meeting is not quorate, it must be closed and reconvened.

Decisions are made by a majority of votes cast, the Chair does not have a casting vote.

The Trustee Board may meet in person or by video conference as determined by the County Chair, including hybrid meetings.

Meetings must enable participants to be seen, ask questions, join debate, and see or share documents.

Where urgent matters arise between scheduled meetings and it is not feasible to convene a meeting, electronic voting (such as email) may be used, provided the County Chair deems it appropriate.

In such circumstances:

- at least 75% of the total number of Trustees must approve the matter, with rounding up to the next whole number where necessary;
- the voting method must provide a clear record of votes;
- digital applications other than email should only be used in exceptional circumstances and with the agreement of the County Chair;
- the decision must be reported to and recorded in the minutes of the next meeting.

Adoption

Approved at the AGM held on: _____

Signed: _____

(Chair of the County Trustee Board)

Appendix A – Informative Schedule of Current Ex Officio Roles

(For record and administrative clarity only – not part of the governing constitution)

This appendix records the current structure and roles within Leicestershire County at the date of adoption of this Constitution. It is provided for ease of reference and historical record only. The definitive categories of County Scout Council membership are those set out in the Constitution and in the Policy, Organisation and Rules (POR) of The Scout Association. In the event of any conflict, POR shall prevail. This schedule reflects the local role structure in place at the date of adoption and may change over time as roles evolve.

A1. County-Level Roles (Leicestershire Structure)

All adult members holding County roles, including but not limited to:

- County Lead Volunteer
- County Chair
- County Treasurer
- County Youth Lead
- County Team Leads (including Transformation Team Leads, Programme Team Leader, Support Team Leader, Volunteering Development Team Leader, Team Leaders of any County Leadership Team sub-teams. For example, Inclusion Team, etc.) and members.
- Members of County Sub-Teams
- County Advisers
- County Assessors

A2. District Representation (Leicestershire Districts)

From each District within Leicestershire County:

- District Lead Volunteer
- District Leadership Team Members
- District Youth Lead
- District Trustee Board Chair
- District Trustee Board Treasurer
- Other members of the District Trustee Board
- Two representatives nominated by each District Scout Council at its AGM, in addition to those District members who already qualify as ex officio members of the County Scout Council.

A3. Regional Representation

- The Regional Lead Volunteer