

April 1st, 2004.

**Template - CONSTITUTION of <LOCAL> DISTRICT NETWORK GROUP**

1. The Group shall be known as the <LOCAL> DISTRICT NETWORK
2. There shall be an Executive Committee consisting of Chairman, Treasurer, Secretary, and up to 3 other elected members.
3. 5 days clear notice shall be required for any meeting of the Executive, which may be called by the Secretary, the chairman, any 3 other members of the Executive, or the Network Co-ordinator.
4. No person shall hold any office for more than 12 months, and the person elected to be Chairman must have served in at least one other office for a minimum period of 6 months, or equivalent experience.
5. The Network Co-ordinator, shall be ex officio all committees and sub-committees, and he/she shall have power of veto which may be exercised at any time.
6. The quorum for Executive meetings shall be 4, and shall include at least 2 officers.
7. The Leaders shall not be counted on the membership of the Executive, or as part of the quorum required for meetings, and shall have no power of voting.
8. Each member of the Executive committee shall have 1 vote except that in the event of equality of voting, the Chairman shall have a second or casting vote. In the absence of the duly elected Chairman, the committee shall elect for that meeting only the Vice Chairman if present, or if he is also absent or no election of that office has been made, then any other person to the chair, but that person shall not have a casting vote, and if there is equality in voting, there shall remain a status quo on the matter in hand.
9. There shall be an Annual General Meeting (AGM) held no later than the end of April of each year, at which each officer shall present a report, and at which the election of officers shall be made. In addition, there shall be a minimum of 3 other Quarterly Meetings of the whole group.
10. The Executive committee shall be elected at the AGM by ballot of all members of the group whose subscriptions are paid up. No person whose subs are not paid up may take office until that condition has been fulfilled.
11. Additional meetings of the Group may be called by any 5 members, or by 1/4 of the members paid up, whichever is the greater, giving 5 clear days notice, and with the approval of the Network Co-ordinator or his/her Assistant in his/her absence.
12. The Group may over-rule a decision of the Executive committee on a 2/3rds majority of members paid up, and if such decision is carried, then the Executive committee shall resign forthwith and a new ballot for the Executive shall take place with the usual notice.
13. The Network Co-ordinator and his/her Assistants, or either one of them shall be invigilating officers for all ballots, and no ballot shall be taken or be valid in their absence. Only elections of officers need be by ballot, all other matters except where indicated may be agreed by simple majority by show of hands.
14. If there is no elected Executive for whatever reason, then the Network Co-ordinator and his/her Assistants shall continue the day to day running of the Group until a new Executive is formed.

15. Elections may be held every 6 months.
16. The offices of Chairman, Secretary, and Treasurer must be held by 3 different people, and no person may hold more than two posts.
17. Urgent decisions may be taken by an ad hoc committee of the Chairman (or in his absence the Vice Chairman) and the Network Co-ordinator, or in his absence, the Assistant(s), but such decisions must be ratified by the Executive at the next meeting, and they shall be responsible for those decisions until that time.
18. Non executive members of the Group may attend Executive meetings by invitation, but will have no vote.
19. Changes in the constitution shall only be at the AGM and shall require a 2/3rds majority by ballot of all paid up members.
20. A vote may be cast by proxy at any meeting, but such proxy shall be in writing, signed by the member, accompanied by his or her membership card, and scrutinised by a Leader.
21. The Group shall conform with the "Policy, Organisation and Rules" of the Scout Association, and shall abide by the decisions of the Staffordshire Scout Network Conference and it's Committee. This rule shall not be changed by the executive, the members, or the Leaders at any time, or by any majority.
22. A bank account may be opened and shall be called AStaffordshire County Network - <LOCAL> District Account®, and shall require two signatures for withdrawals from three persons nominated. The nominated persons for cheque signatures shall be the County Treasurer, the Local Network Co-ordinator, and the Local Network Treasurer. An account of all income and expenditure shall be submitted to County at the end of each financial year.
23. Network members shall pay a subscription as para 25 below, to the Treasurer for local Network activity, and a County Capitation shall be billed to them directly from County each year. Warranted leaders will not be billed for the County Capitation, as that will be paid by the Group to which they are attached.
24. No member may participate in any outside GROUP activity unless they have been enrolled and they are over 18 years of age. No member of the Local Network Group may participate in any activity of any other Scouting section unless they have been CRB checked.
25. The rate and manner of raising subs shall be determined at the AGM each year for the following year. Any member falling more than two months in arrears with subs will be deemed to be not fully paid up, and will forfeit membership of the Executive, and be precluded from outside activities of the Group.
26. A new member shall not be obliged to pay subs for the first month of attendance, but must be enrolled within 3 months of joining the Group. Uniform shall be worn from waist upwards for enrolment into the Group, and full uniform shall be obtained within two months thereafter. Failure to obtain full uniform by the time stated, shall preclude a member from taking part in outside activities of the Group whether uniform is to be worn for the event or not.

<SIGNED>

<NAME>  
Network Co-ordinator