

UNITED KINGDOM ADULT SCOUT ALLIANCE  
CONSTITUTION  
Approved May 2006

**Preamble**

In countries with more than one association wishing to be members of the International Scout and Guide Fellowship (ISGF) a **Joint National Committee** (JNC) or Federation **will** be formed as the liaison body (see ISGF Constitution).

**1. NAME**

The name shall be the United Kingdom Adult Scout Alliance and in this Constitution shall be referred to as the Alliance.

**2. PURPOSE**

The purpose of the Alliance is to function as a Member Organisation of the International Scout and Guide Fellowship (ISGF).

2.1 It acts as the **Joint National Committee** between Component Organisations.

2.2 The Alliance will ensure that all Component Organisations and Central Group members support the Principles, Aims and Objectives of ISGF (Appendix 1), whilst retaining their own Identity and Independence according to their own Constitutions.

2.3 To communicate to the Component Organisations matters concerning the ISGF and the World Committee of the ISGF. Component Organisations should appoint a liaison officer for this purpose.

2.4 For the purposes of this Constitution the Central Group will be regarded as a Component Organisation.

**3. AIMS**

The aims of the Alliance are to encourage its members to:

3.1 work in harmony with members of the Scout Association and the Guide Association in the United Kingdom.

3.2 maintain the standard of membership of the ISGF.

3.3 participate in meetings of the World Conference of the ISGF.

3.4 contribute to the formulation of the policy of the ISGF.

3.5 nominate and elect persons to serve on the World Committee of the ISGF.

3.6 promote Fellowship Day.

3.7 participate in ISGF conferences, gatherings, seminars, trainings and other events.

3.8 use the services of the World Bureau of the ISGF.

3.9 receive and distribute information from the ISGF.

3.10 promote special appeals for service projects etc. including those put forward by the World Committee / World Conference of the ISGF.

**4. MEMBERSHIP**

Membership is open to Organisations whose members are:

4.1 committed to the ideals of Scouting and Guiding.

4.2 meet the requirements for membership of the ISGF (see ISGF Constitution).

4.3 have paid the annual fee to the Alliance based on number of members.

4.4 Membership shall be deemed to have terminated if a Component Organisation no longer subscribes to the Aims of the Alliance or has failed to pay for one year all or part of the fee agreed.

**Central Group**

4.5 Within the Alliance shall be formed a "Central Group" for individuals who are not part of a Component Organisation.

4.6 Individuals may become members of the Central Group by:

4.6.1 applying to become an individual member.

4.6.2 registering as a member of "Central Group".

4.6.3 have paid the annual fee.

4.6.4 Individual membership of the Central Group shall be deemed to have terminated if a member no longer subscribes to the Aims of the alliance or has failed to pay for one year all or part of the annual fee.

**5. ALLIANCE COMMITTEE**

The general management and business of the Alliance shall be conducted by the **Alliance** Committee, hereafter in this Constitution referred to as 'the committee', which shall meet formally not less than once in every six months. The composition is derived from the following members:

**Voting Members:**

5.1 up to 3 representatives from each Component Organisation. Each member may serve for up to 3 years and may be re-appointed for one further term of two years. A retiring member shall only be eligible for re-appointment after a period of three years.

5.2 In addition the committee may co-opt further members to serve for an agreed period.

**Non-voting Members:**

5.3 Any United Kingdom member of the World Committee of the ISGF.

5.4 Any official appointed under the requirements of ISGF.

**6. OFFICE BEARERS**

The Chairman, Secretary, Treasurer, International Secretary and Central Group Co-ordinator shall be appointed from within the Committee.

6.1 Where possible, no two Officers shall be members of the same Component Organisation.

6.2 Appointments shall commence at the first meeting following the AGM.

6.3 The Committee may appoint such other Officers as it thinks appropriate.

## **7. SUB-COMMITTEES**

The Committee may appoint such Sub-Committees as it deems necessary and it shall determine their terms of reference, powers, duration and composition. Members of such Sub-Committees need not be members of the Alliance Committee. All acts and proceedings of such Sub-Committees shall be reported back to the Committee as soon as possible.

7.1 The Chairman of the Alliance Committee is an ex-officio member of all Sub-Committees.

## **8. FINANCE**

All monies raised by or on behalf of the Alliance shall be applied solely to further the Purpose of the Alliance.

8.1 The financial year for the Alliance shall be January 1st until December 31st.

8.2 The Treasurer shall ensure that budgets are prepared and proper accounts are kept of the finances of the Alliance in accordance with any relevant legislation.

8.3 Component Organisations shall pay to the Alliance, accompanied by a membership list, an annual membership fee for the calendar year 1st January to 31st December. The membership fee shall be due on January 1st of that year and will cover:

8.3.1 the annual fee to ISGF.

8.3.2 the annual fee to the ISGF Region, if required.

8.3.3 the annual fee of the Alliance.

8.4 The Committee shall recommend to the AGM the per capita fee for the following year.

8.5 The fee must be ratified at the AGM.

8.6 The Committee will appoint independent examiner(s) or professional auditor(s), as appropriate, to scrutinise the accounts. The accounts shall be examined or audited at least once a year by the appointed independent examiner(s) or professional Auditor(s).

8.7 An examined or audited statement of the accounts shall be submitted annually to the Committee for review and acceptance, circulated to component organisations and presented at the AGM for approval.

8.8 Account(s) shall be held in the name of the Alliance with a bank or banks as shall be decided by the Committee. The Committee shall authorise in writing the Chairman, Secretary, Treasurer and any other person or persons, as it shall decide to sign cheques on behalf of the Alliance. All cheques must be signed by not less than two of the authorised signatories.

8.9 Members of the Alliance committee can be reimbursed for reasonable expenses.

## **9 MINUTES AND CORRESPONDENCE**

Minutes shall be kept of the proceedings of meetings of the committee, sub-committees and AGM/EGM by the Secretary or by another person nominated by the committee.

9.1 Copies of all minutes shall be circulated to members of the committee or sub-committees by the Secretary or committee nominee within one month of the meeting.

9.2 Copies of minutes will be sent to the Component Organisations liaison officers within six weeks of the meeting.

9.3 An Annual report approved by the committee will be submitted to the ISGF World Bureau and circulated to all Component Organisations.

9.4 Relevant information on International matters from ISGF will be circulated by the International Secretary to the committee and the Component Organisations liaison officers

9.5 Information and queries from Component Organisations for the attention of the committee should be sent to the committee Secretary.

9.6 The use of e-mail correspondence should be encouraged and full use of the UK ASA website be utilised for information purposes.

## **10 TRUST PROPERTY**

The title to all real or personal property which may be acquired by or on behalf of the Alliance shall be vested in a corporation lawfully entitled to act as custodian trustee or in not less than three nor more than five members of the Alliance Committee.

## **11 ALLIANCE AGM**

The AGM of the Alliance is to be held annually, within a reasonable time after the end of the financial year and all Alliance Members will be invited to attend.

An EGM may be called by the Committee as and when required and all rules appertaining to an AGM, will apply.

11.1 The organisation of the AGM/EGM is the responsibility of the Committee.

11.2 The Secretary will advise the Component Organisations of the time, date and venue of the event as soon as possible, when known.

11.3 The Programme and Agenda of the meeting agreed by the Committee must be communicated by the Secretary no later than six weeks prior to the event.

**The business of the AGM should include:**

11.4 Matters arising from the previous AGM minutes and subsequent approval.

11.5 Correspondence (apologies).

11.6 Chairman and Treasurers Reports / Approval of accounts.

11.7 Notification of nominations for committee members for the following year, and subsequent approval.

11.8 International Secretary information and report, including approval of the Annual Report to the World Bureau.

11.9 Motions submitted previously in writing to the Secretary.

11.10 AGM Motions will be progressed as per Section 12, 'Amendments to the Constitution'.

**Voting at the AGM/EGM - All members of the Alliance may attend the AGM/EGM**

11.11 Any member of the Alliance who cannot attend the AGM/EGM will have a facility to cast a vote by virtue of a written proxy.

11.12 The following qualification is required for scrutiny:

the written request for a proxy vote should clearly state the name of the member and the member attending and exercising the proxy vote and be signed by both parties. Only after scrutiny will the proxy vote be valid.

11.13 Any Motion or amendment voted on, will carry on a majority of the votes cast.

**12 AMENDMENTS TO THE CONSTITUTION**

Any member wishing to propose any change to the constitution must clearly write it down, sign as the proposer and be supported by a seconder. The proposal will be progressed as outlined below.

12.1 The proposal document must be received by the Alliance Secretary at least 3 months before the AGM/EGM.

12.2 The Alliance Secretary, will acknowledge receipt and place as soon as possible before the Alliance Committee.

12.3 Notice of the proposal with details shall be communicated by the Secretary to the Component Organisations.

12.4 Any further proposed changes or any amendments relating to the proposal from the Alliance Committee, or Component Organisation must be communicated to the Secretary and processed as in 12.2 and 12.3

12.5 The amended Constitution must be approved at the AGM/EGM

12.6 The revised Constitution is then circulated to Component Organisations and sent to the ISGF World Bureau for approval by the ISGF World Committee.

**13 RULES AND PROCEDURES**

The Committee shall be authorised to adopt, issue and amend the Rules and Procedures, which shall come into operation immediately, always providing that they shall be subject to review by Component Organisations of the Alliance and that they shall not be inconsistent with the provisions of this Constitution.

**14 DISSOLUTION**

Dissolution of the Alliance will be upon recommendation by the Committee.

14.1 Dissolution requires the assent of at least 2/3rds of the members through Component Organisations

14.2 The resolution to dissolve the Alliance will give instructions for the disposal of any assets held by or in the name of the Alliance, provided that is any asset remains after the satisfaction of all debts and liabilities, such assets will be given or transferred to the component organisations in proportion to their membership or, failing which, the ISGF funds.

14.3 When the assets have been disposed of the Alliance shall be deemed to have ceased to exist.

**RULES and PROCEDURES**

**A COMMITTEE**

**Functions:**

The Functions of the Alliance Committee are:

to facilitate membership qualification of ISGF for its members and to ensure that all its Component Organisations meet the requirements of the Constitution and Bye-laws of ISGF.

to form the co-ordinating link between its Component Organisations on all matters of joint interest.

to suggest and co-ordinate joint functions of the Component Organisations at national level, subject to the approval of the Component Organisations, and to suggest joint functions at local levels.

to hold a watching brief for, and convey the views and suggestions of the Component Organisations on all matters under discussion by the World Committee of the ISGF and to inform and advise the Component Organisations on matters concerning the ISGF and the World Committee of the ISGF.

to foster and encourage the development of the ISGF in the United Kingdom

**Office Bearers:**

Where possible, no two Office Bearers shall be members of the same Component Organisation.

In addition to those Office Bearers listed in section 6 there may be a requirement for:

Minute Secretary	Membership Secretary	AGM Organiser	Webmaster
Publicity Officer	Vice Chairman	President/Patron	

**Finance:**

Members of the Committee should have sight of the Draft Accounts before they are passed to the external Auditor.

**Voting:**

The quorum of the Committee shall be one half plus one of the voting members of the Committee, so long as representatives of at least 2/3rds of the Component Organisations are present.

1. Each voting member has one vote.

2. All decisions shall be made by a simple majority of those voting members present.

3. Where votes are equal the Chairman of the Meeting shall have a casting vote as well as a deliberative vote.

## **B ROLES & RESPONSIBILITIES**

- 1 **The Chairman** of the Alliance National Committee shall chair meetings of the Committee
- 2 In the absence of the Chairman from any meeting, the committee shall appoint a Chairman for that meeting from amongst the members present.
- 3 **The Treasurer** shall ensure that budgets are prepared and proper accounts are kept of the finances of the alliance in accordance with any relevant legislation.
- 4 The Treasurer will receive and bank any monies received by way of membership subscriptions or monies from any other source.
- 5 The Treasurer will pay to the ISGF the annual subscription for Alliance members and such other accounts as are rendered.
- 6 The Treasurer will prepare an Annual statement of accounts and ensure that after this has been audited by the appointed examiner of the accounts, that it is circulated to the Component Organisations.
- 7 **The Secretary**, in conjunction with the Chairman shall arrange the venue and time for any Alliance committee meetings and any Annual General Meeting.
- 8 The Secretary shall prepare the Agenda for the Alliance committee meetings and distribute in good time to members of the committee.
9. The Secretary shall acknowledge any correspondence received, and bring such correspondence to the notice of the committee.
- 10 The Secretary, or such other person appointed by the committee for the purpose, (i.e. Minute Secretary) shall keep Minutes of the proceedings of any meetings of the Committee or Sub-Committee and circulate them as per item 9 in the Constitution.
- 11 The Secretary, or such other person appointed by the committee for the purpose, (i.e. Membership Secretary) shall keep accurate records of the Component Organisations and the membership of the Alliance and make these available to the committee if requested to so do.
- 12 **The International Secretary** shall convey to the members of the committee and Component Organisations all relevant information from ISGF or the World Bureau of the ISGF. Particularly in regard to Gatherings and Conferences.
- 13 The International Secretary shall co-ordinate all applications between members and the ISGF to attend any Gatherings or Conferences
- 14 The International Secretary shall order and ensure distribution of the World Gazette to any member of the Alliance who wishes to receive a copy.
- 15 **The Central Group Co-ordinator** represents those individual members who wish to join the Alliance but are unable to do so through a Component Organisation.
- 16 The Central Group Co-ordinator will be a voting member of the Alliance Committee
- 17 The Central Group Co-ordinator will collect and forward to the Treasurer annually the subscriptions and membership list of the Central Group members.
- 18 The Central Group Co-ordinator will receive and distribute all information to and from Central Group members.
- 19 **Liaison Officers** for the Component Organisations will be appointed by their Organisation and their details will be advised to all members of the Alliance committee.
- 20 Liaison Officers will receive and distribute information from the Alliance committee to their members
- 21 Liaison Officers will co-ordinate and update membership lists for their organisation and advise the responsible person on the Alliance committee. They will convey the subscriptions due on behalf of their organisations to the Alliance Treasurer and ensure receipt of monies paid is acquired for their organisation.
- 22 Liaison Officers will advise the International Secretary of International event attendance of their members and international social contact
- 23 Liaison Officers will provide copies of their organisations Newsletter or Magazine for the Alliance Secretary.

## **APPENDIX I**

### **INTERNATIONAL SCOUT AND GUIDE FELLOWSHIP**

**The Principles** of the International Fellowship are:

- a) respect for life and human rights;
- b) work for justice and peace in order to create a better world;
- c) contribution to international understanding especially through friendship, tolerance and respect for others, as laid down in the Aims.

**The Aims** of the International Fellowship are to encourage adult Scouts and Guides:

- a) to personally keep alive the spirit of the Promise and Law as laid down by Baden-Powell, Founder of the Scout and Guide Movements;
- b) to bring that spirit into the communities in which they live and work; and
- c) to actively support Scouting and Guiding in these communities, in their countries and worldwide.

**The Objects** of the International Fellowship are:

- a) to establish liaison and co-operation between National Organisations of adult Scouts and Guides;
- b) to encourage the founding of such Organisations in any country where no such Organisation exists;
- c) to promote friendship among adult Scouts and Guides throughout the world.