

1. Name

Great Bentley Scout & Guide Joint Headquarters Management Committee

2. Purpose

The **Purpose of the Committee** is to manage the property known as **Great Bentley Scout & Guide Joint Headquarters at De Vere Estate, Great Bentley, Essex** on behalf of:

- a) 1st Great Bentley Scout Group (here after 'Scout Group').
- b) Great Bentley based Girl Guiding Sections (here after 'Local Guiding Sections').

3. Membership

- a) **EX-OFFICIO:** The Group Scout Leader or their Nominee and the Guide District Commissioner or their Nominee, along with three Leaders from 1st Great Bentley Scout Group and three Leaders from the Local Guiding Sections or their Nominee.
- b) **NOMINATED:** Further Members nominated by the representative Leaders
- c) All members shall have full voting rights.

4. Officers

- a) **CHAIRMAN:** The Chairman shall be a person agreed between the Group Scout Leader and Guide District Commissioner.
- b) **SECRETARY:** The Committee will nominate a Secretary before the AGM to hold office for a period of ONE year. (There is no limit to the number of terms.)
- c) **TREASURER:** The Committee will nominate a Treasurer before the AGM to hold office for a period of ONE year. (There is no limit to the number of terms.)
- d) Leaders SHALL NOT be officers.

5. Conduct of Meetings

- a) **QUORUM:** A Quorum shall be FIVE members present
- b) **VOTING:**
 - i. Voting will be open to Committee Members only.
 - ii. Decisions will be made by majority vote. In the event of an equal number of votes being cast, the Chairman will NOT have a second or casting vote, the resolution will be deemed NOT to have been carried.
- c) **ATTENDANCE:**

Meetings shall only be open to the below people:

- i. Committee Members.
- ii. All Scout Group or Local Guiding Section Leaders.
- iii. Invited Guests.

6. Finance

i. **BANK ACCOUNT:**

- i. A bank account shall be in the name of **Great Bentley Scout & Guide Joint Headquarters Management Committee**.
- ii. There are to be four signatories on said Bank Account. These shall be the GROUP SCOUT LEADER or their nominee, the GIRL GUIDING DISTRICT COMMISSIONER or their nominee, the TREASURER and a further NOMINATED MEMBER.
- iii. Cheques drawn on this account must be signed by TWO of the four signatories nominated by the Committee.

ii. **RENT:**

- i. Every day running costs and maintenance SHALL be covered with annual rent paid by the SCOUT GROUP and the COMBINED GUIDE SECTIONS.
- ii. The required rent will be split between the SCOUT GROUP and the COMBINED GUIDE SECTIONS.
- iii. Reviewed annually by the Committee.

iii. **FUND RAISING:**

- i. Fundraising is not to cover every day running costs or routine maintenance.
- ii. Fundraising will cover larger maintenance and development projects.
- iii. If at any time the Committee appoints a Sub-Committee to raise funds, the Sub-Committee may not have a float of more than £100 (one hundred pounds). All funds raised must immediately be paid into the said Bank Account. The £100 must also be returned to the said Bank Account.

iv. **LIABILITY:**

- i. The Committee must not enter into contracts creating future liability for sums exceeding the amount of money in the said bank account or that due from the Scout Group and Guide District Executive Committees, without the express authorisation of BOTH Executive Committees.

7. Committee Powers

- a) The Committee shall allocate accommodation and facilities in the property to the Scout Group and Local Guide Sections as reasonably required.
- b) The Committee may appoint Sub-committees to carry out special duties as deemed appropriate.
- c) The Committee shall be responsible for:
 - i. Cleanliness, Upkeep and Safety of the Headquarters and Grounds, including land, fences, driveway and car park.
 - ii. Ensure the terms of the Trust are upheld.
 - iii. Ensure that funds are available to maintain the Headquarters.

- iv. Insuring the Building and Contents of the Headquarters.
- v. The allocation of keys.

8. Alterations to the Committee and Constitution

- a) The Group Scout Leader and The Guide District Commissioner may together, at any time, dissolve the Committee.
- b) No alteration to the constitution can be made by committee unless approved by at least TWO THIRDS of the Committee members and by each of the Executive Committees of The Scout Group and the Local Guiding Association.
- c) The Group Scout Leader and the Guide District Commissioner may together make alterations to the constitution.
- d) Any suggested alterations to the Constitution must be drafted and presented in writing to the Chairman no later than two weeks prior to the A.G.M or an E.G.M. for inclusion on A.G.M. or E.G.M agenda.

9. Usage of the Headquarters

- a) MONDAY and TUESDAY shall be reserved for the use of the SCOUT GROUP.
- b) WEDNESDAY and FRIDAY shall be reserved for the LOCAL GUIDING SECTIONS.
- c) THURSDAY, SATURDAY and SUNDAY shall be open for one off bookings by the SCOUT GROUP or the LOCAL GUIDING SECTIONS.
- d) The Head Quarters shall not be made available by the committee for PRIVATE HIRE.

10. Failure to form a Committee

- a) If the requirements laid out in section three of this constitution are not met then the attempted formation of a Committee would be deemed to have failed.
- b) In the event of a failure to form a Committee then all duties of the Committee will be passed to the Scout Group for a period of one year, for the benefit of 1st Great Bentley Scout Group and the Local Guiding Sections.
- c) Reformation of a Committee shall be attempted in the May of each year, following a failure to form a committee.
- d) There is no limit to the number of one year periods for which the Scout Group can carry these duties.