



# ***STUDENT SCOUT AND GUIDE ORGANISATION***

***Bylaws***

***(2024)***

## 1. General

- 1.1. Any term given specific meaning in the constitution of the Student Scout and Guide Organisation shall have the same meaning in these bylaws.

## 2. Affiliation

- 2.1. Affiliation is available to Student Scout and Guide Clubs based at a University, Higher Education College, Higher Education Institute, or other similar educational establishment.
- 2.2. Affiliation is on the condition that the aims and objectives are in the essence of SSAGO, as outlined in clause 3 of the constitution.
- 2.3. Affiliation must be approved by the trustees
- 2.4. Multiple affiliations from the same institution are permissible if each club represents a distinct campus or college of the University, Higher Education College, Higher Education Institute, or similar educational establishment.
- 2.5. Affiliation shall last for one year and run from January 1st until December 31st.
- 2.6. Affiliation shall be considered lapsed should subscription fees and / or all relevant forms not have been received by the relevant SSAGO Executive Officer, and affiliation re-approved by the trustees.
- 2.7. Any university club wishing to use Scout Association logos, names, badges and awards as defined in POR 14.7, must be affiliated with SSAGO as defined in POR 14.5.h.

## 3. Membership

- 3.1. Associate classes of membership
  - 3.1.1. Are non-voting members under clause 8.6 (Informal or associate (non-voting) membership) of the constitution.
  - 3.1.2. If an associate member's circumstances change and the member becomes eligible for membership under clause 8.1.1 (Eligibility) of the constitution, then notification to the trustees shall be sufficient to become a full member.
  - 3.1.3. Ordinary associate members
    - 3.1.3.1. Any individual not entitled to membership under clause 8.1.1 (Eligibility) of the constitution may apply for associate membership
    - 3.1.3.2. Ordinary associate membership shall be automatically granted in the first year after an individual is no longer eligible for membership under clause 8.1.1 (Eligibility) of the constitution

3.1.3.3. Additional associate membership shall be granted at the discretion of the trustees if not granted under clause 3.1.3.2.

## 3.1.4. Ordinary Honorary members

3.1.4.1. Those awarded membership by the trustees in recognition of exceptional service to SSAGO, or as a result of the role they hold.

3.1.4.2. Ordinary Honorary members have no right of attendance at meetings unless invited by the trustees.

3.1.4.3. Exceptional Service Awards can be made at the discretion of the trustees to any existing members of the organisation, including exofficio Honorary Members, who, through their membership have given service of an exceptional nature to the organisation. These awards may only be presented at the Annual General Meeting. Unless there are special circumstances no more than two individuals may be awarded honorary membership, between subsequent Annual General Meetings

3.1.4.4. The term of membership for Honorary Membership as conferred as an Exceptional Service Award shall be for life.

## 3.1.5. ExOfficio Honorary Members

3.1.5.1. Exofficio Honorary Members are individuals who hold honorary membership for the duration of their time in a particular role. These roles are defined as Chief Scout, Chief Guide, the Chairperson of SAGGA and the appropriate representative from The Guide Association and The Scout Association. Additional roles may be made exofficio by the trustees, this is limited at the discretion of the trustees.

## 3.1.6. International Associate Members

3.1.6.1. Any individual who is a member of an international organisation, with aims in line with SSAGO, which is recognized by the trustees is eligible for International Associate membership.

3.1.6.2. International Associate members may attend national events as long as they maintain their membership of the relevant international organisation.

## 3.2. Membership Subscriptions

3.2.1. Subscriptions are collected by SSAGO Clubs on behalf of SSAGO

3.2.2. SSAGO Clubs are responsible for paying membership subscriptions for their members to SSAGO.

- 3.2.3. Members not affiliated with a SSAGO Club are responsible for paying subscriptions directly to SSAGO.
- 3.2.4. Subscriptions may be waived for new Student Scout and Guide Club in their first year as an affiliated SSAGO club, at the discretion of the trustees.
- 3.2.5. Subscriptions are set at £6 per year for a member defined under clause 9.1.1 of the constitution and £9 per year for an ordinary associate member. Subscriptions for other classes of associate members shall be free.

## **4. Nominated Trustees**

### **4.1. Roles:**

Nominated trustees should have a defined role as specified by the charity trustees. The trustees shall define and update the roles of nominated trustees depending on the skills required in the trustee board, and shall retire positions and create positions as the needs of the trustee board changes.

- 4.2. Nominated trustees must hold membership, which may or may not be an associate class of membership, as defined either by the constitution or these bylaws.

### **4.3. Nomination**

- 4.3.1. The trustees shall open applications for a position to all members of SSAGO, either as defined in the constitution or as defined under these bylaws.
- 4.3.2. Applicants must specify why they wish to hold the position and what previous experience they have that will benefit the position.
- 4.3.3. The trustees may ask additional questions to applicants
- 4.3.4. The trustees shall review all applicants' information before selecting the winner by resolution of the charity trustees

## **5. SSAGO Representative Committee**

The Representative Committee shall advise and make recommendations to the trustees on the policies and direction of SSAGO, and shall represent the membership. The trustees must have due regard to these recommendations but remain legally responsible for final decisions in accordance with their duties under charity law and as set out in the constitution.

### **5.1. Composition**

The SSAGO Representative Committee shall consist of:

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- 5.1.1. The charity trustees, who collectively shall have five votes, but shall not count towards the quorum or as part of the SSAGO Representative Committee for the purposes of calculating quorum except where a specified number of charity trustees must be present as provided in clause 9.2.7.
- 5.1.2. One representative from each SSAGO Club, who shall be an individual who is nominated or elected by their club to represent the interests of the club at the SSAGO Representative Committee meetings. This representative shall be known as a Representative Committee Rep.
- 5.1.3. One representative for members not affiliated with a SSAGO Club, who shall be elected by a majority vote of those members. This representative shall be known as the Independent Members' Rep.
- 5.1.4. One representative for associate members must be invited, who shall be elected by a majority vote of those members. However, this representative cannot vote and does not count towards the quorum.
- 5.1.5. Any other member may attend if invited by the trustees or the SSAGO Representative Committee, however, they may only speak at the discretion of the Chairperson, and cannot vote.
- 5.2. All decisions of the SSAGO Representative Committee must be taken in accordance with Clause 11 of the constitution (General Provisions for Meetings and Decision Making within SSAGO). The decision-making body for the purposes of that clause shall be the SSAGO representative committee. Except:
- 5.2.1. details of 2 persons independent of SSAGO to oversee the decision-making process (collectively "the returning officers") are not required. Any reference to returning officers in that clause shall simply refer to the organisers of the meeting.
- 5.2.2. There shall be no requirement for a secret ballot. The results of any vote shall be shared with all members of SSAGO, including how each member of the representative committee voted. This shall include the charity trustees recording in their minutes as provided by clause 20 (Minutes), the reasons for their collective vote.
- 5.2.3. The calling members for the decision-making processes of the SSAGO Representative Committee are 2 members of the SSAGO Representative Committee.
- 5.2.4. If, at the time of any request by the members of the SSAGO Representative Committee to call a decision-making process, there has not been a decision-making process of the SSAGO Representative Committee for more than 7 months, then the requirements for the calling members shall have effect as if 1 were substituted for 2.

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- 5.2.5. Subject to the provisions of clause 11.8 of the constitution (Quorum for meetings), the quorum for meetings shall be the greater of 50% or fifteen members.
- 5.2.6. Subject to the provisions of clause 11.9 of the constitution (Quorum for motions directly proposed to the members of the decision making body), the quorum for motions directly proposed to the membership shall be the greater of 50% or fifteen members.
- 5.2.7. Unless a meeting of the SSAGO Representative Committee has been called at the request of the members of the SSAGO Representative Committee as provided for in clause 11.3.2 of the constitution (The charity trustees must, within 21 days, call a decision-making process), at least two charity trustees must be present at a meeting of the SSAGO Representative Committee for a quorum to be present.
- 5.2.8. The number of votes of each member of the committee is set out in clause 5.1 (Composition).
- 5.3. The trustees must call meetings of the SSAGO Representative Committee at intervals of not more than 7 months, and where possible this should be at every SSAGO rally.
- 5.4. Function Authority of the SSAGO Representative Committee
- 5.4.1. The SSAGO Representative Committee shall:
- 5.4.1.1. represent the voice of the Members, and be the main structured forum for membership input;
  - 5.4.1.2. see that information of relevance to SSAGO (and its membership) is dispersed and where appropriate, discussed;
  - 5.4.1.3. ensure that the trustees are held accountable for their actions;
  - 5.4.1.4. subject to clause 15.3 of the constitution (Authority of the charity trustees), make recommendations on set the Policy and guide the direction of SSAGO;
  - 5.4.1.5. The trustees must give due consideration to recommendations of the Representative Committee when making decisions in the best interests of the charity, but the trustees remain legally responsible for all decisions about the administration and management of SSAGO as set out in clause 15.3 of the constitution.
- 5.5. Any member of SSAGO may propose a resolution to be discussed at the next meeting of the SSAGO Representative Committee if it is lawful, is not defamatory, frivolous or vexatious and is stated with sufficient clarity to enable effect to be given to it if it is agreed by the SSAGO Representative Committee. Submissions should be made in writing to the trustees, or where the meeting is not called by the trustees, the relevant organisers of the meeting.

## 6. National SSAGO Events

- 6.1. At the AGM the three SSAGO Rallies in the next calendar year and the SSAGO Ball in the next calendar year will be available for any group of members to bid for, unless otherwise resolved by the SSAGO Representative Committee.
- 6.2. Any groups of members wishing to bid for a SSAGO Rally or the SSAGO Ball shall give a draft plan in writing to the SSAGO Chairperson, at least 12 hours prior to the AGM or other general meeting convened for the purpose of selecting a SSAGO Rally or SSAGO Ball bid. The plan should include an outline programme of activities; a summary of facilities at the proposed venue; a provisional theme, a draft budget and any other issues which the SSAGO Rally organisers may deem important in relation to the bid. Any member may choose to comment on the bid and seek clarification on certain points
- 6.3. If an empty slot (i.e. a SSAGO Rally or SSAGO Ball which has for some reason no organising committee) is still open after the Chairperson has opened nomination to the floor of 2 separate general meetings as outlined in standing order 2.e, the trustees may approve any bid and seek retrospective approval from the next SSAGO Representative Committee meeting.
- 6.4. If the reason for an empty slot (i.e. a SSAGO Rally or SSAGO Ball which has for some reason no organising committee) is due to that committee resigning or being removed by the trustees, then the trustees may approve any bid and seek retrospective approval from the next SSAGO Representative Committee meeting without opening nominations to the floor of 2 separate general meetings.

## 7. Finance

- 7.1. At least three trustees shall be signatories on all accounts in the name of SSAGO.

## 8. Election of Representatives

- 8.1. Representative for associate members
  - 8.1.1. The representative shall announce their retirement from office not more than 13 months after they were elected at a date not more than 15 months following their election.
  - 8.1.2. The vacancy so arising may be filled by a ballot of all associate members as defined in clause 3.1.3 (Ordinary associate members) of these bylaws.
  - 8.1.3. Between the conclusion of the ballot and the date of resignation announced by the representative, a handover period will take place, where the old representative shall transfer their office to the newly elected representative.
  - 8.1.4. Candidates are defined as associate members under clause 3.1.3 (Ordinary associate members) of these bylaws who are proposed by another member and seconded by a second member. The nominating members must be from different Student Scout and Guide Clubs as

each other and the candidate, or one of either the candidate or the proposer or seconder may be not affiliated with a Student Scout and Guide Club.

## 8.2. Representative for members not affiliated with a SSAGO Club

- 8.2.1. The representative shall announce their retirement from office not more than 13 months after they were elected at a date not more than 15 months following their election.
- 8.2.2. The vacancy so arising may be filled by a ballot of members not affiliated with a SSAGO Club.
- 8.2.3. Between the conclusion of the ballot and the date of resignation announced by the representative, a handover period will take place, where the old representative shall transfer their office to the newly elected representative.
- 8.2.4. Candidates are defined as members not affiliated with a SSAGO Club who are proposed by a member not affiliated with a SSAGO Club, and seconded by a different member not affiliated with a SSAGO Club.

# Standing Orders of the Student Scout and Guide Organisation

## 1. Meeting Procedure

- a. All remarks must be addressed to the Chairperson
- b. The Chairperson may impose a time limit on speakers, but the time allotted may not vary between speakers on the same motion. Any period of questioning shall be closed by the Chairperson calling last question
- c. In the event of serious disorder in a meeting, the Chairperson shall have the power to exclude disruptive elements from the meeting, or suspend the meeting. If a meeting has not resumed within one hour of the suspension it shall be postponed.
- d. The Chairperson may not address the meeting except in his official role. If the Chairperson wishes to speak on a motion, they must vacate the chair for the duration of discussion on that motion. The Secretary shall act as the chair for the duration of the motion

## 2. Voting Procedure



- a. The Returning Officer shall not be a member of SSAGO, nor anyone who has been a member or acted as a charity trustee of SSAGO in the previous year, to prevent a conflict of interest arising. In the first instance the SAGGA Executive committee will be asked to appoint a Returning Officer. Where SAGGA is unable, The Scout Association or The Guide Association will be asked. In last resort, the trustees will appoint the Returning Officer.
- b. In all elections for a committee position or event, the option to Re-Open Nominations (RON) will be given.
- c. In the event that RON receives the most votes in an election, the position will be considered vacant and will be re-contested at a further election within a period of 2 months.
- d. A vote will be declared spoilt if it is deemed ambiguous as to the voting intentions of the member. This decision will be taken by the Returning Officer.
- e. In the case of a vacant position where candidates may be invited to stand from the floor, space will be available on the ballot papers for members as defined by the constitution to indicate which candidate they wish to elect.
- f. A recount may be requested by any 2 members present at the meeting.
- g. In the case of voting in person, at the beginning of the meeting the Chairperson will appoint two tellers, and the General Meeting will be asked by a show of hands to approve the choice of tellers. Tellers shall be non voting members of the organisation. These Tellers shall operate under the authority of the Returning Officer. In the case of voting by any other means, the Returning Officer may appoint assistants in accordance with the constitution if he or she concludes it is necessary.

### **3. Election of Trustees**

- a. Candidates are defined as members under clause 8.1.1 (Eligibility) of the constitution who are proposed by another member and seconded by a second member. The nominating members must be from different Student Scout and Guide Clubs as each other and the candidate, or one of either the candidate or the proposer or seconder may be not affiliated with a Student Scout and Guide Club.
- b. Candidates must indicate in writing that they are standing at least 12 hours prior to the General Meeting
- c. If no nominations are received the Chairperson may open nominations to the floor, candidates standing from the floor must be nominated in accordance with standing order 3.a
- d. All candidates will be allowed an equal opportunity to speak

- e. No questions may be asked of any candidate, until all candidates have had an equal opportunity to speak. Members interrupting speakers unreasonably will be asked to leave the meeting in accordance with 1.c
- f. Candidates may be questioned by any members present at the General Meeting. All questions must be directed through the Chairperson. The Chairperson is the sole arbiter of the acceptability of any question. The Chairperson may place a time limit on questioning, but prior to the last question must indicate that this will be the last question.

#### **4. Election of events**

- a. Each event will be dealt with separately. In each instance the Chairperson will allow all bids equal time to present their bid.
- b. Any questions related to the bid must be directed to the Chairperson who is the sole arbiter of the suitability of the question. The Chairperson may at their discretion impose a time limit on questions, but prior to the last question must indicate that the next question shall be the last

#### **5. Meetings of the SSAGO Representative Committee**

- a. All motions proposed at a meeting of the SSAGO Representative Committee shall have the options: Pass Motion; Reject Motion; Defer to a general meeting; or Abstain available.

#### **6. Amendment to standing orders**

- a. Standing Orders may be altered during the meeting, subject to a proposal from any of the voting membership of the meeting. A proposal of this nature may only be made prior to the beginning of a new item of new business on the agenda. No change may be made during the business item.
- b. Motions to alter, rescind or add a standing order require a simple majority to be passed, by a show of hands.