

Eastbourne District Scout
(Fellowship) First Aid Team

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Constitution

Introduction

Recent changes are in *red text (italics)*

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The Constitution of the Eastbourne District Scout First Aid Team				
Agreed by		on behalf of Eastbourne District		
and confirmed by		Date		
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1.0 Name

- 1.1 The name is the "Eastbourne & District Scout Fellowship First Aid Team" and will be known as the "Eastbourne District Scout First Aid Team" *or EDSFAT*.
- 1.2 *EDSFAT* is part of the Eastbourne & District Scouts District and is responsible to the District Commissioner or other person appointed by the District Commissioner.

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2.0 Membership

- 2.1 Membership is open to members of the Scout Association over the age of 18 years providing the nomination is made by an existing *EDSFAT* member to the *EDSFAT* Management Committee for their approval.
- 2.2 Membership is dependent on the completion of a satisfactory probationary period (usually 6 months).
- 2.3 Provision will be made for Trainee Members from the age of 16 years subject to the approval of the Management Committee and the District Commissioner of Eastbourne Scouts.
- 2.4 Provision will also be made for Explorer Scouts to take part in appropriate *EDSFAT* events and training.
- 2.5 If the application for membership is approved by the *EDSFAT* Management Committee additional enquires/approval may be required as per any District instructions.
- 2.6 Prospective members that are not already members of Eastbourne District Scouts (in whatever capacity) must become paid-up members of the **Eastbourne & District Scout Fellowship First Aid Team**.
- 2.7 Continuation of membership of *EDSFAT* will be at the discretion of the "Eastbourne District Scout First Aid Team Management Committee".
- 2.8 Members will be entitled to and encouraged to wear the District scarf.

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3.0 Administration and Organisation

- 3.1 The "Management Committee" will manage the day-to-day affairs of *EDSFAT*.
- 3.2 The Management Committee will meet every two months or as decided by the *EDSFAT* Chairperson to hold Management/Business Meetings.
- 3.3 A Management/Business meeting may also be called when not less than 4 members of the *EDSFAT* Management Committee feel that there is a need to do so.
- 3.4 With the exception of 3.5 and 3.6 below, the members of the *EDSFAT* Management Committee will be nominated, seconded and elected at the *EDSFAT* **Annual General Meeting** (AGM) or Extraordinary General Meeting (EGM). Exceptionally, any position not filled at the AGM will be appointed by the *EDSFAT* Management Committee when appropriate.
- 3.5 With the exception of the position of *EDSFAT* Chairperson, if an elected member of the Management Committee is unable to fulfil the term of their position the position may be filled by cooption.
- 3.6 If the *EDSFAT* Chairperson is unable to fulfil the term of their position the position will remain vacant until the next AGM, exceptionally an Extraordinary General Meeting (EGM) may be held.
- 3.7 One person may hold more than one of the *EDSFAT* Management Committee positions if so agreed by the *Chairperson*.

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4.0 Annual General Meeting (AGM)

- 4.1 The date and location of the AGM will be decided by the *EDSFAT* Management Committee.

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5.0 Extraordinary General Meeting (EGM)

5.1 An Extraordinary meeting may be called by the **EDSFAT** Management Committee or by a proposal put to the Management Committee by 50% of the **EDSFAT** members. The agenda for the EGM will be distributed to the **EDSFAT** members in advance of the EGM and cannot be added to after it has been sent or during the EGM.

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6.0 Composition of the Management Committee

- 6.1 The **EDSFAT** Management Committee will be made up of the: -
- 6.1.1 The Eastbourne District Commissioner (or other person appointed by the District Commissioner).
 - 6.1.2 **EDSFAT** Chairperson (note 1) (one position, to be elected at the AGM or EGM)
 - 6.1.3 Deputy **EDSFAT** Chairpersons (2 positions, to be elected at the AGM or EGM, or exceptionally co-opted)
 - 6.1.4 **EDSFAT** Secretary (one position, to be elected at the AGM, EGM or exceptionally co-opted)
 - 6.1.5 **EDSFAT** Treasurer (one position, to be elected at the AGM, EGM or exceptionally co-opted)
 - 6.1.6 **EDSFAT** Member (as required, elected at the AGM or EGM or exceptionally co-opted)
 - 6.1.7 Other positions as decided by the **EDSFAT** Management Committee
 - 6.1.8 Other positions as decided by the District Commissioner

Note 1: All nominations for the position of **EDSFAT** Chairperson must be forwarded to the District Commissioner by the **EDSFAT** Secretary, for approval, at least 28 days prior to the **EDSFAT** Annual General Meeting (AGM).

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7.0 Decision making

- 7.1 All decisions within *EDSFAT* (including the Annual General Meeting, Extraordinary General Meeting and Management Committee Meetings) will be made by a simple majority of those members' attending the meeting and those who have registered their vote by post or by nominated proxy, in the event of a equal number of votes for and against the motion the motion will be deemed to be lost (the *EDSFAT* Chairperson does not have a casting vote).
- 7.2 The *EDSFAT* Management Committee shall appoint sub-committees as it feels appropriate.

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8.0 Finances

- 8.1 *EDSFAT* shall be self-funding.
- 8.2 Any monies raised for a specific purpose can only be used for that purpose.
- 8.3 The *EDSFAT* Treasurer is responsible for introducing and maintaining a system:
- 8.3.1 Where monies proper to the *EDSFAT* are collected and recorded.
 - 8.3.2 Where monies owed by *EDSFAT* are paid promptly.
 - 8.3.3 Where financial reports/summaries are made available to the *EDSFAT* Management Committee at the Management Committee Meetings.
 - 8.3.4 Where annual accounts are produced as required by the "District".
 - 8.3.5 Where appropriate bank accounts are maintained as defined in POR and any District instructions.
- 8.4 The *EDSFAT* Management Committee is responsible for producing an annual financial budget.
- 8.5 The Management Committee will implement the "*EDSFAT* Charging Policy" as decided upon by Eastbourne District Finance Sub-Committee and confirmed by the Eastbourne District Executive Committee.
- 8.6 The *EDSFAT* Management Committee will ensure that sufficient funds are available at the start of the financial year in line with the District's policies.

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9.0 Planning

9.1 The **EDSFAT** Management Committee is responsible for producing a short and long term plan.

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10.0 Activities

10.1 The primary purpose of **EDSFAT** is to provide First-Aid support to Scouting events when requested to do so.

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11.0 Review and Amendments

11.1 This constitution will be reviewed annually at the **EDSFAT Annual General Meeting** (AGM); propositions for amendments must be made in writing to the **EDSFAT** Chairperson and **EDSFAT** Secretary at least 28 days prior to the AGM

11.2 Proposed amendments to this constitution will be distributed to the **EDSFAT** Members 14 days prior to the AGM.

11.3 Any amendments agreed by the AGM must then be agreed by/with the District Commissioner, or their appointed representative, before they are implemented.

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Approved by the District Commissioner of Eastbourne District Scouts

DC name

DC signature

Date

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<i>12.0 Record of most recent changes</i>				
Date	Issue Number	Section	State	Change
May 2006	3	Most	Draft	Review of document to reflect that the Team is now a Scout Fellowship in its own right
December 2006	4	Footer	Draft	Footer amended and therefore changed to issue 4
January 2007	5	Header	Draft	Header amended
January 2007	5	12	Draft	Table modified to include Issue Number and section
January 2007	5	2	Draft	Amended to include the wearing of the District scarf
April 2007	6	3.4	Draft	Reference made to 3.4 & 3.5
April 2007	6	4.1	Draft	Minor change to wording
April 2007	6	6.1.2, 6.1.3, 6.1.4 & 6.1.5	Draft	Minor change to wording
April 2007	6	6.1.6	Draft	Paragraph added
April 2007	6	7.1	Draft	Minor change to wording
April 2007	6	8.3.2	Draft	Paragraph added
April 2007	6	8.5	Draft	Paragraph added
April 2007	6	8.6	Draft	Paragraph added
April 2007	6	11.2	Draft	Paragraph added
April 2007	6	Appendix 1	Draft	AGM Ballot Form added
June 2008	7	All	Draft	Removal of the word "Team" and text changed as appropriate

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Appendix 1

Eastbourne District Scout (Fellowship) First Aid Team AGM Ballot Form			
Position	Nominee	For	Against
Chairperson			
Deputy Chairperson			
Deputy Chairperson			
Treasurer			
Secretary			
Member (Young Person)			
Member			
Member			
Member			
Member			
Member			
Member			

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