

The Constitution of Scouts and Girl Guides at York (SAGGY) Society

This Constitution for the Scouts and Girl Guides at York should be read alongside the Code of Practice and Risk Assessment set out by the Society, as well as the SAGGY Law and Promise. These documents should be interpreted in the spirit intended. These documents govern the actions of Society governed. All actions are to be carried out in the best interests of the Society.

1. Society Name, Status and Definitions

- 1.1 The name of the Society shall be the Scouts and Girl Guides at York, also known as SAGGY. Hereinafter, referred to as 'SAGGY'.
- 1.2 SAGGY refers only to the Society based at the University of York.
- 1.3 SAGGY is affiliated to the University of York Students Union, hereinafter referred to as 'YUSU'.
- 1.4 SAGGY is not governed by The Scout Association or Girlguiding UK.
- 1.5 SAGGY is officially associated with the Student Scout and Guide Organisation, hereinafter referred to as 'SSAGO'.
- 1.6 The Annual General Meeting is hereinafter referred to as 'AGM'.

2. Objectives of SAGGY

- 2.1 To promote the interests and aims of Scouting and Girlguiding amongst members of SAGGY.
- 2.2 To provide the opportunity to be involved in the local Scouting and Girlguiding movements.
- 2.3 To act on behalf of and in the interests of SAGGY members.
- 2.4 To ensure SAGGY keeps good relations with former members, on the understanding that their experience and knowledge is vital for SAGGY's future.
- 2.5 To uphold and further relations with local Scouting and Girlguiding groups.

3. Equal Opportunities

- 3.1 SAGGY's membership is open to all persons, no matter what background or any other irrelevant factor.
- 3.2 We abide by both the Scout Association and Girlguiding's Equal Opportunities policies, despite an individual member's association with either organisation.

- 3.3 Regardless of which movement SAGGY members represent, they are treated equally with one another.
- 3.4 There is no physical requirement or previous experience necessary to be a member of SAGGY.
- 3.5 SAGGY is first and foremost a student organisation, and therefore must put its student's interests first.

4. Membership of the Club

- 4.1 Membership of SAGGY is open to members of the WOSM, Scout Association and Girlguiding UK, WAGGGS or neither organisation who are members of YUSU.
- 4.2 SAGGY has a minimum membership fee of £4 per academic year. Membership is to be paid in full in accordance with YUSU Policy.
- 4.3 The Committee reserves the right to raise the minimum membership, as long as they have given members sufficient notice and reason for doing so.
- 4.4 SAGGY reserves the right to deny or revoke membership to any member who does not abide by the Constitution and Code of Conduct of SAGGY. Expulsion from SAGGY is at the discretion of YUSU.
- 4.5 SAGGY members must abide by the rules of YUSU as found in Bye-law 12. Members must also abide by the decisions relating to the Society, which have been agreed by SAGGY's Committee.
- 4.6 Membership gives access to SAGGY gear and the Member's Area on the Society's website.

5. Management of SAGGY

- 5.1 The management of SAGGY is fulfilled by the Society Committee, who are elected Officers. Hereinafter, referred to as 'the Committee'.
- 5.2 The Committee is decided upon at SAGGY's AGM, by means of an election.
- 5.3 The Committee must advertise the dates and locations of meetings a minimum of 7 days in advance.
- 5.4 The Committee must publish the entire minutes from each meeting, except those of a sensitive nature.

- 5.5 Minutes must be published promptly after the meeting in a suitable location for SAGGY members to access.
- 5.6 Minutes must be an accurate and honest record of the meeting's proceedings. This will form an official record of SAGGY.
- 5.7 Minutes will document relevant health and safety checks made upon SAGGY's kit and equipment, to form the official record of this.
- 5.8 The Society and all committee members agree to follow YUSU's current GDPR Protocol at all times. The most up to date version is pasted below. This should be updated to reflect any changes in YUSU's protocol.
- All membership personal data is subject to General Data Protection Regulations (GDPR), law and YUSU procedures.
 - The President is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
 - The President is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
 - The President must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
 - The President can formally nominate a Data Protection Officer from the President who is responsible for overseeing the society's compliance to GDPR and YUSU procedures.
 - Key responsibilities include:
 - A. Membership personal data including email addresses are private and confidential and should only be used for society membership purposes and contact that would be reasonably expected as part of the membership offer.
 - B. Bulk or multiple emailing must only be done as "bcc".
 - C. The President is responsible for obtaining the necessary consents from members to hold and process personal data in relation to membership.
 - D. The President must not share membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
 - E. The President must advise YUSU of any breaches of data protection as soon as they are made aware of the breach.
 - Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

- 5.9 Ensuring that the GDPR protocol is followed is the shared responsibility of the chair, secretary and treasurer

6. Officers of SAGGY

- 6.1 The elected Officers shall be:

1. Chair
2. Secretary
3. Treasurer
4. Scout and Guide Reps
5. Two Social Coordinators
6. Two Welfare Officers
7. Merchandise Officer
8. Web Administration Officer
9. Media Officer
10. Quartermaster (to be known colloquially as Q)

Hereinafter, referred to as 'The Officers'

- 6.2 The election of The Officers will take place at the AGM, in the Spring Term.
- 6.3 The Officers are elected for one year terms, but may be re-elected.
- 6.4 In the event that an Officer resigns their post, or it is deemed they are no longer fit to be in that role, an Extraordinary General Meeting can be called. At this meeting, SAGGY members will discuss the appropriate action to be taken. See 9.11.

7. Committee of the Club

- 7.1 It is the role of The Committee to ensure SAGGY is run successfully by being responsible for all its business.
- 7.2 Committee Meetings are to happen a minimum of 3 times a term at the discretion of the committee.
- 7.3 The Chair will preside over the Committee Meetings.
- 7.4 The Committee is comprised of elected members only. However all SAGGY members are open to attend Committee Meetings. They are able to vote on SAGGY decisions.
- 7.5 The Committee must all be enrolled at the University of York.

- 7.6 The Committee must abide by and uphold any relevant YUSU decisions.
- 7.7 The Committee must provide the contact details of its elected Officers to YUSU.
- 7.8 The Committee must provide a budget for the academic year, ensuring SAGGY continues in the future and that its resources are used appropriately.

8. Duties of The Officers

- 8.1 Chair: The Chair will both lead and work alongside the Committee, chairing meetings, and supporting the work of other Committee members. They act as the official representative of the society where required. They must ensure SAGGY runs smoothly and efficiently and solve any internal disputes. The Chair makes the final decisions and gives official responses, where necessary. The chair has overall responsibility for ensuring that the GDPR protocol is followed. The Chair must deliver the annual Easter Speech at The Officers' Handover.
- 8.2 Secretary: The Secretary is in charge of all SAGGY's internal communications and manages communication between SAGGY and external organizations. The Secretary has overall quality control of the SAGGY image and branding. The Secretary is the administrator of the relevant social media outlets and is responsible for published materials. The Secretary records and publishes minutes promptly and also informs the members of SAGGY about upcoming meetings and events.
- 8.3 Treasurer: The Treasurer manages SAGGY's finances with respect to membership fees, grants and event funding management. The Treasurer must ensure SAGGY complies with YUSU financial rules and regulations. The Treasurer oversees grant applications and manages the financial requirements of any events run by SAGGY.
- 8.4 The Scout and Guide Reps: The Scout and Guide Reps will be SAGGY's official liaison with the respective movements. They will create and maintain good relationships with Scouting and Guiding in the local area, ensuring SAGGY is invited to events such as the St. George's Day parade. They will help SAGGY members to gain volunteering roles in the local area. They will represent SAGGY at local Scout and Guide meetings where appropriate. The Scout rep must be a member of The Scout Association and the Guide rep must be a member of Girlguiding.

- 8.5 Social Coordinator(s): The role of the Social Coordinator(s) is to ensure that SAGGY has an active social regularly during term time, whether they be organised by the Social Coordinator(s) themselves or the responsibility of that delegated to other members of the society. The Social Coordinator(s) should ensure that there is a range of activities throughout the term that appeal to as many members of the society as possible, while staying true to the values of Scouting and Guiding. Also responsible for ensuring that the organiser of a social event has completed any key documentation as necessary.
- 8.6 Welfare Officer(s): The Welfare Officer(s) must look out for the general emotional and physical welfare of all SAGGY members, especially on events, nights out and camps. Where possible, they provide advice on 'risks' associated with society events. They advise and inform the Committee on matters involving the welfare of society members. They assist the Chair in solving any internal disputes.
- 8.7 Merchandise Officer: The Merchandise Officer's role is to manage the purchasing and selling of SAGGY merchandise. They must research potential SAGGY merchandise as and when required by the society. They must place orders of merchandise on behalf of SAGGY and look after merchandise already owned by SAGGY.
- 8.8 Web Administration Officer: The Web Administrator is in charge of the running of the website, managing its content and making sure its glitches are fixed and/or fixable. They are also in charge of the blog posts.
- 8.9 Media Officer: The Media Officer is in charge of designing the promotional material, ensuring it is 'on-brand' with our previous media outputs.
- 8.10 The Media and Web Admin roles can be combined, if so desired.
- 8.11 Quartermaster: It is the responsibility of the Quartermaster to look after all SAGGY kit, including making any necessary repairs. They must conduct an annual inventory of all kit, to be reported at the AGM. They must ensure all kit meets the necessary safety requirements. They must ensure that the kit is stored appropriately.

9. Election of Committee Members and the AGM

- 9.1 SAGGY's AGM must be held in the second half of the Spring Term.
- 9.2 The AGM must include SAGGY's annual elections.

- 9.3 The outgoing Chair, unless they are re-standing for any position, must act as the returning officers for the election. They are able to vote in the elections also.
- 9.4 As per YUSU's elections' rule, the positions of Chair, Secretary and Treasurer must be filled by a current University of York student.
- 9.5 Members standing for the roles of Chair, Secretary and Treasurer must also be current members of the Scout Association and/or Girlguiding UK.
- 9.6 All nominees must be nominated, or can volunteer themselves. They must then be seconded by another member of SAGGY.
- 9.7 All nominees are given the opportunity to present a brief speech.
- 9.8 Only paid SAGGY members are able to vote and stand as nominees.
- 9.9 The Elected Officers are decided by an AV system. Voting takes place in a secret ballot. Other members should not know who their fellow members have voted for.
- 9.10 Any SAGGY member can call an Extraordinary General Meeting to discuss a vote of no confidence towards any current member of the Committee. However, if such a vote were to go ahead it must go through YUSU. Their call must be supported by at least five other members and they must provide an appropriate reason for their decision.
- 9.11 Before the AGM, members can apply for proxy votes but only in exceptional circumstances.
- 9.12 Honorary members can be created by simple majority votes. The Honorary Member must formally accept the position.

10. Handover

- 10.1 The handover of Committee roles will take place at the end of the Spring Term at the end of term meal. The outgoing Committee will spend the weeks between the AGM and the Handover showing the new Committee about the practical elements of the role, to ensure a smooth handover.
- 10.2 Former members of the Committee will advise the new Committee, and provide assistance, if requested. The new Committee will recognise the experience former members provide.
- 10.3 Former members of SAGGY are to join the 'SAGGY Order of the Garter'. Former Chairs will become known as Dukes/Duchesses of SAGGY; former members who have held

signatory roles will be known as Lord/Lady; former members who have held other committee roles will be known as Baron/Baroness (or any other appropriate gender-neutral title)

11. Committee Meetings

- 11.1 Committee Meetings are to take place at least 3 times a term. They may also take place in the vacation period, at the Chair and Secretary's discretion.
- 11.2 SAGGY members will be given at least seven days' notice of a General Meeting. The agenda will be available at least a full day before the meeting begins.
- 11.3 Any SAGGY member can put forward an issue they wish to be included in the next agenda. They must provide this a full day before the General Meeting.
- 11.4 30% of the membership is required to make the General Meeting quorum.
- 11.5 Decisions taken at a meeting that is not quorate can still stand, but must be discussed at a quorum meeting as soon as possible.
- 11.6 At the beginning of every committee meeting the minutes of the previous meeting must be reviewed and approved.

12. SAGGY Rules

- 12.1 The Committee decides on the rules which SAGGY must abide by. Rules must be in accordance with pre-existing YUSU, Scout Association and Girlguiding UK rules.
- 12.2 SAGGY Members must review SSAGO membership annually at the AGM.
- 12.3 All SAGGY members must take the SAGGY Promise and their relevant Scout Association or Girlguiding promises.
- 12.4 SAGGY members must be loyal to the society.
- 12.5 The Committee can alter any relevant binding documents, such as the SAGGY Promise and Law, in the light of new experience or information. Any changes must be made aware to all members, who are given the opportunity to discuss these at General Meetings.

13. Constitutional Amendments

- 13.1 Any constitutional amendments must be discussed at a General Meeting, or AGM. The present members will then vote on whether to make the relevant change. Those members who are not present do not get a retrospective vote.
- 13.2 The Constitution must be reviewed annually.
- 13.3 Seven days' notice is required for any Constitutional Amendments.
- 13.4 Constitutional amendments will officially take effect at the beginning of the Summer term.
- 13.5 However, should amendments be required by YUSU prior to re-ratification, the secretary and chair may make the suggested amendments and email a copy to all SAGGY members and allow at least 48 hours for comments before submitting an amended version to YUSU.

14. Dissolution of SAGGY

- 14.1 If it becomes necessary to dissolve SAGGY, an Extraordinary General Meeting must be called by the Secretary immediately.
- 14.2 All previous Chairs must be informed in the event of dissolution.
- 14.3 If it is agreed to dissolve SAGGY at the Extraordinary General Meeting, then the society must proceed to release the assets of the society and discharge its debts and liabilities.
- 14.4 In the event that SAGGY is dissolved, after all debts and liabilities are discharged, any remaining assets must be distributed to YUSU.

15. Use of Logo

- 15.1 The SAGGY logo is to be used on all society communication and only on official SAGGY business.
- 15.2 The SAGGY logo remains the intellectual property of SAGGY.
- 15.3 The SAGGY logo will be this, unless changed at a society AGM:



16. Merchandise

- 16.1 All merchandise sold to members of SAGGY should be kept at the following prices, aiming to not make a profit for the society:

Necker = £8

Hoodie = £20

Polo shirt = £10

Hat = £8

Badges = £1

Nametapes = 20p

- 16.2 These can be changed, but any changes/additions must be agreed by a majority vote in SAGGY general meetings.

17. Complaints

- 17.1 Members may raise complaints regarding issues including, but not limited to: the safety of activities, the standards of instruction, the standard of equipment used for the activity, bullying and harassment, disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.

- 17.2 Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the Chair must consult YUSU for advice.

- 17.3 If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (Bye-Law 12) which will be followed in addressing Formal Complaints.

- 17.4 In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints Procedure.

Constitutional Amendments

- 1) 8.11 added and 6.1 amended on 24th November 2014, to include the new position of External Representative.
- 2) Editions made to account for role change of social secretary to social coordinator.
06/12/2015
- 3) 16.1 and 16.2 added. 06/12/2015
- 4) Editions made to account for election time change from end of Autumn term to end of Spring term. 06/12/2015
- 5) 14.4 amended: if in the event of the dissolution of SAGGY, all proceeds will go to YUSU, not TSA or Guiding movements. 06/12/2015
- 6) 3.4 reworded. 06/12/2015
- 7) 1.4 reworded: SAGGY "not governed by" TSA or Guiding movements rather than "not associated with". 06/12/2015
- 8) 16.1 now includes hats. 03/03/16
- 9) 1.4 'and' changed to 'or'.
- 10) 4.2 'appropriate timeframe' defined as 'by the third event attended'.
- 11) 4.4 'or YUSU' added.
- 12) 5.3 Must advertise meetings etc 'a minimum of 24 hours before the event'
- 13) 6.1 Amended and 8.11 Removed as external rep position no longer required.
- 14) 7.2 Added 'in term time unless stated otherwise.'
- 15) 7.5 All committee members must now be enrolled at the University of York.

- 16) 8.4 'Also responsible for ensuring that the organiser of a social event has completed any key documentation as necessary.' Added.
- 17) 9.3 'for any position' added for clarification.
- 18) 9.10 'a simple majority vote' replaced by 'an AV system'
- 19) 10.3 Lady/Lord swapped around.
- 20) 11.6 Added.
- 21) 13.4 Added.
- 22) 6.1 changed to 'Chair' and added 'Scout and Guide Reps' on 5/03/18
- 23) Changed to 'Chair' on 7.3, 8.1, 9.3, 9.4, 9.5, 11.1 and 14.2
- 24) Added the role descriptions for Scout and Guide reps as 8.4
- 25) got rid of 9.7 which said 'The role of Co-Chairs must be filled by one representative from Girlguiding and one representative from the Scout Association. An individual Co-Chair can be members of both associations and must choose for which they are standing. The position of Co-Chair is to be elected by all SAGGY members, as per Section 3.2'
- 26) wording change to 10.3 for clarity.
- 27) 12.4 'members must wear the SAGGY Uniform at all meetings, if relevant, at the discretion of the chair' was removed
- 1.5 SAGGY is officially associated with the Student Scout and Guide Organisation, hereinafter referred to as 'SSAGO'.
- 4.1 addition of WOSM and WAGGS
- 4.2 Membership is to be paid in full in accordance with YUSU policy.
- 7.2 Committee Meetings are to happen a minimum of 3 times a term at the discretion of the committee.
- 8.5 changed 'every week' to 'regularly'
- 8.6 inclusion of brackets, changed from 'co-chairs' to 'chair'
- 8.8 inclusion of 'Officer'
- 10.3 added 'or any other appropriate gender-neutral title'
- 11.1 Committee Meetings are to take place at least 3 times a term. They may also take place in the vacation period, at the Chair and Secretary's discretion.

16.1 Spelling correction, 'hoody' to 'hoodie'

5.8 GDPR protocol added for legal reasons

April 2019- Several amendments required by YUSU for re-ratification due to changes in YUSU policy

4.1 Must be members of YUSU

4.4 Removed as not compliant with YUSU's rules. It states that 'SAGGY reserves the right to deny or revoke membership to any member who does not abide by the Constitution and Code of Conduct of SAGGY. Expulsion from SAGGY is at the discretion of the Committee or YUSU'. YUSU cannot allow this clause. Any expulsion, suspension, or denial of membership must be conducted through the proper YUSU processes; it cannot be arranged through the Committee with no involvement of a member of the Opportunities team .

4.5 Information regarding where to find YUSU ruled added.

5.3 YUSU states that 7 days notice must be given for such meetings.

5.8 Specific details of the GDPR policy added

7.9 Removed. Reason stated by YUSU- This clause states that 'The Committee is able to appoint additional members outside of the AGM if and when it feels necessary.' This is another clause which cannot be allowed. All committee members must be elected democratically. If a committee member is found to have been elected in an undemocratic fashion, the society will face disciplinary action. If a committee member resigns or leaves the University, they must be replaced through a free and fair democratic election at an Emergency General Meeting. This clause also contradicts clause 7.4 of SAGGY's own constitution ('The Committee is comprised of elected members only.').

8.1 Information regarding chair's responsibilities concerning GDPR added

9.10 The previous information regarding a vote of no confidence was incorrect as it did not state that the process had to go through YUSU.

11.3 YUSU States that 7 days notice must be given for such meetings.

13.5 Added

17 (entire section) Added on the advice of YUSU

