



# **The Constitution of the Student Scout and Guide Organisation (2009)**

Currently:, 1966, 1967, 1968, 1969, 1972, 1976, 1977,  
1981, 1983, 1984, 1998, 2003, 2005 & 2009

# 1 Name and Insignia

- 1.1 The organisation shall be called "The Student Scout and Guide Organisation", and shall be abbreviated to "SSAGO." For all bar formal purposes the organisation shall be referred to as "SSAGO" and its Clubs as "Student Scout and Guide Clubs." Only Student Scout and Guide Clubs or individuals who are affiliated with SSAGO, may use or associate themselves with such terms
- 1.2 SSAGO shall use the Scout and Guide Graduate Association (SAGGA) trefoil as its official logo, and this shall be referred to as the "badge used by SSAGO." Lemon and Emerald shall be the official colours of the organisation (with the RGB values 255, 200, 50 and 48, 160, 24 or hex values #FFC832 and #50A018 respectively)
- 1.3 The "SSAGO Corporate Logo" shall be used on all national correspondence and merchandise. The "SSAGO Corporate Logo" shall consist of the "badge used by SSAGO" with "SSAGO" in capital letters, emboldened and italicised in font Frugal Sans, to the right, or underneath the "badge used by SSAGO" or shall have the words "Student Scout and Guide Organisation" underneath or to the right of "the badge used by SSAGO". The "SSAGO Corporate Logo" may be used by any Student Scout and Guide Clubs or individuals associated with SSAGO
- 1.4 The SSAGO Executive Committee shall be responsible for ensuring that the SAGGA Trefoil is used in accordance with the wishes of the Scout and Guide Graduate Association

# 2 Aims and Objectives

## 2.1 Of SSAGO

- 2.1.a To provide a forum for discussion about matters which affect all Student Scout and Guide Clubs, Independent and Associate Members, and to be a channel for communication to and from the headquarters of the Scout Association and Girlguiding UK
- 2.1.b To encourage the organising of events that the Membership require
- 2.1.c To liaise with other organisations whose aims and objectives are sympathetic to those of SSAGO
- 2.1.d To assist and coordinate the work of all the Student Scout and Guide Clubs, Independent and Associate Members
- 2.1.e To provide the necessary central administrative services for all of the Student Scout and Guide Clubs, Independent and Associate Members
- 2.1.f To develop a framework for the development of new Student Scout and Guide Clubs and opportunities for students wishing to maintain, renew, or acquire an interest in the principles of Scouting and Guiding

## 2.2 Of Student Scout and Guide Clubs

- 2.2.a To provide a social framework for members to exchange ideas and maintain, renew, or acquire an interest in the principles of Scouting and Guiding
- 2.2.b To assist the local Scout and Guide community and where possible to provide links for those members wishing to assist with units

- 2.2.c To create a wider understanding of the roles of The Scout Association and Girlguiding UK among fellow students by the dissemination of information and where possible by example

### **3 Affiliation, Membership and Subscription.**

#### **3.1 Affiliation**

- 3.1.a Affiliation is available to Student Scout and Guide Clubs based at a University, Higher Education College, Higher Education Institute, or other similar educational establishment
- 3.1.b Affiliation is on the condition that the aims and objectives are in the essence of SSAGO, as outlined in clause 2.2
- 3.1.c Affiliation must be approved by the SSAGO Executive Committee
- 3.1.d 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
- 3.1.e Affiliation shall last for one year and run from January 1st until December 31st
- 3.1.f All Student Scout and Guide Clubs must complete all the relevant forms when they affiliate to SSAGO
- 3.1.g Affiliation shall be considered lapsed should subscription fees and / or all relevant forms not have been received by the relevant SSAGO Executive Officer by December 31st

#### **3.2 Membership**

- 3.2.a Members of SSAGO shall be classified as:
  - 3.2.a.i Club members, defined as those in a group of five or more individuals at an affiliated club
  - 3.2.a.ii Independent Members, defined as any student attending an educational establishment (as defined in 3.1.a) where there is no affiliated club or who does not wish to join an affiliated club
  - 3.2.a.iii Associate Members, defined as any individual not entitled to membership under either 3.2.a.i or 3.2.a.ii whose membership is at the discretion of the SSAGO Executive Committee
  - 3.2.a.iv Honorary members (cf 3.3), defined as those awarded membership by the SSAGO Executive Committee in recognition of exceptional service to SSAGO, or as a result of the role they hold
  - 3.2.a.v Honorary members have no right of attendance at meetings unless invited by the Chairperson. The exofficio Honorary Members that are representatives of The Scout Association and Girlguiding UK may attend Full Committee Meetings, Conference and Handover Meeting, and may speak at such meetings
- 3.2.b Members of SSAGO shall be classified as either:
  - 3.2.b.i A "Student Member", a member who is a student at the time of affiliation to SSAGO
  - 3.2.b.ii A "nonStudent Member"; a member who is entitled to join a member club, but who is not a student at time of affiliation, Associate Members, and Honorary Members who are not students
  - 3.2.b.iii If individual nonStudent Member's circumstances change and the member becomes eligible to for reclassification as a Student Member then notification

in writing to the Members Officer of the SSAGO Executive Committee shall facilitate this

- 3.2.c Membership shall be considered lapsed should the Members Officer not have received membership fees and / or membership forms by December 31<sup>st</sup>

### **3.3 Honorary Members:**

- 3.3.a 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 Girlguiding UK and The Scout Association. Additional roles may be made exofficio by the SSAGO Executive Committee, this is limited at the discretion of the SSAGO Executive Committee
- 3.3.b Exceptional Service Awards can be made at the discretion of the SSAGO Executive Committee to any existing members of the organisation, including ex-officio Honorary Members, who, through their membership have given service of an exceptional nature to the organisation. These awards may only be presented at the Spring Conference. Unless there are special circumstances no more than two individuals may be awarded honorary membership, or other forms of recognition for Exceptional Service in any one term of office of an SSAGO Executive Committee (excluding as awarded under 3.3.a). The term of membership for Honorary Membership as conferred as an Exceptional Service Award shall be for life
- 3.3.c No Honorary Members may vote

### **3.4 Disclosure checks**

- 3.4.a Membership for individuals joining SSAGO or any affiliated club is conditional on completing a Criminal Records Bureau (CRB), Disclosure Scotland (DS) or the Access Northern Ireland (ANI) check through The Scout Association, following the procedure outlined in the guidelines for Student Scout and Guide Clubs produced by The Scout Association. A failure of this CRB/DS/ANI check that would result in a bar of membership of The Scout Association is automatically a bar to membership of SSAGO
- 3.4.b Members of The Scout Association and/or Girl Guiding UK who have previously been CRB, DS or ANI checked are required to undertake a new CRB/DS/ANI check on joining SSAGO as stipulated in 3.4.a
- 3.4.c Members of SSAGO or any affiliated club under the age of 18 are not required to complete a CRB/DS or ANI. However, the appropriate Disclosure check must be completed upon the member's 18th birthday

### **3.5 Subscriptions**

- 3.5.a Subscriptions are payable annually
- 3.5.b Subscriptions are payable by all Student Scout and Guide Clubs (unless exempt of 3.5.c), Independent Members and Associate Members
- 3.5.c 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 SSAGO Executive Committee
- 3.5.d If, after receiving advice from the SSAGO Treasurer regarding the current financial status of the organisation, a change to the cost of subscription for the following year is proposed, this shall be voted on by the Spring Conference

## **4 Formal Structure**

4.1 The formal structure of the organisation shall consist of the SSAGO Executive Committee; SSAGO Executive Assistants; SSAGO Full Committee and the Conference SSAGO Executive Committee Aims

4.1.a The SSAGO Executive Committee are responsible for the day to day running of the organisation in accordance with the aims and objectives of the organisation, and as directed by the SSAGO Full Committee

### **4.2 SSAGO Executive Committee**

#### **4.2.a Composition**

4.2.a.i The SSAGO Executive Committee shall consist of: Chairperson, Secretary, Treasurer, Members Officer, Publicity Officer and anyone coopted under 4.2.a.ii and 4.2.a.iii

4.2.a.ii Coopting Members to the SSAGO Executive Committee

4.2.a.ii.1 The SSAGO Executive Committee may coopt a maximum of two individuals to the SSAGO Executive Committee

4.2.a.ii.2 The SSAGO Full Committee shall be given the opportunity to raise objections through the Chairperson

4.2.a.ii.3 If an objection is raised to the proposed individual then a vote of the SSAGO Full Committee shall take place, a simple majority, by show of hands, shall be sufficient to coopt an individual to the SSAGO Executive Committee

4.2.a.ii.4 If an individual is coopted to the SSAGO Executive Committee they must be a Student Member, their role must be clearly defined and circulated to the SSAGO Full Committee

4.2.a.iii The SSAGO Executive Committee may seek assistance, advice or ask for a specific task to be performed by an individual or group of individuals without the specific approval of the SSAGO Full Committee, as long as their role is clearly defined and is adhered to

#### **4.2.b SSAGO Executive Committee Election**

4.2.b.i The SSAGO Executive Committee members must be affiliated Student Members at the time of their election

4.2.b.ii Members of the SSAGO Executive Committee shall be elected at the Spring Conference according to Standing Order B

4.2.b.iii The term of office of the SSAGO Executive Committee runs from the end of "Handover Meeting" to the end of the next "Handover Meeting." (The Handover Meeting being the meeting at which the outgoing SSAGO Executive Committee formally leave office, and are replaced by the incoming SSAGO Executive Committee, attended by representatives of The Scout Association and Girlguiding UK). This meeting must take place within 8 weeks of the date of the Spring Conference

4.2.b.iv No Individual may serve for more than three years on the SSAGO Executive Committee, and no more than two years in any specific role

#### **4.2.c Meetings**

4.2.c.i The SSAGO Executive Committee shall meet at least three times a year, with the quorum being four members of whom three must have been elected at the Spring Conference or other competent meeting

4.2.c.ii Meetings of the SSAGO Executive Committee may be called by any two members of the SSAGO Executive Committee, or the Chairperson alone

- 4.2.c.iii The SSAGO Executive Committee shall meet at the Summer SSAGO Rally, Autumn SSAGO Rally and at the Spring Conference. Any member of the organisation may submit agenda items (via Club Representatives where appropriate). A provisional agenda must be sent out by email to the SSAGO Full Committee at least one week prior to those meetings which are not convened ad hoc. Additional items not on the final agenda may be discussed by the SSAGO Executive Committee at the discretion of the Chairperson
- 4.2.c.iv Additional meetings of the SSAGO Executive Committee may be convened on an ad hoc basis as in 4.2.c.ii
- 4.2.c.v Minutes of an SSAGO Executive Committee meeting must where possible be published within two weeks of the meeting and made available to all members via the web site, email, or by post (if requested)
- 4.2.c.vi A representative from both The Scout Association and Girlguiding UK must be invited to all Executive Committee meetings

#### **4.2.d Casual Vacancies**

- 4.2.d.i Any SSAGO Executive Committee member who fails to attend two meetings (SSAGO Full Committee, SSAGO Executive Committee or Conference), without offering a written explanation to the Chairperson shall be deemed as having resigned their position. If an SSAGO Executive Committee member misses one meeting, a formal warning shall be sent to the individual concerned and the SSAGO Full Committee shall be notified. After a further meeting is missed a letter shall be sent explaining that they have technically resigned and the remainder of the SSAGO Executive Committee shall resolve between themselves what course of action to take to cover the workload of that member.
- 4.2.d.ii Any member of the SSAGO Executive Committee may be removed by a motion of "No Confidence" subject to Standing Order "F" at a Special Conference (cf 4.5.g)
- 4.2.d.iii Any member of the SSAGO Executive Committee wishing to resign must give written notice to the Chairperson, after which a cooling off period of 14 days must be observed before any action is taken to fill the vacancy.
- 4.2.d.iv After the cooling off period has elapsed the remaining members may choose to coopt a Student Member to fill the role (in addition to any Student Members coopted under 4.2.a.ii), or if this occurs less than four weeks prior to the Spring Conference the role shall remain vacant.
- 4.2.d.v In the event of the Chairperson or Secretary, either being unable to attend a meeting or resigning immediately prior to a meeting, the remaining members of the SSAGO Executive Committee shall fill the role/s for the duration of the meeting. Assuming the Secretary is present they shall cover for the Chairperson and the Members Officer shall cover for the Secretary. In the event of the role remaining vacant after the meeting and the cooling off period the SSAGO Full Committee will be contacted by either email, phone or post to agree on a new individual to fill the role.

### **4.3 SSAGO Executive Assistants**

- 4.3.a SSAGO Executive Assistants are responsible for assisting members of the SSAGO Executive Committee in a specialised area

#### **4.3.b Composition**

- 4.3.b.i The SSAGO Executive Assistants shall consist of: Webmaster, Merchandise Manager, and Notifications Manager

- 4.3.b.ii The webmaster will report to the Publicity Officer. Where the position remains unfilled the Publicity Officer will assume this role
- 4.3.b.iii The Merchandise Manager will report to the Treasurer. Where the position remains unfilled the Treasurer will assume this role
- 4.3.b.iv The Notifications Manager will report to the Secretary. Where the position remains unfilled the Secretary will assume this role

#### **4.3.c Executive Assistant Appointments**

- 4.3.c.i Executive Assistants must be members of SSAGO
- 4.3.c.ii Executive Assistants may be appointed at any time in accordance with Standing Order D
- 4.3.c.iii There is no defined term of office for Executive Assistants. They may continue there role until there position is terminated or they retire.
- 4.3.c.iv Executive Assistants will be subject to an Annual review by the SSAGO Executive Committee

#### **4.3.d Meetings**

- 4.3.d.i Executive Assistants may be request to attend SSAGO Executive Committee Meetings but they have no voting right.
- 4.3.d.ii Executive Assistants may attend Full Committee Meetings, but they have no voting right

#### **4.3.e Termination of Appointment**

- 4.3.e.i An Executive Assistant may be removed from their position by majority vote of the SSAGO Executive and giving 2 weeks notice
- 4.3.e.ii An Executive Assistant may be removed by a motion of "No Confidence" subject to Standing Order F
- 4.3.e.iii The Executive Assistant may retire from there position by giving 2 weeks notice to the SSAGO Executive Committee

### **4.4 SSAGO Full Committee Aims**

- 4.4.a The SSAGO Full Committee shall be a means of communication between the SSAGO Executive Committee and all parts of the membership
- 4.4.b The SSAGO Full Committee shall ensure that the SSAGO Executive Committee are held accountable for their actions
- 4.4.c The SSAGO Full Committee shall see that information of relevance to SSAGO (and its membership) is dispersed and where appropriate, discussed

#### **4.4.d Composition**

- 4.4.d.i The SSAGO Full Committee shall consist of:
  - 4.4.d.i.1 The SSAGO Executive Committee;
  - 4.4.d.i.2 One representative from each affiliated club;
  - 4.4.d.i.3 One representative for Independent Members
  - 4.4.d.i.4 One representative for Associate Members (non voting)
  - 4.4.d.i.5 Honorary Members, the representatives of the Scout Association and Girlguiding UK (non voting)
  - 4.4.d.i.6 One representative from SAGGA (non voting)
- 4.4.d.ii The representative in 4.4.d.i.2 shall be an individual who is nominated or elected by their club to represent the interests of the club at the SSAGO Full Committee meetings. 4.4.d.i.3 and 4.4.d.i.4 representatives shall be selected using Standing Order "C.2"

- 4.4.d.iii Others may attend at the invitation of the SSAGO Executive Committee or the SSAGO Full Committee.

#### **4.4.e Meetings**

- 4.4.e.i A SSAGO Full Committee meeting must be held at each SSAGO Rally with the quorum being 20 voting members of the full committee (cf 4.4.e.iv), where quorum is not reached, the meeting shall be postponed for 15 minutes and reconvened, where this second meeting is not quorate a further postponement of 15 minutes shall occur and a third meeting convened. This meeting shall be automatically quorate, however shall not have the power to vote on SSAGO Policy Documents
- 4.4.e.ii Any Student Member of the organisation may submit agenda items (Via Club Representatives where appropriate)
- 4.4.e.iii A provisional agenda must be sent out at least one week prior to the meeting
- 4.4.e.iv All the members of the SSAGO Executive Committee (with the exception of the Chairperson), one representative from each affiliated club, and one representative for Independent Members shall be entitled to vote. In the event of a tie, the Chairperson holds the casting vote
- 4.4.e.v Any member not part of the Full Committee (as defined in 4.4.d.i) may attend Full Committee meetings but they do not have voting rights. Their speaking rights are at the discretion of the SSAGO Chairperson
- 4.4.e.vi All members of the Full Committee have speaking rights

#### **4.4.f Additional SSAGO Full Committee meetings**

- 4.4.f.i Further SSAGO Full Committee meetings can be called by either:
  - 4.4.f.i.1 The SSAGO Executive Committee
  - 4.4.f.i.2 Five affiliated Student Scout and Guide Clubs
  - 4.4.f.i.3 Five Independent (Indie) Members
- 4.4.f.ii Additional SSAGO Full Committee meetings which are not held at rallies must be called with at least eight weeks notice given to the SSAGO Full Committee

### **4.5 Conferences**

- 4.5.a Conferences are meetings convened to discuss matters of importance for the whole organisation and are open to all members and invited guests
- 4.5.b Attendance at conference is open to affiliated Student Scout and Guide Clubs, Independent Members, Associate Members, Honorary Members and invited guests
- 4.5.c The Spring Conference (AGM) shall be held at the Spring SSAGO Rally. The construction of the agenda shall be the same as for a SSAGO Full Committee meeting
- 4.5.d The quorum being 50 Student Members (excluding the SSAGO Executive Committee) whose affiliation has been received by the Members Officer prior to the closing of nominations for election of officers
- 4.5.e If the quorum is not reached, the meeting is automatically postponed to be held within one month at a suitable time and location. The second meeting is quorate assuming at least 45 Student Members are present from at least three different Student Scout and Guide Clubs, but is not empowered to discuss items not on the original agenda or constitutional changes. This can be rebutted if the meeting agrees unanimously and a representative of both the Scout Association and Girlguiding UK are present

- 4.5.f In the event of the Spring Conference not occurring, the existing Executive Committee shall meet with representatives of the Scout Association and Girlguiding UK, to determine the most appropriate course of action
- 4.5.g Additional Special Conferences can be called by:
  - 4.5.g.i Chairperson
  - 4.5.g.ii Five Independent members
  - 4.5.g.iii 20 Student Members from at least 4 different Student Scout and Guide Clubs
- 4.5.h Eight weeks notice must be given for proposed Special Conference which will not be held at a SSAGO Rally for whatever reason, or four weeks if the proposed venue is a SSAGO Rally

## **5 Finance**

- 5.1 The Treasurer shall present a financial report at every SSAGO Full Committee, SSAGO Executive Committee, and Conference meetings, outlining the current status of all accounts held in the name of SSAGO
- 5.2 At least three members of the SSAGO Executive Committee shall be signatories on all accounts in the name of SSAGO, opened with the approval of the SSAGO full committee and/or membership
- 5.3 The Treasurer in conjunction with the SSAGO Executive Committee shall monitor and authorise the payment of expenses to individuals who have incurred expense through activities related to SSAGO, on receipt of a valid claim, as determined by the SSAGO Executive Committee
- 5.4 The accounts shall be available for inspection by any member of the organisation at rallies, or by mutual agreement between said member and the SSAGO Executive Committee between rallies
- 5.5 The accounts shall be audited on an annual basis by an impartial individual on behalf of the membership
- 5.6 In the event of SSAGO ceasing to exist, the assets shall be held in trust for a period of at least five years by the Scout Association and Girlguiding UK. After such point the remaining assets shall be divided equally between the Scout Association and Girlguiding UK

## **6 Constitutional Changes and Policy Documents**

### **6.1 Constitution**

- 6.1.a At least 4 weeks notice of the nature of all proposed constitutional changes must be sent by the SSAGO Executive Committee to all Student Scout and Guide Clubs, Independent Members, and Associates. Standing orders may be suspended during the Conference, subject to the provisions outlined in the appropriate Standing Orders
- 6.1.b Any dispute regarding the interpretation of the constitution shall be resolved by the Chairperson, who may seek guidance from the representatives of The Scout Association and Girlguiding UK and any appropriate external organisation

- 6.1.c Any change is subject to the approval by the appropriate representatives of The Scout Association and Girlguiding UK. No response after 1 month will automatically be considered as approval

## **6.2 Policy Documents**

- 6.2.a Policy documents shall outline SSAGO policy on areas where guidance and further explanation is often required
- 6.2.b These documents must be adhered to by all Club, Independent, Associate and Honorary Members
- 6.2.c These documents stand externally of the constitution and may be created, rejected and amended by a vote of the SSAGO Full Committee from which a simple majority shall be required as outlined in Standing Order G.4
- 6.2.d Any dispute regarding the interpretation of Policy Documents shall be resolved by the Chairperson, who may seek guidance from the representatives of The Scout Association and Girlguiding UK and any appropriate external organisation
- 6.2.e At least 2 weeks notice of the nature of all proposed documents and/or changes must be sent by the SSAGO Executive Committee to all Student Scout and Guide Clubs, Independent Members, and Associates
- 6.2.f Any change is subject to the approval by the appropriate representatives of The Scout Association and Girlguiding UK. No response after 1 month will automatically be considered as approval

## **6.3 Factsheets**

- 6.3.a Factsheets shall only provide recommendation and/or guidance. They do not define policy
- 6.3.b These documents may be published, removed or modified at any point by the SSAGO Executive Committee without approval from the full committee
- 6.3.c Any member or representative from The Scout Association, Girlguiding UK or SAGGA may request changes to these documents by contacting the SSAGO Executive Committee
- 6.3.d Any dispute regarding a requested change shall be resolved by the Chairperson, who may seek guidance from the representatives of The Scout Association and Girlguiding UK and any appropriate external organisation

# Appendix Standing Orders

## A Meetings

### A.1 General Issues

- A.1.a All remarks must be addressed to the Chairperson
- A.1.b Prior to all meetings commencing the Chairperson must outline the rules related to voting, speaking and procedure where necessary
- A.1.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 and procedures as outlined in 4.5.d shall be followed

### A.2 Full Committee Meetings

- A.2.a Club, Independent and Associate Representatives have equal rights to speak. Representatives of other organisations and guests have no speaking rights, unless invited to speak by the Chairperson
- A.2.b Club and Independent Members representatives have equal rights to vote, the Associate Members representative may not vote. Representatives of other organisations and guests have no voting rights

### A.3 Conference Meetings

- A.3.a A Conference may not begin until it is quorate; quorum is defined as 50 Student Members present, as defined in 4.5.c. If this is not achieved the meeting shall be suspended for twenty minutes. If after twenty minutes the meeting is not quorate the meeting shall be postponed and procedures as outlined in 4.5.d followed
- A.3.b The minutes of those conference meetings which have not yet been approved by the organisation will be made available before the conference
- A.3.c At the beginning of each Conference, immediately after the apologies for absence or lateness, Members can request that these minutes, or part thereof, be read. Members may propose minutes are amended; if that motion be carried, the minutes, as amended, shall become the minutes of the meeting in question. When there are no further amendments, the Chairperson shall sign the minutes as a true and accurate record
- A.3.d All members may speak at the discretion of the Chairperson. Only Student Members may vote
- A.3.e 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
- A.3.f 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
- A.3.g The meeting shall only consider amendments of the nature circulated to Student Scout and Guide Clubs, Independent Members and Associate Members
- A.3.h The Chairperson shall be the sole interpreter of the standing orders

## **B Voting System for All Ballots**

- B.1.a Each Student Member has one vote per SSAGO Executive Committee position and per election
- B.1.b The Returning Officer shall be an external member to SSAGO 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 Girlguiding UK will be asked. In last resort the SSAGO Executive Committee will appoint the Returning Officer
- B.1.c In all elections for a Committee position, the option to ReOpen Nominations (RON) will be given
- B.1.d In the event that RON receives the most votes in an election, the position will be considered vacant, and will be re-contested in accordance with section 4.6
- B.1.e Student Members will vote at the election, unless the member has exercised their right to vote via post prior in accordance with B.1.i to B.1.l. No other forms of voting will be accepted other than those stated in the clause
- B.1.f A vote will be declared spoilt if it is deemed ambiguous as to the voting intentions of the Student Member. This decision will be taken by the Returning Officer
- B.1.g All voting will be carried out by secret ballot. "Secret Ballot" is a vote conducted in the written form, as deemed practicable and acceptable by the SSAGO Executive Committee in conjunction with the Returning Officer
- B.1.h Any Student Member who is unable to attend the elections can exercise their right to vote via postal mechanisms put in place by the SSAGO Executive Committee in conjunction with the Returning Officer. The use of such a mechanism should be used only in extreme circumstances by the Student Member and approved by the Returning Officer; this does not replace the member's obligation to attend Conference
- B.1.i A postal vote will comprise of one voting form including a signed declaration placed in a sealed envelope. Consequently under circumstances outlined in B.1.l, by electing to vote postally the right to vote on any SSAGO Executive Committee position where a candidate is standing from the floor is forfeited
- B.1.j If a Student Member wishes to exercise their right to vote via post, they must inform the Committee before the date of closing nominations for Committee positions. Postal vote forms will be sent out after the closing date for nominations for SSAGO Executive Committee positions. It will be the responsibility of the Student Member to send their completed voting form to the Returning Officer one week before the day of the election. Postal votes will only be opened and counted on the actual commencing of the election event
- B.1.k Voting by post will not affect the eligibility of the ascertained Student Members right to attend election events. However, they will be prohibited from voting in person for any SSAGO Executive Committee position. This prohibition does not extend to attendees voting right for non-election matters and issues raised at such events
- B.1.l 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 Student Members to indicate which candidate they wish to elect
- B.1.m A simple majority as voted for by the Student Members at the election will determine the winning candidate
- B.1.n In the event of a tie the Chairperson shall have the casting vote

B.1.o A recount may be requested by any Student Member present at the Conference

## **C Elections**

### **C.1 Election of officers**

- C.1.a The officers of SSAGO are the Chairperson; Secretary; Members Officer; Treasurer and Publicity Officer
- C.1.b All officers shall be elected annually in accordance with the constitution and Standing Order 'B'
- C.1.c At the beginning of the meeting the Chairperson will appoint two tellers, and the Conference 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
- C.1.d Candidates are defined as Student Members who are proposed by a Student Member and seconded by a second Student Member. The nominating Student Members must be from different Student Scout and Guide Clubs, or Independent Members
- C.1.e Candidates must indicate in writing that they are standing at least four weeks prior to the Conference
- C.1.f If no nominations are received the Chairperson may open nominations to the floor, candidates standing from the floor must conform to C.1.d
- C.1.g All candidates will be allowed an equal opportunity to speak
- C.1.h 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 A.1.c
- C.1.i Candidates may be questioned by any members present at the Conference. 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

### **C.2 Election of Independent Member and Associate Member Representative to the Full Committee**

- C.2.a Elections of Independent Member and Associate Member Representatives shall conform to Standing Order 'B'
- C.2.b If no nomination is received for either Independent or Associate Member Representative the Handover Meeting shall resolve whether or not to coopt an individual to fill the role, this is in addition to members coopted under 4.2.a.ii
- C.2.c If the Independent or Associate Member Representative resigns or is unable to attend any meeting to which they are invited, the SSAGO Executive Committee may coopt an individual either short term or for the remainder of the year, this is in addition to members coopted under 4.2.a.ii

## **D Appointments**

### **D.1 Appointment of Executive Assistants**

- D.1.a The SSAGO Executive Committee shall open applications for a position to all members of SSAGO

- D.1.b Applicants must specify why they wish to hold the position and what previous experience they have that will benefit the position.
- D.1.c The SSAGO Executive Committee may ask additional questions to applicants
- D.1.d The SSAGO Executive Committee shall review all applicants' information before selecting the winner by majority vote
- D.1.e In the event of a tie the SSAGO Chairperson will have the casting vote

## **E SSAGO Rally Bids and the National SSAGO Ball**

- E.1.a At the Spring Conference the rallies 4, 5 and 6 terms ahead and the National SSAGO Ball 3 terms ahead will be available for Student Scout and Guide Clubs to bid for
- E.1.b Any vote shall be conducted by a show of hands to seek a simple majority. Any Student Member or the Chairperson can request a paper ballot
- E.1.c At the Spring Conference, any outstanding unfilled SSAGO Rally slots and the SSAGO Ball will be available for groups to bid for
- E.1.d Any Student Scout and Guide Clubs 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 Spring Conference or other meeting convened for the purpose of selecting a SSAGO Rally or SSAGO Ball venue. The plan should include an outline programme of activities; a summary of facilities at the proposed venue; a provisional theme and any other issues which the SSAGO Rally organisers may deem important in relation to the bid. Any member of the SSAGO Executive Committee, may choose to comment on the bid and seek clarification on certain points
- E.1.e If an empty slot (i.e. a SSAGO Rally or SSAGO Ball which has for some reason no organising committee as outlined in E.1.a) is still open after the Chairperson has opened nomination to the floor as outlined in E.1.c, the SSAGO Executive Committee may approve any bid and seek retrospective approval from the next Full Committee meeting
- E.1.f Each SSAGO Rally (Spring, Summer or Autumn) and the SSAGO Ball will be dealt with separately. In each instance the Chairperson will allow all bids equal time to present a bid for the SSAGO Rally and all SSAGO Ball bids equal time to present a bid for the SSAGO Ball
- E.1.g Any questions related to the bid must be directed to Chairperson who is the sole arbiter of the suitability of 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

## **F Motions of No Confidence**

### **F.1 Purpose**

- F.1.a A motion of no confidence may be used to remove any or all of the SSAGO Executive Committee

### **F.2 Limitations**

- F.2.a A maximum of two votes of no confidence may be levied against the whole SSAGO Executive Committee, or individual members of the SSAGO Executive Committee. No more than one motion may be levied at the same Special Conference

### **F.3 Means of initiation**

- F.3.a A motion of no confidence may be initiated by the production of a letter to the Chairperson and Secretary countersigned by either 25 Student Members (no more than three Student Members from the same club or five Independent Members) or a unanimous proposal from the remainder of the SSAGO Executive Committee
- F.3.b In the event of the motion of no confidence being placed against the Chairperson or Secretary then the letter must not be sent to the concerned party, but sent instead to the Treasurer, in place of the concerned party
- F.3.c Any motion of this nature must be sent at least eight weeks prior to the next SSAGO Rally, or ten weeks if the motion proposes to convene a conference especially for this purpose
- F.3.d The SSAGO Executive Committee then has fourteen days from receipt of the letter to check the membership status of all signatories, and to inform the whole membership of the meeting. This will be executed via the Student Scout and Guide Clubs, Associate and Independent Member Representatives

### **F.4 Meeting**

- F.4.a The meeting may only discuss the motion, until it has been resolved. Additional items may be, on the agenda, but not discussed until the motion is resolved
- F.4.b If the SSAGO Executive Committee member against who the motion is being levied does not attend the meeting without good cause, they shall be deemed to have resigned
- F.4.c The meeting shall open with a presentation from a representative of the signatures outlining reasons for proposing the motion. An equal period of time will be given to the individual/s to whom the motion is being levied against to respond
- F.4.d A simple majority, as demonstrated by show of hands, is required for a motion of no confidence to succeed

### **F.5 Further motions**

- F.5.a In the event of the motion failing a further motion can be brought, but at least 50% of the names on the new motion must be different from any previous motions, and must represent a further three Student Scout and Guide Clubs

## **G Other Motions**

- G.1 All proposed changes to the operation of SSAGO, or motions to instruct the SSAGO Executive Committee must be made in writing to the Chairperson four weeks prior to the next Full Committee meeting
- G.2 The SSAGO Executive Committee may propose motions to the Full Committee or Conference without the need for them to be seconded
- G.3 The Voting Members of the Full Committee may vote for one of the following options Pass Motion; Reject Motion; Defer to the Spring Conference or Abstain. A show of hands shall be used, unless a secret ballot is requested
- G.4 Student Members of the Full Committee shall vote on the content of SSAGO policy documents requiring a simple majority by show of hands
- G.5 Where, in any vote, in the case of a tie the Chairperson has the casting vote

- G.6 The position of an Officer of the SSAGO Executive Committee and the position of Chairperson/President of any Student Scout and Guide Club Committee may not be held concurrently, if a candidate stands while they hold such a role they must resign from their club committee by Handover Meeting
- G.7 An officer of the SSAGO Executive Committee may stand for re-election or election for another position as long as accordance with clause 4.2.b.iv is upheld

## **H Amendments to Standing Orders**

- H.1 Standing Orders may be altered during the meeting, subject to a proposal from any of the voting membership. 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, unless it is to propose a change of voting mechanism (hands or paper)
- H.2 Motions to alter, rescind or add a standing order require a simple majority to be passed, by a show of hands