

## Factsheet:

### 2: Constitution, Policy Documents and Factsheets

*Last updated: January 2022*

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#### 1. Overview:

- 1.1. This factsheet details what the SSAGO constitution, policy documents and factsheets are, including the differences between them and how they can be changed.
- 1.2. All of the mentioned documents can be found in the [resources section](#) of the SSAGO website.

#### 2. The Constitution:

- 2.1. The SSAGO constitution defines what the Student Scout and Guide Organisation is and the rules that it abides by. It specifies what is required of members, the executive committee and how the organisation should be run. Anything stated in the constitution must be adhered to.
- 2.2. Any changes to the constitution must go through the membership at a conference (either an AGM or a specifically organised EGM) and at least 4 weeks notice of any proposed changes must be given to the membership.

#### 3. Policy Documents:

- 3.1. The SSAGO policy documents outline SSAGO policy in areas where guidance and further explanation is required.
- 3.2. These aim to clearly set out rules and regulations for all members to view and must be adhered to. Any new policy documents or changes to existing ones must be voted on by the SSAGO full committee (reps). At least two weeks notice of any changes or new documents must be given to the membership.

#### 4. Factsheets:

- 4.1. SSAGO factsheets provide recommendations and guidance for SSAGO members, they are not policy. They aim to answer questions for members to aid the smooth running of both individual clubs and the whole organisation.
- 4.2. The executive committee may publish, remove or modify factsheets without approval of the full committee in order to keep guidance up to date for all members.

## **5. Memorandums of Agreement**

- 5.1. These are documents SSAGO has signed with The Scouts and Girlguiding which specify the relationship between our organisations.
- 5.2. These agreements can be changed by mutual agreement between the executive committee and the third party.