

**Association of Scout and Guide Centres (ASGC)**  
(Formally the Council of Campsite Wardens)

**Constitution**

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**Purpose**

The purpose of the Association of Scout and Guide Centres is to promote a safe and healthy working environment for staff, volunteers and visitors and to encourage the provision of activities and facilities that develop young people and support the youth programme of The Scout Association and Girl Guiding UK.

**Methods**

To achieve the aim the Association of Scout and Guide Centres will:

- Provide support to campsites and activity centres to ensure they meet the minimum requirements for membership.
- Provide a forum for members to exchange views, share advice and gain support from others with a similar involvement.
- Take an active part in advising and improving elements of which the ASGC has first hand knowledge, to the betterment of all concerned.
- Promote the policies and programmes of The Scout Association and Girl Guiding UK.
- Promote opportunities for improving standards and facilities and provide training opportunities.
- Feed back trends and developing situations observed at participating sites to the Scout and Guide Association Headquarters and those who require such knowledge in order to assist with the formation of programme and training policies.
- Make available relevant information from Scout and Guide Headquarters.
- Arrange an annual conference.

**Membership**

Membership of the Association of Scout and Guide Centres (ASGC) is open to all involved with the running and administration of Scout and Guide Association Campsites and Activity Centres.

*[A membership subscription and declaration will be required from each campsite or activity centre to become a member].*

**Minimum membership requirements**

Within twelve months of application for membership campsites and activity centres will be required to demonstrate that they undertake to provide suitable and appropriate:

- Child protection policies and guidelines for site users.
- Safety policies and guidelines for staff, volunteers and visitors.
- Contracts of employment for paid staff and compliance with other current employment legislation.
- Operating procedures for activities in accordance with the rules and policies of The Scout Association and Girl Guiding UK as appropriate.

- Access for those with disabilities to facilities and activities wherever practicable.
- Opportunities for young people (aged 18 –25) to be involved in the decision-making processes of the campsite or activity centre.

### **Management Committee**

The ASGC Management Committee exists to support the delivery of the methods detailed in achieving the ASGC purpose.

### **Membership of the Management Committee**

The management committee consists of:

#### **Elected members**

- Chairman
- Secretary
- Treasurer
- Young person (aged 18 –25)
- A representative (Management Committee)
- A representative (Paid staff)
- A representative (Volunteer site staff)

#### **Invited to attend**

- A representative of The Scout Association
- A representative of Girl Guiding UK.

#### **Other matters**

- ASGC members will annually elect a Management Committee of up to seven members to fill the above positions.
- Management Committee members will serve a maximum of 4 years, retiring on rotation at the AGM. The Committee may co-opt up to 4 people until the following AGM. No committee member may stand for re-election without a break of at least twelve months.
- The accounting year will be from 1<sup>st</sup> January to 31<sup>st</sup> December. A provisional statement of accounts will also be presented at each year's conference.
- The Management Committee will meet at least three times per year.
- Voting procedure:

#### **AGM**

- a. Each site will have one vote for any proposition made and duly seconded.
- b. Decisions are made by a majority of votes from sites that are paid members (one vote per site) represented at the meeting. In the event of an equal number of votes being cast on either side in any issue the Chairman does not have a casting vote and the matter is taken not to have been carried.
- c. Ballot papers will be used when voting for a conference venue and any other matters deemed necessary by the Chairman. Ballot officers will normally be the representatives of The Scout Association and Girl Guiding UK.

## **Management Committee**

- a. For a meeting to be quorate 3 committee members must be represented.
  - b. Decisions are made by a majority of votes from those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the Chairman does not have a casting vote and the matter is taken not to have been carried.
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- In the event of the closure of the ASGC, all funds held will be equally distributed between those sites which are paid up members in the year of closure, on a date agreed by the Management Committee.
  - Postage, telephone and travel expenses will be paid to Management Committee members for work done when involved in ASGC business.
  - Changes in the constitution may only be made at an AGM with prior notice of any proposed changes given to members, by post, fax or Email at least eight weeks prior to the AGM. Those who cannot attend the conference may vote by post, fax or email. This vote must be with the Secretary no later than two weeks before the conference.

November 2003