

## *[Insert Name]* LOCAL DofE COMMITTEE

### CONSTITUTION

#### Name

1. The name of the Committee shall be the *[Insert Name]* DofE Committee.

#### Area Covered

2. The Committee shall operate in the geographical area of *[Insert name of relevant District or Borough Council]*.

#### Objectives

3. The Objectives of the Committee shall be
  - i. To promote The Duke of Edinburgh's Award locally, using initiatives such as stands at public events, leaflet distribution, local advertising, displays in public locations; all in order to attract volunteers and, where necessary, young people.
  - ii. To encourage the pooling of resources such as equipment, staffing and facilities; this may include the sharing of instructors and assessors, the joining together of groups for DofE activities and for national, regional or County events.
  - iii. To assist participants who have registered for DofE through one Operating Authority or in one DofE Centre to link up with another group in order to continue with their progress in DofE.
  - iv. To help independent DofE participants not belonging to any group.
  - v. To arrange Award Presentation Evenings, typically once each year, to which all new Award Holders in the area from all Operating Authorities are invited.
  - vi. To raise funds to maintain the Committee organisation in the first instance, and to give assistance to the development of DofE locally if funds permit.
  - vii. To maintain good public relations with local Councillors, assisting Organisations, businesses, the media, and funding bodies.
  - viii. To liaise effectively with the County DofE Manager and the Area Youth Service team.
  - ix. To establish, or assist with, any Special Project to develop DofE in targeted areas or communities.
  - x. To represent the views of those involved with DofE locally to the Forum of The Duke of Edinburgh's Award in Hampshire, and to communicate news from DofE and Hampshire County Council to those involved locally.
  - xi. To represent the views of those involved with DofE locally to the Area Youth Service team.
  - xii. To encourage the maintenance of acceptable standards of operation by all local DofE groups, acting in a consultative capacity and not through any executive powers.

#### Open Meetings

4. The Committee shall arrange Open Meetings in order to encourage local co-operation and support for DofE groups, as well as to act as a channel for training and communications.
  - i. Such meetings will be open to anyone involved or interested in the Duke of Edinburgh's award residing or helping DofE groups within the area covered by the Committee.
  - ii. They will be arranged at least twice per year, but ideally once in each school term.
  - iii. Agendas will be published and distributed widely in advance.
  - iv. Minutes will be kept, and copies of these will be distributed as soon as possible after the meeting.

- v. The quorum for an Open Meeting will be three persons.
- vi. Should a vote be necessary, only those registered or approved as DofE volunteers, officials, instructors, assessors or participants with a local DofE group or structure of an Operating Authority may vote.
- vii. One such meeting will be designated the Annual Meeting and will elect Office Bearers to serve until the following General Meeting.

## General Meetings

5. General Meetings will be called with 21 days notice for changes to the Constitution or any other matters that require formal decisions.
  - i. Items i, iii, iv, v and vi of Paragraph 4 above shall also apply to General Meetings.
  - ii. Extraordinary General Meetings may be called at any time to address decisions which cannot wait until the next scheduled meeting, provided 21 days notice is given.

## Annual Meeting

6. The Annual Meeting shall be the first Open Meeting called by the Committee after April 1st each year.
  - i. The meeting will elect up to six people as Office Bearers, four of whom will serve as Chair, Vice-Chair, Secretary and Treasurer.
  - ii. The meeting, or any other Open Meeting, may approve the co-option of up to three people to assist the elected Office Bearers.
  - iii. The meeting will receive verified statements of all accounts held by or on behalf of the Committee.

## Steering Group

7. A Steering Group may be formed for the smoother administration of the Committee's business.
  - i. The Steering Group shall comprise the following people, of whom one at least should be a young person under the age of 25.
    - Chair, Vice-Chair, Secretary and Treasurer and up to two other Office Bearers elected at the Annual Meeting.
    - Up to three people co-opted at any Open Meeting
    - The Hampshire County Council DofE Field Officer of the area
    - A representative of any Special Project which may be established and/or supported by the Committee
  - ii. Meetings will be held as and when required, and can be assimilated into the Open Meeting if desired.
  - iii. The quorum shall be three Steering Group members.
  - iv. Special meetings of the Steering Group may be called by the Chair or by any three members of the Committee at seven clear days written notice.

## Office Bearers and Representatives

8. All Office Bearers will serve until the subsequent Annual Meeting.
9. A Youth Service employee may not be an Office Bearer other than in a temporary capacity.
10. The Committee will elect annually from its membership
  - One Representative to the Forum of The Duke of Edinburgh's Award in Hampshire.
  - A Representative to serve on any local Special Project as may be appropriate.

## Ex-Officio Members

11. The following are Ex-Officio members of the Committee who may attend and will receive all Committee Paperwork
  - The Chairman of the Forum of the Duke of Edinburgh's Award in Hampshire, or his/her representative.
  - The Vice-President of the Forum of the Duke of Edinburgh's Award in Hampshire (if any) who has been designated to assist the Committee.
  - The designated person(s) responsible for DofE within the local Youth Service team.
12. The County DofE Manager (or his representative) may be invited to attend meetings at the discretion of the Committee.

## Responsibilities of the Committee

13. The Committee shall have the following responsibilities.
  - i. It shall organise at least two Open Meetings each year, one of which will be the Annual Meeting. All local DofE leaders and volunteers will be given written or e-mail notification wherever possible and agendas will be published in advance. Minutes will be circulated to the same address list as soon after the meeting as possible.
  - ii. It may be requested or empowered to act upon issues or developments on behalf of those involved with DofE locally.
  - iii. It will be expected to report briefly to Open Meetings on its work and its representation on any outside bodies.
  - iv. It will receive reports from the local Field Officer(s) and support them in their work.
  - v. It shall pursue the objectives of Paragraph 3 above.
  - vi. It shall appoint representatives as in Paragraph 10 above and as required.
  - vii. It may form working parties and sub-committees as appropriate in pursuance of its objectives.
  - viii. It shall act as a link between the County DofE Office (through the Field Officer), the Forum of the Duke of Edinburgh's Award in Hampshire, the area Youth Service team and those involved locally with DofE.
  - ix. It shall prepare accounts for all funds held on its behalf by the Treasurer (or any other sub-committee or DofE Group or Special Project) for the period 1st April to 31st March. These shall be verified by a responsible person who is not a beneficiary or Officer of the Committee. The Accounts shall be approved by the Annual Meeting and copies of the approved and verified accounts, set out in a format acceptable to Hampshire County Council, shall be forwarded to the Treasurer of the Forum of the Duke of Edinburgh's Award in Hampshire by 30th June each year. The County Treasurer has right of access to all financial records of the Committee in order to undertake such internal audit investigations as are deemed appropriate.
  - x. It shall maintain an inventory of any equipment owned by the Committee or held on its behalf. A person designated by the Committee shall be responsible for submitting this to the Treasurer of the Forum of the Duke of Edinburgh's Award in Hampshire by 30th June for the preceding financial year 1st April to 31st March, together with an explanation of any item which has been written off from the inventory during the period.

## Changes to the Constitution

14. This Constitution may be altered by a Resolution passed by not less than a two-thirds majority of people present and voting at a General Meeting. At least twenty-one days notice of the Meeting must be given, and this must include due notice of the Resolution and set out the terms of alteration proposed.
15. Before becoming effective, such changes must also have been approved by a two-thirds majority of the Forum of the Duke of Edinburgh's Award in Hampshire.

## Dissolution

16. Any proposal for the dissolution of the Committee shall be approved at a General Meeting by a majority of not less than two-thirds of those voting at the meeting. At least twenty-one days clear notice of the meeting, stating the terms of the Resolution to be proposed, shall be given.
17. In the event of the Committee failing to meet for a whole calendar year, or the Committee deciding to dissolve itself, all records, accounts, inventories and assets shall be handed over for administration under the control of the Forum of the Duke of Edinburgh's Award in Hampshire.
18. The Forum of the Duke of Edinburgh's Award in Hampshire shall endeavour to hold or use such assets for the development of DofE in the area covered by the dissolved Committee in the short term, and in the long term shall work towards re-forming the Committee if and when appropriate.