

	<b>Scouting Ireland Services CLG</b>			
	<b>Document No.</b>	<b>Issued</b>	<b>Last Amended</b>	<b>Next Review</b>
	TOR-SUB07	21 <sup>st</sup> Nov. 2015	10 <sup>th</sup> Feb. 2018	Feb. 2021
	Category: Sub-committees			
<b>Scouting Ireland – Constitution and Rules Committee – Terms of Reference</b>				

<b>Related Documents</b>

<b>Revision Schedule</b>		
<b>Revision</b>	<b>Date</b>	<b>Description</b>
C	100/02/2018	Minor Revisions
B	13/02/2016	Revisions to Membership & Term
A	09/01/2016	Revisions to Membership & Term
#	21/11/2015	Document Issued

## **Purpose**

The Constitution and Rules Committee has been established by the National Management Committee of Scouting Ireland to provide an on-going review of:

- a) The official policies of Scouting Ireland and to ensure the policies are reviewed at least every three (3) years;
  - b) The procedures and protocols of the organisation of Scouting Ireland and to ensure that these are identified and reviewed as often as required;
- and
- c) To advise the National Secretary and the National Management Committee on matters of interpretation and proposals to amend the Constitution and Rules of Scouting Ireland.

## **Membership and Term**

The Committee shall have the status of a Sub-committee pursuant to Rule 127 but it is intended that it will be re-appointed by the National Management Committee on an annual basis.<sup>1</sup>

The Committee shall consist of:

- The National Secretary.
- Up to three (3) members of Scouting Ireland appointed by the National Management Committee, on the recommendation of the National Secretary.
- Up to three (3) other Scouters appointed by the National Management Committee, on the nomination of the National Secretary.
- One (1) member of the National Management Committee appointed by the National Management Committee, on the nomination of the National Secretary.
- The Committee will select a Chairman and Secretary on an annual basis from amongst its membership.

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<sup>1</sup> The formation of the Constitution and Rules Committee requires the approval of the NMC on an annual basis in accordance with the Rules.

## **Meetings**

A quorum shall be three (3) members of the Committee. Meetings shall be convened at the discretion of the Chairperson, but shall be held at least four (4) times per annum. The Secretary shall be responsible for recording the minutes of each meeting and will circulate the minutes of meetings to all members in advance of their formal adoption.

The Chief Executive officer will ensure that appropriate professional support is provided to the Committee.

## **Duties**

- Review the systems in place for identifying the official policies of Scouting Ireland, review the integrity of the register of official documents and forms and make any recommendations necessary so as to develop systems and create improvements where necessary.
- Develop a rolling three (3) year plan to review all Scouting Ireland Policies, Procedures and Protocols on an on-going basis and to include a process/checklist for the review of each such Policy, Procedure and Protocol which will ensure that:
  - they are accessible to members of Scouting Ireland;
  - there are adequate reporting mechanisms in place;
  - there is compliance with all legal and regulatory requirements;
  - systems are in place for the management and answering of queries relating to Policies, Procedures and Protocols.
- Carry out the review in accordance with the plan.
- Refer any issues arising from each review to the appropriate Committee or Team for consideration and action.
- Identify any deficiencies in the Policies, Procedures and Protocols of Scouting Ireland to the National Secretary for the attention of the National Management Committee.

- Issue a quarterly report to the National Management Committee on the work plan of the Committee.
- Produce an annual report for consideration by the National Management Committee highlighting:
  - Interactions with other Committees, Sub-committees and Teams and matters referred to them for action;
  - Proposed Policy changes which may be required for compliance and good practice;
  - Any other issues that require National Management Committee attention.
- Provide advice to the National Secretary and National Management Committee on any matters of the interpretation of the Constitution and Rules as and when required.
- Consider and advise on any changes to be proposed to the National Council regarding the Constitution and Rules referred to it for review.
- Upon request, provide advice to any Scout Group, Scout County Board and National Youth Forum who are considering making a proposal to amend the Constitution and Rules at a meeting of the National Council.
- Review the proposals to the National Council to amend the Constitution and Rules received by the National Secretary from Scout Groups, Scout Counties and the National Youth Forum and comment/advise where appropriate.
- Make recommendations to the National Secretary in relation to the Constitution and Rules of Scouting Ireland.