



## Constitution 2023

This is the constitution of the not for profit group known as 'NBDofE Community' (abbreviated to 'NBDofE').

In this constitution The Duke of Edinburgh Award Scheme refers to the national body and NB DofE refers to this local group.

### Our purpose

The purpose of NBDofE is to encourage, facilitate and support young adults connected with North Berwick to participate in and achieve their Silver and/or Gold Duke of Edinburgh Award (recognising that good local opportunities already exist to participate and achieve their Bronze Award).

### Our committee

NBDofE will have a committee comprising at least 3 members including a Group Co-ordinator. The committee will meet at least annually and otherwise as required. It will be quorate if all members have been invited and 2 members (including the Group Co-ordinator) participate. Decision making shall be by simple majority. In the event of a tie, the Group Co-ordinator has a casting vote. Amendment of this constitution requires an overall majority of all of members.

The committee will appoint a Secretary who will invite members to meetings on reasonable notice, will prepare an agenda, will invite feedback from the participant members and their guardians, and will prepare brief minutes of committee meetings (which may be made available to a participant member or their guardian), and will arrange the election of committee members. Committee members are appointed for 1 year and may be re-appointed.

At least one of the members shall be a Duke of Edinburgh Leader with the necessary qualifications to lead a Group of participants and maintain the eDofE account (operated by the Duke of Edinburgh Award Scheme) in which participants log their activities. A Leader must be a committee member.

Committee members will act in furtherance of this constitution and will not engage in activity on behalf, or in the name of, NBDofE without prior authorisation of the committee.



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Committee members are volunteers who are not paid for their services. Pre-approved fully vouched expenses may be met.

The safety and welfare of our participant members is of paramount importance. Committee members must therefore be over age 25 and have up to date PVG checks.

Committee members will operate in compliance with the requirements, and in furtherance of the objectives, of the Duke of Edinburgh Award Scheme and East Lothian Council as the Licensed Organisation (who hold the licence to deliver the Scheme in this geographical area).

### **Our funds**

All funds received by or paid in the name of NBDofE will be made to and from a bank account operated in the name of the NBDofE. It will require two authorised signatories to operate. There shall be no overdraft facility on the account and financial commitments shall not be incurred without funds being in place. The committee will appoint a Treasurer who will ensure proper financial planning and budgetary control, and who will prepare simple financial accounts for consideration by the Committee at least annually and otherwise as required.

The committee will seek to fundraise with a view to reducing costs associated with participation. Grants, sponsorships and funds raised in the name of NBDofE will be for the benefit of all Groups (although eligibility criteria may apply). The committee may identify individual(s) members to progress and coordinate fund raising activities.

### **Our participants**

A young person (age 15/ S4 to age 25), who has a connection with North Berwick, may join NBDofE as a participant member. NBDofE will be organised into Groups of 4 to 7 participants. A Group is led by a Leader who is also a committee member. Availability to join as a participant member will depend upon their being sufficient participant members to form a Group and sufficient Duke of Edinburgh Leaders for each group and applicants may be put on a waiting listing.



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Participant members are expected to work towards achieving their Silver or Gold Duke of Edinburgh Award. The Award Scheme comprises four sections: Volunteering, Physical, Skills and an Expedition. Participants are expected to identify, organise, participate in and record their Volunteering, Physical, and Skills activities.

Participant members are expected to meet regularly with other participants in their Group together with their DofE Leader to discuss and plan their progress. (For reasons of child protection there must be at least 2 participant members and 2 committee members present at any such meeting.)

The role of NBDofE and its committee members is to encourage, facilitate and support participant members to participate and achieve their Silver or Gold Duke of Edinburgh Award. It is not the role of NBDofE to provide Volunteering, Physical, Skills activities (although individual members may elect to do so in their personal capacity). It is the role of NBDofE to identify and use an external approved activity provider to deliver the Expedition section and associated training.

### **Our participant guardians**

Adult guardians (over age 25) will be required to consent to the young person becoming a participant member and confirm that they have read and understood this constitution.

The adult guardian of a participant member is welcome to accompany them to a Group meeting to discuss any issue or to volunteer help.

The adult guardian of a participant member is responsible for the financial costs of participation in the Scheme including the Duke of Edinburgh Award Welcome pack and any costs associated with participating in the Volunteering, Physical, Skills and Expedition section. The burden of meeting these costs should not prohibit participation and external hardship funds are available.

The adult guardian of a participant member is responsible for the safety and welfare of their young person and ensuring that the activity is appropriately managed and insured.

Where an external approved activity provider is to be used, the adult guardian will be provided with the details of that provider and the costs involved. The participant member



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will not be permitted to participate unless the adult guardian has given written consent and the costs have been met in full.

### **Our voluntary helpers**

The success of NBDofE depends on voluntary help and we will keep a Register of Volunteers who might be able to fundraise or support an activity.

### **Our policies**

The Committee will adopt key policies including on child protection, health and safety, equal opportunities, and data protection and will share these with our participants and their guardians.

### **Agreed and adopted by the Committee Members on behalf of NBDofE in North Berwick in September 2023:**

JM, Group Co-ordinator

AC, Committee Member

PLP, Committee Member

MS, Committee Member