(add number/name) Group Scout Council

Group Constitution

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INTRODUCTION

The following represents the Constitution for the Group Scout Council of the *(add number/name)* Scout Group (hereafter referred to as the Group). This Constitution forms the primary document of governance of the Group which is an educational charity (registered charity no *(add number if appropriate)*). The purpose of the charity is to promote and develop Scouting in the local area.

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The *(add number/name)* Scout Group is registered with The Scout Association (registration no *(add no)*). The Group Scout Council is constituted in accordance with the rules of The Scout Association to provide Scouting in the local area. Under these rules the Group is supported by the Scout District of Croydon.

The Scout Association is incorporated by Royal Charter. The Charter of the Scout Association provides for the making of Bye-Laws approved by His Majesty in Council which, in turn, authorises the making of the rules referred to above (known as "Policy, Organisation and Rules" or P.O.R).

The Charity Trustees of the Group are the Group Board of Trustees and members are appointed in accordance with the rules laid down in P.O.R.

The Group has a responsibly to ensure that the rules of The Scout Association are adhered to. In the event of any conflict between this document and P.O.R then the latter takes precedence.

THE GROUP SCOUT COUNCIL

The Group Scout Council is the electoral body which supports Scouting in the Group. It is the body to which the Group Board of Trustees is accountable.

Normally the Group Scout Council will meet once a year to conduct its business at the Annual General Meeting. In exceptional circumstances an Extraordinary General Meeting can be held with a minimum of 28 days notice.

The quorum for meetings of the Group Scout Council is *(add odd number)*.

Membership of the Group Scout Council is open to the following members of the Group:

- Leaders;
- Administrators;
- Section Assistants;
- Skills Instructors;
- Advisors;
- all Members and Associate Members of The Scout Association registered to the Group;
- *all members of any Scout Active Support Unit(s) registered to the Group (where applicable);*
- Patrol Leaders;
- all parents/carers of Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts;
- *Explorer Scouts and their parents/carers if stated in a Partnership Agreement (where applicable);*
- *the Sponsoring Authority or it's nominee (where applicable);*
- individuals elected or reselected annually by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Board of Trustees;
- the District Commissioner and District Chair are ex-officio members.

Membership of the Group Scout Council ceases upon:

- the resignation of the member;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the Group Board of Trustees.

The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- receive, consider and adopt the Annual Report and Annual Accounts of the Group Board of Trustees.
- approve the Group Scout Leaders nomination of the Group Chair and nominated members of the Group Board of Trustees;

- elect a Group Secretary;
- elect a Group Treasurer;
- elect members to serve on the Group Board of Trustees;
- appoint an auditor or independent examiner or scrutiniser as required.

In addition, the Annual General Meeting will conduct the following business:

- approve the nominations of the Group President and Vice Presidents;
- adopt (or re-confirm the adoption of) the Constitution of the Group Scout Council.

THE GROUP BOARD OF TRUSTEES

The Group Board of Trustees exists to support the Group Scout Leader in meeting the responsibilities of the appointment and to provide support for the individual sections (Squirrel Drays, Beaver Colonies, Cub Packs and Scout Troops) in the Group.

The Group Board of Trustees will meet five times a year on a regular basis – with the provision for ad hoc meetings, as and when circumstances require.

In addition to holding face to face meetings (and subject to prior agreement and approval) the Group Board of Trustees (and its sub-Committees, Working Parties or Organising Committees) can hold their meetings (and discharge their duties) using telephone or video conferencing facilities.

The Group is an educational charity. Unless stated otherwise all members of the Group Board of Trustees (over the age of 18 years) are considered to be the Charity Trustees of the Scout Group.

Charity Trustees are responsible for ensuring good governance and that the charity complies with all the relevant rules and legislation relating to financial matters, safety, safeguarding and data protection.

All members of the Group Board of Trustees must be suitable individuals in accordance with the requirements of the Charities Act. In addition, they must be registered on Compass and complete a criminal records disclosure (DBS) check.

Members of the Group Board of Trustees will be required to undertake the appropriate training and complete (and sign) an annual Trustee Declaration.

The Group Scout Leader remains on the Group Board of Trustees for the duration of their appointment. All Section Leaders (who opt to serve on the Group Board of Trustees) should be elected (or re-elected) at the Annual General Meeting of the Group Scout Council.

Members who hold specific roles are elected or re-elected at the Annual General Meeting of the Group Scout Council.

Nominated members serve for a period of one year and are ratified annually at the Annual General Meeting of the Group Scout Council.

Elected members serve for a period of one year and are elected or re-elected at the Annual General Meeting of the Group Scout Council.

Co-opted members serve for a period of one year and are ratified annually at the Annual General Meeting of the Group Scout Council.

Any vacancies on the Group Board of Trustees can be filled by the Group Scout Leader in consultation with the Group Chair. All appointments must be approved by the Group Board of Trustees and reported at the next Annual General Meeting of Group Scout Council.

In the event of a resignation from the Group Board of Trustees the vacancy can be filled as detailed above.

All members of the Group Board of Trustees (aged 18 years and over) are entitled to vote (however where appropriate the views of young people in the Group must be taken into consideration).

The quorum for meetings of the Group Board of Trustees is *(add odd number)*.

The Group Board of Trustees consists of:

Ex officio members

- The Group Chair;
- The Group Scout Leader;
- *The Deputy Group Scout Leader (where appointed);*
- The Group Secretary;
- The Group Treasurer;
- *The Explorer Scout Leader (if stated in the Partnership Agreement and subject to the Leader expressly indicating at the AGM (in writing or orally at the meeting) that they are willing to become a Trustee (where applicable);*
- *The Sponsoring Authority or its nominee (Where applicable);*
- All Section Leaders (i.e., individuals holding a Squirrel Scout Leader, Beaver Scout Leader, Cub Scout Leader or Scout Leader role) and subject to that Leader expressly indicating at the AGM (in writing or orally at the meeting) that they are willing to become a Trustee.

Nominated members

- persons nominated by the Group Scout Leader.
- the nominations must be approved at the Group Annual General Meeting.
- the number of nominated members must not exceed the number of elected members.

Elected members

- persons elected at the Group Annual General meeting.
- these should normally be four to six in number.
- persons elected must be members of the Group Scout Council.

Co-opted members

- persons co-opted annually by the Group Board of Trustees.
- the number of co-opted members must not exceed the number of elected members.

Right of Attendance

- The District Commissioner, the District Chair and the County Commissioner have right of attendance at meetings of the Group Board of Trustees and its sub-Committees.

Invited

- The Group Scout Leader and Group Chair may invite any member of the District Team, County Team, Regional or Headquarters staff to report to the Group Board of Trustees.
- In exceptional circumstances the Group Scout Leader and Group Chair can request the attendance of any member of the Group Scout Council at a meeting of the Group Board of Trustees.
- The Group Scout Leader and Group Chair may invite a representative from any recognised organisation to address or report to the Group Board of Trustees.
- Those invited are not entitled to vote and are not responsible as Trustees.

The Group Board of Trustees are responsible for:

- Complying with the Policy, Organisation and Rules of The Scout Association.
- Supporting the promotion and development of Scouting in the local area.
- Management of the Group finances including the preparation of the Annual Accounts.
- Overseeing matters relating to safety, safeguarding, data management and data protection.
- Overseeing the management of the Group website and any other digital platforms operated by the Group.
- Preparing policies and strategies (including risk management) to ensure good governance.
- Management of the property and equipment owned or leased by the Group.
- Providing the relevant insurance for individuals, property and equipment for which the Group has responsibility.
- Providing sufficient resources for Scouting to operate effectively in the Group. This includes, but is not limited to recruitment and fundraising activities.

- Appointing and managing the operation of any sub-Committees, Working Parties and Organising Committees including the appointment of a Chair to lead these Committees.
- Ensuring that any Partnership Agreement(s) or Sponsorship Agreement(s) with the Group are relevant and up to date.
- Ensuring that Young People are meaningfully involved in any decision making at all levels within the Group.
- Approving the opening, closure and amalgamation of any Sections in the Group as necessary.

The Group Board of Trustees must also:

- Appoint Administrators, Advisors and Co-opted members of the Board of Trustees.
- Approve the Annual Report and Annual Accounts after examination by an appropriate auditor, independent examiner or scruitneer
- Present the Annual Report and Annual Accounts to the Annual General Meeting.
- File a copy of the Annual Reports and Annual Accounts with the District Board of Trustees *(and if applicable the Charity Commissioners).*
- Maintain confidentiallty with regards to appropriate Board of Trustee business.

CONDUCT OF MEETINGS IN THE SCOUT GROUP

In meetings of the Group Scout Council and Group Board of Trustees only the members specified may vote.

Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the Chair does not have a casting vote and the matter is taken not to have been carried.

In exceptional circumstances an electronic vote may be held for business relating to the Group Board of Trustees. In this event there must be a 75% majority to carry a motion. All voting members will be contacted via e-mail with details of the matter to be voted on. Members will then have a given period (normally 5 days) in which to cast their vote electronically or otherwise.

The vote will work in exactly the same way as those held at a normal meeting. The only exception being that a nil response from a voting member will be treated as a vote in favour. Members will normally be informed of the result of the vote via e-mail within 2 days of the closing date.

The Group Scout Council must approve a resolution defining a quorum for meetings of the Council and the Group Board of Trustees and its sub-Committees.

Meetings of the Group Board of Trustees should have an agenda which must include reports on finance, appointments, safety and where necessary safeguarding issues. In addition, reports (written or verbal) should be submitted by the Chairs of any sub-Committees.

For meetings of the Group Board of Trustees the agenda and any other relevant documentation should be circulated no later than 7 days before the meeting.

Where possible the minutes from the Group Board of Trustees meeting should be circulated no later than 14 days after the meeting.

For the Annual General Meeting of the Group Scout Council the agenda, Annual Report and Annual Accounts should be available no later than 21 days before the meeting.

Where possible the minutes from the Annual General Meeting should be available no later than 14 days after the meeting. They will be approved at the next meeting of the Group Board of Trustees.

In the event of an Extraordinary General Meeting of the Group Scout Council a minimum of 28 days notice must be given. The notice must be accompanied by an agenda, the reason(s) for calling the meeting and details of any motions to be considered or voted on.

Where possible the minutes from the Extraordinary General Meeting should be available no later than 14 days after the meeting. They will be approved and where appropriate acted upon at the next meeting of the Group Board of Trustees.

GROUP ADMINISTRATORS AND ADVISORS

The Group Chair and Group Scout Leader must be able to work in partnership to ensure that the best possible standards of management, administration and governance are maintained in the Group.

To facilitate this the Group Chair is the nomination of the Group Scout Leader. This appointment is approved by the Group Scout Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.

Every effort must be made to find a Group Chair. Only in exceptional circumstances may the Group Scout Leader act as Group Chair and only then for a short period.

The Group Scout Leader and Group Chair should make every effort to find a Deputy Group Chair to deputise as and when necessary. Under normal circumstances this individual will be one of those nominated for approval at the Annual General Meeting of the Group Scout Council.

The Group Secretary is elected by the Group Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

The Group Treasurer is elected by the Group Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

No individual may hold more than one appointment of Group Chair, Secretary or Treasurer on the Group Board of Trustees. Neither may the appointments be combined in anyway.

In exceptional circumstances the Deputy Group Chair can act as either Group Secretary or Treasurer. This can only be for a short period and the role must not be combined with that of acting Chair.

Other Administrators and Advisors may be appointed by the Group Board of Trustees with the approval of the Group Scout Leader as per P.O.R.

Administrators and Advisors appointments may be terminated by:

- The resignation of the holder;
- The unanimous resolution of all other members of the Group Board of Trustees;
- the expiry of the period of the appointment;
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.

GROUP SUB-COMMITTEES

The Group Board of Trustees may establish any sub-Committees that it deems necessary. Normally sub-Committees will be formed on a long term basis to assist with the effective management of the Group. All sub-Committees are the responsibility of and accountable to the Group Board of Trustees.

The minimum quorum for meetings of any sub-Committee is *(add odd number here)*.

Members (including the Chair) of any sub-Committee are nominated and approved by the Group Board of Trustees. Normally the Chair of any sub-Committee will be co-opted onto the Group Board of Trustees.

All members of a sub-Committee should be registered on Compass and complete a criminal records disclosure (DBS) check.

To ensure best practice the Group Scout Leader and Group Chair should not chair or act as chair on any of the sub-Committees. Where appropriate the Deputy Group Chair can chair or act as chair of a sub-Committee.

The Group Scout Leader and Group Chair (or their nominated deputies) are ex-officio members of all sub-Committees and have right of attendance at all meetings.

Any fund raising sub-Committee must include at least 2 members of the Group Board of Trustees in addition to the other members. No Section Leader or Assistant Section Leader should serve on such a sub-Committee.

The Group Board of Trustees will annually review the membership and terms of reference of its sub-Committees. Any changes that are considered necessary to the sub-Committees will be made at the conclusion of this review.

The Chair of any sub-Committee is responsible for ensuring that the sub-Committee meets regularly and minutes of these meetings are forwarded to the Group Scout Leader, Group Chair and Group Secretary within 14 days of any meeting.

In addition, the Chair of any sub-Committee will be required to make regularly reports (written or verbal) to the meetings of the Group Board of Trustees.

GROUP WORKING PARTIES

The Group Board of Trustees may establish any Working Parties that it deems necessary. Working parties will be formed for a predetermined period with a clear and specific remit or purpose. All Working Parties are the responsibility of and accountable to the Group Board of Trustees.

The minimum quorum for any meetings of a Working Party is *(add odd number)*.

Members (including the Chair) of any Working Party are nominated and approved by the Group Board of Trustees. The Chair of a Working Party will not necessarily need to be a member of the Group Board of Trustees. In this event they are not considered responsible as a Charity Trustee.

The Group Scout Leader and Group Chair can chair a Working Party. The Chair of any Working Party will be invited to report to the Group Board of Trustees as appropriate. This may be in person or in writing or both.

The Group Scout Leader and Group Chair (or their nominated deputies) have right of attendance at meetings of any Working Party.

The Group Board of Trustees will regularly review the membership and terms of reference of any Working Party. Any changes that are considered necessary to the Working Party will be made at the conclusion of this review.

The Chair of any Working Party is responsible for ensuring that the Working Party meets regularly and minutes of these meetings are forwarded to the Group Scout Leader, Group Chair and Group Secretary within 14 days of any meeting.

GROUP ORGANISING COMMITTEES

The Group Board of Trustees may establish any Organising Committees that it deems necessary. Organising Committees will be formed to organise and oversee the running of a specific event or activity. All Organising Committees are the responsibility of and accountable to the Group Board of Trustees.

The minimum quorum for any meeting of an Organising Committee is *(add odd number)*.

Members (including the Chair) of any Organising Committee are nominated and approved by the Group Board of Trustees. The Chair of an Organising Committee will not necessarily need to be a member of the Group Board of Trustees. In this event they are not considered responsible as a Charity Trustee.

Where appropriate and depending on the level of expenditure or financial exposure to the Group the Organising Committee must include at least one member of the Group Board of Trustees in addition to the other members.

In the absence of any other suitable individual the Group Scout Leader and Group Chair can chair an Organising Committee. The Chair of any Organising Committee will be invited to report to the Group Board of Trustees as appropriate. This may be in person or in writing or both.

The Group Scout Leader and Group Chair (or their nominated deputies) have right of attendance at meetings of any Organising Committee.

The Group Board of Trustees will regularly review the membership and terms of reference of any Organising Committee. Any changes that are considered necessary to the Organising Committee will be made at the conclusion of this review.

The Chair of any Organising Committee is responsible for ensuring that the Organising Committee meets regularly and minutes of their meetings are forwarded to the Group Scout Leader, Group Chair and Group Secretary within 14 days of any meeting.

ALTERATIONS TO THE CONSTITUTION

This Constitution will be reviewed regularly by the Group Board of Trustees to ensure that it is up to date and continues to meet the needs of the Group.

No alteration(s) shall be made to this Constitution except by recommendation of the Group Board of Trustees to a meeting of the Group Scout Council. Any alteration(s) must be approved by at least two thirds of the votes cast (in person) by those entitled to vote at the meeting.

Particulars of the proposed change or changes must accompany the notice calling the meeting. It is anticipated that any alteration(s) will be considered at the Annual General Meeting of the Group Scout Council.

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