

River Teign Sea Scouts 1st Shaldon Constitution

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Note: Changes to this document are made to reflect changes in the policy of the Scout Association as described in its Policy Organisation and Rules.

1. Introduction

This document describes the Aims, Management and Constitution of the River Teign Sea Scouts (1st Shaldon).

This document is updated as necessary and available to all members of the Group Council via our website at www.seascouts.me or upon request from our secretary.

This document is based on the guidelines issued by the Scout Association in their document “Policy, Organisation and Rules”, available on request from the Group Scout Leader or from the Scout Association Web Site in Reference 1 which follows:

www.scoutbase.org.uk/library/hqdocs/por/index.htm

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2. Aim of the Scout Association

The purpose of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities The Scout Method provides an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, which is guided by adult leadership. In practice the method is best seen when young people, in partnership with adults, are:

- 1) Enjoying what they are doing.
- 2) learning by doing;
- 3) participating in varied and progressive activities;
- 4) making choices for themselves;
- 5) taking responsibility for their own actions;
- 6) working in groups;
- 7) taking increasing responsibility for others;
- 8) taking part in activities outdoors;
- 9) sharing in prayer and worship;
- 10) Making and living out their Promise.

3. The Constitution of the Scout Group

The following represents the Constitution of the River Teign Sea Scouts (1st Shaldon) .

4. **Management of the Scout Group**

- Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of The Scout Association.
- A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Council for the satisfactory running of the Group.
- The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the progressive training scheme for young people within the Group.

5. **Membership**

- The following sections are extracted from Reference 1

Extract from Rule 3.7, The Beaver Colony

- The core age range of the Beaver Scout Colony is from 6 years to 8 years. A young person may join at 5¾ years and remain until 8½ years (see also Rule 3.11b).
- Beaver Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- All Beaver Scouts should be offered a Balanced Programme, run in accordance with the Association's official publications for the Section.

Extract from Rule 3.8, The Cub Pack

- The core age range of the Cub Scout Pack is from 8 years to 10½ years. A young person may join at 7½ years and remain in the Pack until their 11th birthday (see also Rule 3.11b).
- Cub Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- All Cub Scouts should be offered a Balanced Programme run in accordance with the Association's official publications for the Section.
- k. All Cub Scouts should have the opportunity to attend a nights away experience every year.

Extract from Rule 3.9, The Scout Troop

- The core age range of the Scout Troop is from 10½ years to 14 years. A young person may join at 10 years and remain until 14½ years (see also Rule 3.11b).
- Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10.
- All Scouts should be offered a Balanced Programme run in accordance with the Association's official publications for the Section.

- A Partnership agreement may also be arranged with an Explorer Scout unit see Rule 3.16

- The group may also appoint Young Leaders see Rule 3.35.

River Teign Sea Scouts 1st Shaldon Constitution

The Group Council

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

a. Membership of the Group Council is open to:

- i. Scouters;
- ii. Group Scout Fellowship members;
- iii. Colony, Pack and Troop Assistants;
- iv. Skills Instructors;
- v. Administrators;
- vi. Advisers;
- vii. Patrol Leaders;
- viii. all parents of Beaver Scouts, Cub Scouts and Scouts;
- ix. the Sponsoring Authority or its nominee;
- x. any other supporters including former Scouts and their parents who may
- xi. be admitted by the Group Scout Leader, the Group Executive Committee
- xii. or the Group Council;
- xiii. Explorer Scout Leaders (if stated in a Partnership Agreement);

b. The District Commissioner and District Chairman are ex officio

- i. members of the Group Council.

c. Membership of the Group Council ceases upon:

- i. the resignation of the member;
- ii. the dissolution of the Council;
- iii. the termination of membership by Headquarters following a recommendation by the Group Executive Committee.

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

- i. approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
- ii. approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
- iii. elect a Group Secretary and Group Treasurer;
- iv. elect certain members of the Group Executive Committee;
- v. appoint an auditor or independent examiner or scrutineer as required.

b. The Group Executive Committee

a. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:

- i. the maintenance of the Group's property and equipment;
- ii. the raising of funds and the administration of the Group's finance;
- iii. the insurance of persons, property and equipment;
- iv. Group public occasions;
- v. assisting with the recruitment of Leaders and other adult support.

b. The Group Executive Committee consists of (**Ex officio members**)

- i. The Group Chairman;
- ii. The Group Secretary;
- iii. The Group Treasurer;
- iv. The Group Scout Leader;
- v. The Assistant Group Scout Leader;

- vi. All Section Leaders;
- vii. The Group Scout Fellowship Chairman;
- viii. The Explorer Scout Leader (if stated in a Partnership Agreement);

c. **Nominated Members**

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

d. **Elected Members**

- i. persons elected at the Group Annual General Meeting
- ii. these should normally be four to six in number
- iii. the actual number must be the subject of a resolution by the Group Scout Council

e. **Co-opted Members**

- i. persons co-opted annually by the Group Executive Committee
- ii. the number of co-opted members must not exceed the number of elected members.

f. **Right of Attendance**

g.

The District Commissioner and the District Chairman have the right of attendance at meetings of the Group Executive Committee.

h. Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent of at least one Member of each of the Sections in the Group.

i. The Group Executive Committee may establish any sub-Committees that it deems necessary.

j. The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.

k. Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members.

l. Fund raising submissions must be approved in advance by the Group Executive Committee where full consideration is made of any annual recurring costs as a result of the proposed item(s). From time to time such advanced approval will not be possible for practical reasons. In exceptional circumstances, and should the need arise, fund raising submissions can be approved via email agreement of 80% of Group Executive Committee members.

m. Any capital expenditure in excess of £250 must be approved by the Group Executive Committee. In exceptional circumstances, and should the need arise, expenditure in excess of £250 can be approved via email agreement of 80% of Group Executive Committee members. In general all cheques required for Scout Group purposes require signatures from two of the four authorised signatories although this rule is relaxed to the extent expenditure is below £100. The cheque book is held by the Group Treasurer.

n. A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.

o. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.

- p. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- q. Charity trustees are responsible for complying with all the legislation applicable to charities.

g. **The Group Scouters' Meetings**

- a. Normal membership of the Group Scouters' Meeting consists of the Group Scout Leader as chairman, all Section Leaders and Assistant Leaders and the Chairman of any Group Scout Fellowship. Explorer Scout Leaders may be included if stated in the partnership agreement. Group Executive Council members may be invited at the Group Scout Leader's discretion.
- b. The role of the Group Scouters' Meeting is to:
 - i. consider the well-being and development of each Member of the Group;
 - ii. ensure the progress of each Member through the programme;
 - iii. plan and co-ordinate all the Group's activities;
 - iv. to keep the Group Executive Committee advised of the financial and other
 - v. resource requirements of the training programme.

h. **Conduct of Meetings**

- a. Only members as defined above may vote in meetings of the Group Council and the Group Executive Committee.
- b. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chairman does not have a casting vote and the matter is taken not to have been carried.
- c. The Group Council must make a resolution defining a quorum for meetings of the Group Council and the Group Executive Committee and its sub-Committees.

i. **Disposal of Group Assets at Closure (3.52 Policy, reference 1)**

- a. If a Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure. The statement, together with all Group assets, must be handed to the District
- a. Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- b. The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- b. Subject to Rule 13.7 which follows ' *The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County*

Scout Council or Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.

- c. Any liabilities of a Group, District or County, e.g. an outstanding loan to Headquarters, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or Headquarters as appropriate.
- d. Such property must be treated in the same way as other assets.
 - a. For further information on closure see
 - i. Group – Reference 1, Rule 3.50 (Not applicable)
 - ii. District – Reference 1, Rule 4.59 (Not applicable – District Rule)
 - iii. County – Reference 1, Rule 5.52. any assets remaining after the closure of a Group will automatically pass to the District Scout Council which shall use or dispose of these assets at its absolute discretion.’
 - e. If there is any reasonable prospect of the Group being revived the District Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived Group.
 - f. If the District Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the District Treasurer must forward a copy of the financial statement to the County Headquarters with the proposals of the Executive Committee requesting instructions. The District Executive Committee is responsible for preserving the statements of account.

j. Key roles and responsibilities

- a. The key Group Council roles are described in the Annex A. At the discretion of the Group Council the tasks within the roles may be swapped or delegated to best utilise the strengths within the group.

Annex A : Key Roles

1. **Title:** Group Chairman

Outline: To assist the Group Scout Leader in the effective operation of the Scout Group, by leading and supporting Group administrators in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The Group Executive including the Group Secretary and Treasurer

Responsible to: As chairperson of the trustee body, the Group Executive, the Group Chairperson is responsible to the District Scout Council.

Main Contacts: Members of the Group Executive, District Chairman, Group Scout Leader, Group Scouters

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules.

Main Tasks

- Chair the Scout Group Council
- Chair the Scout Group Executive Committee
- Work closely with and support the Scout Group Scout Leader maintaining effective communication
- Work with the GSL to encourage development of Scouting within the Group and as part of the Community.
- Ensure all members of the Group Executive are fully briefed on the requirements of their roles.
- To ensure that the Group Executive Committee acts within the legislation acceptable to Charity Trustees.
- Ensure annual general meeting takes place within 6 months of the end of the financial year
- Maintain effective communication with the District Chairman
- Be a full and active member of the Group Executive Committee.
- Promote Scouting and be a liaison with outside bodies

2. **Title:** Group Treasurer

Outline: To assist the Group Chairperson in the effective financial administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound and effective financial administrative support and information to the Scout Group

Responsible to: Group Chairperson.

Main Contacts: Members of the Group Executive, District Treasurer, Group Scout Leader, Group Scouters, Group Secretary and Group Chairperson.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

Main Tasks

- Act as Treasurer to the Scout Group Council
- Act as Treasurer to the Scout Group Executive Committee
- Work closely with and support the Scout Group Chairperson
- Set the Annual Budget for the Scout Group
- Provide sound administration in respect of the obligations according to POR, including: insurance, fundraising, maintenance of Group Property.
- Ensure completion of the Annual Scout Group Accounts in accordance with the guidelines laid down by the Charity Commission
- Receive all monies on behalf of the Scout Group, to keep account of all funds and payout on the authorisation of the Group Executive Committee
- Receive individual Group membership subscription fees and forward them to the District Treasurer
- Maintain effective communication with the District Treasurer
- Be a full and active member of the Group Executive Committee.
- Work with the County Executive Committee to attract funding / grants / income to the County

3. **Title:** Group Secretary

Outline: To assist the Group Chairperson in the effective administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound administrative support and information to the Scout Group

Responsible to: Group Chairperson]

Main Contacts: Members of the Group Executive, District Secretary, Group Scout Leader, Section Leaders in the Group, Group Treasurer and the Group Chairperson.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

Main Tasks "Specific" Tasks

- Act as Secretary to the Scout Group Council
- Act as Secretary to the Scout Group Executive Committee
- Work closely with and support the Group Chairperson
- Provide sound administration in respect of the obligations according to POR, including:
inventories of Group equipment.
- Ensure completion of the Group Annual Census return
- Maintain records and lists of members and associate members as required for the effective administration of the Scout Group
- Ensure documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe and secure place, ensuring there is a full recovery of all files stored electronically
- Maintain effective communication with the District Secretary
- Be a full and active member of the Group Executive Committee.
- Work alongside the Group Executive Committee in producing the Scout Group Annual Report

4. **Title:** Group Scout Leader

Outline: To ensure the effective operation of the Scout Group and the development of Scouting within the Group in accordance with the Purpose, Principles and Policies of The Scout Association.

Responsible for: All Section Leaders and Assistant Group Scout Leaders in the Scout Group. The GSL also has an overview of the other roles within the Scout Group and the Group Executive Committee.

Responsible to: District Commissioner

Main Contacts: Parents / carers of the young people within the Scout Group, Section Leader and their leadership teams within the Group, District and County / Area Commissioners, Group Executive Committee members, Sponsors of the Group, Field Development Officers,

Appointment Requirements: Completion of a wood badge relevant to the Group Scout Leader appointment. Eligible for charity trustee status

Priority Tasks

These are the most important tasks for the Group Scout Leader

- To ensure the Scout Group has an adequate team of “fit and proper” adults working effectively together and with others to meet the Scouting needs of the area.
- To ensure that all adults are adequately supported including induction, review and development.
- To ensure that a challenging and exciting balanced programme is carried out throughout the Scout Group and that all adults are supported in carrying out their tasks.
- To resolve any problems that may occur within the Scout Group.
- To act as a charity trustee of the Scout Group.

Additional Tasks : These tasks should be done as time permits

- Annually nominate members of the Group Scout Council to serve on the Group Executive Committee, in particular, an effective Group Chairman.
- To ensure with the Group Executive, that risk assessments are carried out and to ensure that the relevant first aid provision, fire regulations and authorisations have been attained.
- To hold regular meetings of the adult leadership team to promote communication, links and activities between the Sections.
- Attend Group Executive meetings to present resource and financial requirements identified by the leadership team.
- To ensure the Scout Group is promoted and publicised within the local community including establishing links with other youth organisations and schools.
- To recommend awards for adult members of the Group
- To ensure that all Leaders and Assistants in the Group carry out their specific learning and are keeping adequate records of the development of their Personal Learning Plan.
- To ensure with the Executive that effective administration, record keeping and communication happen within the Group.

- To produce and implement a Group development plan that ensures the Scout Group continues to meet the potential Scouting needs within the area.
- Agree the remits of any Group Scout Fellowship.
- To attend District GSL meetings and maintain effective communication with the DC, DESC, local Scout Fellowships and any other members of the community whose support could assist the Group.