

# **The Constitution of 8<sup>th</sup> Bridgnorth Scout Group**

## **1. Introduction**

This document describes the Purpose, Method, Management and Constitution of 8<sup>th</sup> Bridgnorth Scout Group. This document is based on guidelines issued by the Scout Association in their document "Policy, Organisation and Rules".

8<sup>th</sup> Bridgnorth Scout Group is a not-for-profit organisation and is a Registered Educational Charity, Charity number: 1201204. 8<sup>th</sup> Bridgnorth Scout Group is led by a Group Scout Leader and managed by a Group Trustee Board, who in turn are accountable to the Group Scout Council for the satisfactory running of the group. The Group Scout Leader is assisted and supported by the Group Leadership Team in the delivery of the balanced program for the young people within the Scout Group.

8<sup>th</sup> Bridgnorth Scout Group headquarters is based at: The Scout Hut, Love Lane, Bridgnorth, Shropshire. WV16 4HD

The Scout Group ideally includes a Squirrel Scout Drey, Beaver Scout Colony, Cub Scout Pack and Scout Troop. It may also have a Partnership Agreement with Panthers Explorer Scout Unit.

### **1.1 Purpose and Value of Scouting**

Our aim is to provide adventurous and exciting Scouting opportunities to all Young People in the Bridgnorth area from the age of 4 to 18. The purpose of Scouting is: "To actively engage and support young people in their personal development, empowering them to make a positive contribution to society". This purpose is met by carrying out the Scout Associations method through the balanced program. As Scouts we are guided by the values of:

- Integrity – we act with integrity; we are honest, trustworthy and loyal
- Respect – we have self-respect and respect for others
- Care – we support others and take care of the world in which we live
- Belief – we explore our faiths, beliefs and attitudes
- Co-operation – we make a positive difference; we co-operate with others and make friends

### **1.2 The Scout Method**

Scouting uses a Method, which is young people, in partnership with adults, working together based on the values of Scouting and:

- enjoying what they are doing and having fun
- take part in activities indoors and outdoors
- learning by doing
- participating in new and challenging activities
- working in groups
- taking responsibility and making choices
- sharing in spiritual reflection
- making and living out their Promise

### **1.3 The Balance Programme**

The balanced programme provides a framework for the progression of training, activities and awards that covers everything that young people do in Scouting from the ages of 4 to 25. It involves helping young people to grow through six tailored programme zones: Community, Global, Beliefs and attitudes, Outdoor and Adventure, Creative Expression and Fit for life. The programme is everything we do as Scouts: it includes the activities, badges, challenges and awards.

## 1.4 Key policies

8<sup>th</sup> Bridgnorth Scout Group has its own policies relating to: Premises, Safety, Membership, Finances, Attendance and Waiting List, plus we have adopted the Scout Association key policies relating to: Equal Opportunities, Privacy and Data Protection, Religion, Safeguarding, Vetting and Anti-Bullying, these can be found in the latest edition of Policy, Organisation and Rules of the Scout Association.

## 2 The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in 8<sup>th</sup> Bridgnorth Scout Group. It is the body to which the Group Trustee Board is accountable.

### 2.1 Membership of the Group Scout Council

Membership of the Group Scout Council is open to:

- All appointed Leaders in the Group
- Drey, Colony, Pack and Troop Assistants
- Occasional Helpers
- Skills Instructors
- Patrol Leaders
- Parents of Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts
- Any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader or the Group Trustee Board
- Panthers Explorer Scout Leaders

The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

The County Commissioner has right of attendance at the Group Scout Council meetings

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 Trustee Board

### 2.2 Meetings of the Group Scout Council

The Group Scout Council must hold an Annual General Meeting within six months of 31<sup>st</sup> March (the financial year end) to:

- Receive and consider the Trustees' Annual Report of the Group Trustee Board, including the annual statement of accounts (following examination by an appropriate independent examiner or auditor)
- Approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Trustee Board
- Elect a Group Secretary, Group Treasurer and other members of the Group Trustee Board
- Appoint an auditor or independent examiner
- Appoint a President
- Reconfirm certain resolutions:
  - Agree a quorum for meeting of the Group Scout Council, meetings of the Trustee Board and any sub-Committees
  - Agree the number of members that may be elected to the Groups Trustee Board
  - Re-confirm the adoption of the Constitution of the Scout Group Council

The Group Scout Council must ensure the key governance roles must be distinct to manage conflict of interest, this means the chair, secretary and treasurer roles must not be combined in any way.

### **3 The Group Trustee Board**

The role of the Group Trustee Board is to support the Group Scout Leader in meeting the responsibilities of his/her appointment and ensure the effective administration of the Scout Group. The Group Scout Leader nominates the Chair and the relationship should be one of partnership and mutual support. The appointment is approved by the members of the Group Scout Council at the Annual General Meeting. The Group Trustee Board aims to make sure that the Scout Group has the facilities and resources needed to deliver good quality Scouting in the Group.

The Members of the Trustee Board must act collectively as Charity Trustees of 8<sup>th</sup> Bridgnorth Scout Group and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of the Scout Association and this constitution
- Protect and maintain the Group's property and equipment
- Raise funds and manage the Group's finances
- Provide insurance for people, property and equipment
- Provide sufficient resources for Scouting to operate. This includes supporting recruitment, other adult support and fundraising activities
- Manage and implement the Group Policies
- Promote and support the development of Scouting in the local area
- Ensure that a positive image of Scouting exists in the local community
- Appoint and manage the operation of any sub-Committees, including appointing Chairs to lead these
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- Open, close and amalgamate Sections in the Group when necessary

The Trustee Board must also:

- Appoint Administrators, Advisers, and Co-opted members of the Trustee Board
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer
- Present the Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting, within six months of the Financial end of year; file a copy with the District Trustee Board and to the Charity Commission regulator (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Trustee Board business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation
- Ensure line management responsibilities for employed staff are clearly established and communicated

#### **3.1 Membership of the Trustee Board**

The Group Trustee Board consists of:

##### **Ex-officio Members**

- The Group Chair
- The Group Secretary
- The Group Treasurer
- The Group Scout Leader
- All Section Leaders (i.e. individuals holding a Squirrel Scout Leader, Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function
- The Panthers Explorer Scout Leader (as stated in the Partnership Agreement and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function)

## **Elected Members**

- The Group Secretary
- The Group Treasurer
- Other persons, ideally one parent from each section of the group, and no more than 8 in total
- Elections will take place at the Scout Group Council's Annual General Meeting

## **Nominated Members**

- The Group Chair by the Group Scout Leader
- Up to three other persons nominated by the Group Scout Leader
- The nominations must be approved at the Scout Group Council's Annual General Meeting

## **Co-opted Members**

- Persons co-opted annually by the Group Trustee Board
- The number of co-opted members must not exceed the number of elected members

## **Right of Attendance**

- The District Commissioner, District Chair and County Commissioner have the right of attendance at Group Trustee Board meetings and sub-committees

### **3.2 Additional requirements for sub-committees**

- The Group Scout Leader and Group Chair will be ex-officio members of any sub-committee
- Any fundraising committee must include at least two members of the Group Trustee Board and no Section or Assistant Section Leader may serve on such a fundraising committee

### **3.3 Additional requirements for Charity Trustees**

- All ex-officio, elected, nominated and co-opted members of the Group Trustee Board are Charity Trustees of the Scout Group
- Only persons aged 18 or over may be full voting members of the Group Trustee Board because of their status as Charity Trustees
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts (see Rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018
- All members must take an enhanced DBS check and complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.

## **4 The Group Leaders' Meeting**

Membership of the Group Leaders' Meeting consists of the Group Scout Leader as Chair, all Section Leaders, Assistant Leaders, Section Assistants and Panther's Explorer Scout Leaders.

### **4.1 The role of the Group Leaders' Meeting is to:**

- consider the well-being and development of each Member of the Group
- ensure the progress of each Member through the programme
- plan and co-ordinate all the Group's activities, including District Activities
- to keep the Group Trustee Board advised of the financial and other resource requirements of the training and young people's balanced programme

## **5 Conduct of meetings**

- Only members as defined above may vote in meetings of the Group Scout Council and the Group Trustee Board
- Decisions are made by the 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 Chair does not have a casting vote and the matter is taken as not carried
- The quorum for meetings of the Group Scout Council is 25% of the membership or at least 20 members
- The quorum for meetings of the Group Trustee Board is 25% of the membership or at least 5 members
- Electronic voting (e.g. email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of the members must approve the decision
- The Group Trustee Board can meet by telephone or video conference, as well as face to face
- Notice of meetings of the Group Scout Council will usually be 22 days prior to the date of the meeting
- Changes to the constitution and any proposals must be given at least 15 days before the Annual General Meeting
- Group Trustee Board and Group Leaders' meetings will take place termly
- Group Scout Council meetings will be held annually or when / if extra meetings are required