

# THE CONSTITUTION of 22<sup>nd</sup> BROMLEY (3<sup>rd</sup> HAYES) SCOUT GROUP



22<sup>nd</sup> Bromley (3<sup>rd</sup> Hayes)  
Scout Group

## Part 1: Context

This constitution explains what our charity is set up to do, and how it should operate. It sets out the rules to be followed in the governance of the charity.

In the interest of openness, especially for new members of the Group Scout Council, the Scout Council should re-adopt this constitution and record the re-adoption in the minutes at each Annual General Meeting.

### 1.1 The Purpose of Scouting

Scouting in the UK is organised through The Scout Association. The Scout Association has a clear purpose: 'Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.'

The Scout Association's method of meeting the purpose of Scouting is through the balanced programme.

#### 1.2.1 The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

#### 1.2.2 Our Values

As Scouts we are guided by these values:

- **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

### 1.3 The Balanced Programme

The programme is everything we do as Scouts – it includes the activity badges, challenge badges and awards. This programme is planned by the section leadership teams in partnership with young people and provides a framework for the progression of informal learning, events and activities that covers everything that young people take part in from the ages of 4 to 25. The programme is flexible and has room to adapt and accommodate the needs of the individuals in the section.

The balanced programme for all sections is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards support all aspects of Scouting, including the main themes: leadership, teamwork and personal development and through six tailored programme zones: community, global, beliefs and attitudes, outdoor and adventure, creative expression and fit for life. The programme is delivered in a balanced way

that incorporates elements from each theme, to offer young people the most interesting and diverse experience.

#### **1.4 Key Policies**

We follow and adhere to The Scout Association's key policies relating to:

- Equal Opportunities
- Privacy and Data Protection
- Religious
- Safeguarding
- Safety
- Vetting
- Youth Member Anti-Bullying

No order of importance or priority is implied - they are all equal. These can be found in the current edition of the Policy, Organisation & Rules of The Scout Association and [www.scouts.org.uk/about-us/policy](http://www.scouts.org.uk/about-us/policy)

#### **1.5 Structure of the Scout Association**

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties, Scout Regions and Country Headquarters. These units of Scouting provide:

- Support
- Channels for communication
- Opportunities for youth members and adults to make decisions and take responsibility
- Functional units through which the design and delivery of the youth programme can be best achieved.

The Scout Group is the local organisation for Scouting. It combines together the different sections and comprises of one or more of any or all of the following:

- a Squirrel Scout Drey
- a Beaver Scout Colony
- a Cub Scout Pack
- a Scout Troop

A Scout Group can also consist of any number of sections in the different age groups. All sections in a Scout Group provide co-educational Scouting.

Additionally, an Explorer Scout Unit may also be attached to a Scout Group.

#### **1.6 Registration of Scout Groups**

A Scout Group cannot exist unless it has a current registration with the Scout Association. Registration is renewed annually by completing and submitting an annual registration and census return as directed by UK Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, and County Membership Subscriptions payable.

The registration, suspension, and alteration or cancellation of registration are matters for the District's Lead Volunteer and District Trustee Board.

Charity Law does not permit a Scout Group to transfer from the Scout Association to any other body whether calling itself a Scout organisation or by any other name.

## 1.7 Our Aim (Public Benefit Statement)

We are part of The Scout Association, the UK's biggest coeducational youth organisation. We help children and young adults reach their full potential and gain skills for life.

We actively engage and support our members in their physical, intellectual, social and spiritual development and to achieve their full potential as individuals, as responsible citizens, and as members of their local, national and international communities.

We operate within a framework of safety to enable young people to take part in adventurous activities safely. Our charitable objectives help young people learn by doing, share in spiritual reflection and take responsibility. Working together, they make choices, take part in new, challenging, and unique experiences, help others and live their Scout Promise.

In partnership with adults, young people take part in fun indoor and outdoor activities. Activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. We help young people to get jobs, save lives and even change the world by contributing to social change and make a positive contribution to society.

There's something for every young person. It's a great way to have fun, make friends, get outdoors, express creativity, and experience the wider world.

We believe that we've met the Charity Commission for England and Wales's public benefit criteria for both the advancement of education, and the advancement of citizenship and community development and being as diverse as the communities we serve.

## Part 2: Management of 22<sup>nd</sup> Bromley (3<sup>rd</sup> Hayes) Scout Group

22<sup>nd</sup> Bromley (3<sup>rd</sup> Hayes) Scout Group ("The Group") is an autonomous organisation holding its property and equipment and admitting young people to membership of The Group subject to the policy and rules of The Scout Association.

The Group is a not-for-profit organisation and is a Registered Educational Charity. The Group is led by a Group Lead Volunteer and managed by a Group Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Lead Volunteer for the Group is assisted and supported by the Group Leadership Team and Group Trustee Board in supporting our Section Team deliver balanced programmes for the young people within the Scout Group.

## Part 3: The Group Scout Council

The Group Scout Council is the electoral body which has charity governance responsibility for Scouting in the Scout Group. It is the body to which the Group Trustee Board is accountable.

The Group Scout Council has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments.

The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

The Group Scout Council has no Trustee responsibilities.

## 3.1 Membership

### Ex officio

The ex officio members of the Group Scout Council are:

- a) all adult members of the Group – see Group roles listed in the POR Chapter 16: Roles Table
- b) all Patrol Leaders of the Troop(s) in the Group
- c) parents or carers of Squirrels, Beavers, Cubs and Scouts

- d) Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e) parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f) the Sponsoring Authority, where there is one, or its nominee
- g) the District Lead Volunteer
- h) the District Trustee Board Chair

### **Appointed**

The appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Lead Volunteer and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio members.

Appointed and co-opted Group Scout Council members must not be recorded on The Scout Association's membership system.

An appointed member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

### **Community**

The community members of the Group Scout Council are representatives of the local community appointed because of their role rather than by their name. They are appointed by the Group Scout Council on the recommendation of the Group Lead Volunteer and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members.

The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.

Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.

Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.

Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

### **Right of attendance**

The Lead Volunteer for the County has a right of attendance at all Group Scout Council meetings in the Scout County.

### **Termination**

Membership of the Scout Council ends upon:

- a) the resignation of the Scout Council member
- b) the member no longer qualifying as a member of the Scout Council
- c) dissolution of the Scout Council
- d) the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board

### 3.2 Annual General Meeting

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

- i. **undertake governance oversight by**
  - approving the minutes of the previous Group AGM
  - adopting (or re-adopting) the constitution of the scout council (a revised modal constitution will be published in the April edition of POR, rule 5.3 – see the appendix of this guide)
  - noting the dates of the group's financial year approving appointed and community members of the Group Scout Council
  - agreeing the maximum total number of members of the Group's Trustee Board
  - agreeing the quorum for future meetings of the Group Scout Council.
  
- ii. **review the previous year:**
  - receive from the Leaders in the Group an overview of the past 12 months of activity in the Group
  - receive and consider the trustees' annual report and the annual statement of accounts prepared by the trustee board
    - i. the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer
    - ii. the trustees' annual report and accounts presented to the group scout council must include the formal report prepared by the auditor, independent examiner, or scrutineer.
  
- iii. **Make appointments:**
  - appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
  - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be reappointed after years 1 and 2).
  - appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, each Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
  - approve the appointment (or re-appointment) of any Presidents or Vice Presidents
  - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

### 3.3 The quorum for meetings of the Group Scout Council

The quorum for meetings of the Group Scout Council is 5, which must include the Group Lead Volunteer or Group Chair (or their formal delegate) plus 2 other members of the current group trustee board.

### 3.4 Appointments and Elections

The positions of Group Chair, Group Secretary (if appointed as a trustee), and Group Treasurer cannot be held by an appointed Section Team or Group Leadership Team member.

Following each Annual General Meeting, the Secretary must ensure that:

- 1) all nominated or elected Trustees are recorded on the membership system, as required by Rule 16.1.3
- 2) the Trustee Annual Report and Accounts are filed as described in Rule 5.7

No individual can hold more than one nominated, elected or co-opted position on the Group Trustee Board. Appointments on the Group Trustee Board may be terminated by:

- The resignation of the holder
- The unanimous resolution of all other members of the Group Trustee Board
- 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

All persons becoming members of the Group Trustee Board must complete the Scout Association's adult appointments process which includes a Personnel Enquiry.

### **3.5 Conduct of meetings**

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 Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

## **Part 4: The Group Trustee Board**

### **4.1 Trustee Board – purpose**

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance, and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people. All members of the Group Trustee Board are charity trustees.

#### **4.2 The Responsibilities of the Group Trustee Board**

The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

The scout group is:

- well managed
- carrying out its purposes for the public benefit
- complying with the charity's governing document and the law
- managing the charity's resources responsibly

And that the scout group:

1. is operating compliant with Policy, Organisation & Rules (POR), including effective management of the key policies listed in chapter 2 - equal opportunities privacy and data protection, religious, safeguarding, safety, vetting, youth member anti-bullying policies.
2. ensures that young people are meaningfully involved in decision making at all levels
3. plan so that there are sufficient resources (funds, people, property and equipment) available to meet the planned work of each sections in the group to enable the delivery of high quality programme and the youth training programme
4. has a positive image in the local community

The Trustee Board members must themselves collectively:

1. develop and maintain a risk register, including putting in place appropriate mitigations
2. ensure that the group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the group
3. maintain and manage:
  - a reserves policy (including a plan for use of reserves outside the 'minimum')
  - an investment policy
  - a public benefit statement for the group
4. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the group is properly protected and maintained
5. promote and support the development of scouting in the local area
6. ensure the appointment and management and operation of any sub-committees, including appointing a chair to lead the sub-committee
7. ensure that effective administration is in place to support the work of the Trustee Board
8. appoint any Administrators, Advisers and co-opted members of the Trustee Board
9. ensure transparency of operation, including:
  - prepare and approve the annual accounts and arrange their sign-off of by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting (AGM)
  - prepare and approve the Trustees' annual report (which must include the annual accounts)

- present the approved Trustees' annual report and annual accounts to the scout council at the AGM
  - following the AGM, ensure that a copy of the trustee annual report and accounts is sent to the District Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it)
  - take responsibility for adherence to data protection legislation (GDPR), recognising that, dependent on circumstances, it will at different times act as a data controller and as a data processor
  - individually and collectively maintain confidentiality regarding appropriate trustee board business
10. put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
11. where staff are employed:
- act as a responsible employer in accordance with scouting's values and relevant legislation
  - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
  - ensure that appropriate specific personnel insurance is in place

### **4.3 Trustee Board Membership**

The Group Trustee Board consists of:

- The Group Lead Volunteer (ex officio member)
- The Group Chair
  
- The Group Treasurer
- Appointed members of the Trustee Board, appointed by the Group Scout Council at their AGM.

Where there are joint role holders, only one of the joint role holders should be an ex officio member of the Group Trustee Board. This must be decided jointly by the role holders in consultation with the Group Lead Volunteer and the Group Chair.

The term limits for Trustees are specified in POR Rule 5.3.1.6:

- a. Appointed Trustees are appointed by the Scout Council for an initial period of no longer than three years.  
Further periods of appointment may be agreed by the Scout Council.
- b. Co-opted Trustees are appointed by the Trustee Board for an initial period of one year.  
Further periods of appointment may be agreed by the Trustee Board, however co-opted Trustees are encouraged to move to being appointed trustees at the next AGM.
- c. Appointed and co-opted Trustees must serve no more than nine years in any Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer on the same Trustee Board, that person could serve as Treasurer for no more than six years.
- d. Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. If their ex officio role is held for less than nine years, then they may hold an appointed

or co-opted Trustee role to a maximum of nine years as a Trustee on the specific Trustee Board.

- e. A volunteer who has been a Trustee may be considered for re-appointment to the same Trustee Board after a gap of three years.
- f. Ex officio Trustees hold their trustee responsibilities for as long as they hold their role that includes trustee responsibility. Their Trustee membership of the Trustee Board ceases as soon as they are no longer in role.
- g. The nine year Trustee maximum term rule referred to in 5.3.1.6 comes into effect from the charity's AGM held during 2024.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts. (See POR rule 16.1.1.5). This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks.

All Trustees must complete Getting Started Training, which consists of:

- Module 1: Essential Information
- Introduction to being a trustee
- Safety
- Safeguarding
- The General Data Protection Regulation Awareness

This must be completed and validated within five months of appointment.

If the Chair, Secretary (if appointed as a Trustee), or Treasurer resigns before the next annual general meeting, filling the vacancy as soon as possible should be prioritised. All actions must be taken via a majority vote of the Trustees, with vacancies of the role of Chair also requiring agreement by Group Lead Volunteer. These appointments are short-term, until the next annual general meeting.

There is no role of acting Chair, Secretary or acting Treasurer.

The Trustees must either:

- a) appoint a current Trustee to the role, or
- b) co-opt a Trustee to take the role, subject to provisions for co-opting Trustees as laid out in this document

In extreme circumstances the Group Lead Volunteer may act as Chair for a short period.

#### **4.4 Right of Attendance**

The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

#### **4.5 The quorum for meetings of the Group Trustee Board**

The quorum for meetings of the Group Trustee Board is 2 or the number nearest to one-third of the total number of trustees, whichever is greater, which must include the Group Lead Volunteer or Group Chair or their formal delegate.

#### **4.6 Conduct of meetings**

The Group Trustee Board should formally meet at least three times during each calendar year (not including the AGM of the Group Council).

Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

Ex officio, nominated, elected and co-opted members of the Group Trustee Board are charity Trustees. Only members of a Trustee Board may vote in meetings of the Trustee Board. of the Group. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

#### **4.7 Procedure for Meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. 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 not to have been carried.

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 Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

#### **4.8 Sub-Committees**

The Group Trustee Board may establish any sub-committees that it deems necessary, ensuring that:

- a) the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b) each sub-committee of the Trustee Board consists of members approved by the Trustee Board

Members of sub-committees are not Trustees unless they are members of the Trustee Board.

The Group Lead Volunteer and the Group Chair are ex-officio members of any sub-Committee of the Group Trustee Board.

#### **4.9 The quorum for meetings of Sub-committees**

The quorum for meetings of Sub-committees of the Group Trustee Board is 2, which must include the sub-committee chair.

### **Part 5: Finance**

#### **5.1 Budgeting and Expenditure**

The Group Trustee Board must ensure that proper financial planning and budgetary control is operated within the Group.

The Group Leadership Team Meeting must be consulted on the financial planning of the Group's, activities.

Subscriptions paid by members of sections or for other activity within the Group or on their behalf must be handed to the respective Treasurer or their nominee as soon as possible after receipt. Changes to subscriptions charged by Sections of their members require the approval of the Group Trustee Board.

The receiving Treasurer should make the necessary records and pay the money into the Group, District or County bank account(s) as soon as practicable.

All expenditure not specifically planned within the Group Trustee Board's budget must be approved by the Trustee Board to ensure that any financial liability incurred can be met.

When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity.

## **5.2 Funds administered by Sections**

Each Section must itself administer sums collected through subscriptions, charged for section activities, and/or allocated to it by the Group Trustee Board.

All funds administered by sections remain the assets of The Group and must be consolidated into the Group accounts at the end of the financial year.

Each Section must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of twelve months.

## **5.3 Bank Accounts**

All monies received by or on behalf of the Group whether directly or from supporters, must be paid into a bank account, National Savings account or building society account held in the name of the Group.

The Group bank account(s) will be operated by the Group Treasurer and other persons authorised by the Group Trustee Board. The Section bank accounts (when held) will be operated by the Section Leader, other leader if designated to administer the section's accounts, and the Group Treasurer.

The bank(s) at which the Group account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

All Group account(s) will be operated by the respective Treasurer and other members authorised by the relevant Trustee Board. A minimum of two unrelated persons authorised by the Trustee Board must approve all withdrawals and payments.

Under no circumstances must any monies received by a section or supporter on behalf of the Group, District or County be paid into a private bank account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the relevant Trustee Board has so authorised beforehand and if a proper account of the receipts and payments is kept.

Funds not immediately required must be transferred into a suitable investment account held in the name of the Group.

Group funds must be invested as specified by the Trustee Act 2000.

## **5.4 Statement of accounts**

The Group is under a statutory obligation to keep proper books of account.

A statement of accounts, detailing all monies received or paid on behalf of the Group, include all sections, committees, must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the rules of the Scout Association. This statement must account for all monies received or paid on behalf of the Group, including all Sections and Committees.

Signed copies of the Trustees' annual report and accounts must be sent to the District Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

### **Preservation of books of account**

Statements of account and all existing accounting records must be preserved for at least 6 years from the end of the financial year in which they are made, or for such longer period as may be required by HMRC or other relevant body.

### **Payment of the membership subscription**

In order to meet the costs of UK Headquarters services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters Membership Subscription to be paid for each member aged under 18.

The amount of the membership subscription is decided annually by the UK Headquarters Board of Trustees.

In addition, to meet local costs, the local Group, District and County charge a membership subscription.

The Group is responsible for the collection and payment of the UK Headquarters membership subscriptions and County and District subscriptions in accordance with the numbers returned on the annual census of membership return which is submitted in the first quarter of year.

Payment of annual membership subscriptions should be remitted to the District Treasurer not later than the date annually notified by the District.

Membership subscriptions may be collected from youth members or their parents by a method decided by the Group Trustee Board.

The Group is encouraged to use the Gift Aid scheme for subscription payments.

The amount of the UK Headquarters membership subscription decided by the Board of Trustees applies to the whole of the United Kingdom, and The Scout Association members overseas.

### **Fundraising**

In order to maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially.

Groups are expected to generate sufficient funds to carry out their own programme of activities.

Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.

Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.

Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:

- a) the proceeds of the activity go wholly to the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group
- b) it does not encourage the habit of gambling.

Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.

Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Where the reason for the fundraising is stated, the proceeds must only be used for that purpose.

### **Joint Fundraising Projects**

Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.

Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.

When participating in a joint project, terms should be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

### **Grant Aid and Loans**

Provided that a Group raises a proportion of its own funds, it may accept financial support in the form of grant aid or loans.

Applications for grants or loans

- a) Group and District applications for grants or loans from Local Authorities must be approved by the District Chair and the County Commissioner before submission.
- b) Group applications for grants or loans from UK Headquarters must have the approval of the Group Chair and the District Commissioner.
- c) Group applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and of the District Commissioner if the latter so directs.

If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

### **Disposal of assets**

Disposal of Group assets at amalgamation

- a) If two or more Groups amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation
- b) The statement, together with all Group assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group formed by the amalgamation
- c) If the receiving Treasurer considers it necessary, after consultation with the Group Trustee Board, they may ask the Group Trustee Board to appoint an appropriate person to examine the accounts.

Disposal of assets at closure

- a) If the a is closed, the Treasurer must prepare a statement of account at the effective date of closure
- b) The statement, together with all assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c) The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

Assets or liabilities remaining after closure

- a) Any assets or liabilities remaining after the closure of the Group will automatically pass to the District Scout Council which may use or dispose of these assets at its absolute discretion.

If there is any reasonable prospect of the Group being revived the disposal of assets may be delayed for such a period as the District thinks proper with a view to returning them to the revived Group.

The Trustee Board is responsible for preserving the statements of account and all accounting records of the Group.

**Part 6: This Constitution**

All changes to this constitution must be approved by a meeting of the Group Scout Council.

Minor changes can be provisionally approved by the Group Trustee Board, and brought into effect pending full approval the Group Scout Council.

In the event of a significant change being needed before the next Annual General Meeting of the Group Scout Council, then an Extraordinary meeting of the Council should be sought.

This document is based on the Scout Association’s “Policy, Organisation and Rules” (P.O.R.). Where the two differ, this constitution has jurisdiction over The Group.

When POR is updated, the relevant changes will be reviewed by the Group Lead Volunteer, and appropriate changes proposed to The Group’s constitution if necessary.

For any matter not covered in this constitution, reference should be made to P.O.R. The rules or recommendation made therein will then apply to The Group until consideration by the Group Trustee Board and/or the constitution is amended.

Signed by:

Signature			
Name			
Position			
Date			

Signature			
Name			
Position			
Date			

**Revision History**

Version 1			
