

Constitution

Policy Owner - Rebecca Lincoln – Group Scout Lead Volunteer

Date of Policy – 29th June 2023 and adopted at AGM 10th July 2023

To be Reviewed; Every 12 months

Version - 1

Policy Applicable to; All Leaders including Group Trustee Board members, Young Leaders, Volunteers, Suppliers, Contractors, and members of the Public who are involved with 2nd Acomb (St. Stephen's) Scout Group.

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Version Control

Version	Author/ Editor	Release Date
0.1	Becky Lincoln	
0.2	GLSV/Group Chair	01 July 2023

Principles

The constitution is based on the ideal Constitution as outlined in The Scout Association's Policy, Organisation and Rules (POR) 5.4 with changes made only to consider issues specific to 2nd Acomb (St Stephen's) Scout Group hereinafter referred to as 2nd Acomb Scouts.

Any future material changes or additions made by the Scout Association in POR will be reviewed and adopted unless deemed unnecessary. This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

The Group Chair, in close consultation with the Group Scout Lead Volunteer (GSLV), prior to the Annual General Meeting (AGM) each year will review the Constitution and any proposed changes will be put before that meeting for adoption.

The Group will be run in accordance with the Scout Association's Policy Organisation and Rules.

a) The Group Scout Council

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

- i. Membership of the Group Scout Council is open to:
 - All adult members and associate members of the Scout Group (see The Appointments process chapter, Table 2: Appointments of POR).
 - Explorer Scout Leaders as stated in the Partnership Agreement.
 - Patrol Leaders.
 - Explorer Scouts.
 - All parents or guardians of Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts, and Explorer Scouts.
 - The Sponsoring Authority or its nominee (St Stephen's Church, Acomb).
 - Any other supporters including former Scouts and their parents who may be admitted by the Group Scout Council on the recommendation of the Group Trustee Board or the Group Scout Lead Volunteer.
- ii. The District Commissioner and District Chair are ex-officio (by virtue of their positions) members of the Group Scout Council.
- iii. The County Commissioner has a right of attendance.
- iv. Membership of the Group Scout Council ceases upon
 - The resignation of the member.
 - The dissolution of the Council.
 - The member no longer qualifying as a member of the Scout Council.
 - The termination of membership by Headquarters following a recommendation by the Group Trustee Board.

b) The Group Scout Council – Annual General Meeting

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

- a. Undertake governance oversight.
 - adopt (or re-adopt) the constitution of the charity.
 - note the dates of charity's financial year.
 - agree the number of members that may be elected to the Trustee Board.
 - agree the quorum for each of:
 - o meetings of the Scout Council.
 - o meetings of the Trustee Board.
 - o meetings of the Leadership Team
 - o meetings of any sub-Committees

- b. Review the previous year.
 - receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Group Trustee Board.
The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.5.3).
The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.

- c. Make appointments.
 - approve the Group Scout Lead Volunteer's nomination of the Chair and Deputy Chair of the Group Trustee Board.
 - approve the Group Scout Lead Volunteer's nomination of members of the Group Trustee Board.
 - elect a Secretary to the Group Trustee Board.
 - elect a Treasurer to the Group Trustee Board.
 - elect Trustees to the Group Trustee Board.
 - approve the appointment (or re-appointment) of any Presidents or Vice Presidents.
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.

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

- 1) all nominated or elected Trustees are recorded on the membership system.
- 2) the Trustee Annual Report and Accounts are sent to the District Treasurer within 14 days.
- 3) The Charity Commission Return, Trustee Annual Report and Accounts are filed within 9 months of the Financial Year end.

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

c) The Group Trustee Board

The Group 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.

Subject to the conflict-of-interest rules (see POR Chapter 16 and the definition of 'conflict of interest in the Definitions chapter), a Trustee may be a member of more than one Group Trustee Board.

Membership of the Group Trustee Board consists of:

Ex officio, nominated, and elected members of the Group Trustee Board are charity Trustees 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.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

2nd Acomb are registered as a charity with the Charities Commission – Charity number 524830.

All Trustees must complete training as specified in POR Rule 16.2.1 and the Roles Table.

Group Trustee Boards are encouraged to have at least to full voting members between the ages of 18 and 25, 2nd Acomb looks to have 2 Youth Ambassadors on the Group Trustee Board.

Membership of the Group Trustee Board comprises:

Ex-officio Members: Persons entitled to be members because of their role in the Group.

- The Group Chair
- The Group Deputy Chair
- The Group Secretary (Elected at AGM)
- The Group Treasurer (Elected at AGM)
- The Group Scout Lead Volunteer
- The Deputy Group Scout Lead Volunteer
- The Sponsoring Authority or its Nominee

Holders of the following appointments must expressly indicate at the AGM (in writing or orally at the meeting) that they are willing to serve on the Group Trustee Board.

- All Section Leaders (i.e., individuals holding a Squirrel Scout Leader, Beaver Scout Leader, Cub Scout Leader, or Scout Leader role)
- Explorer Scout Leader(s) (as stated in the Partnership Agreement)

Where there are joint role holders (e.g., for Deputy Group Scout Lead Volunteer), 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 Scout Lead Volunteer and the Group Chair.

Elected Members: Persons elected at the Group AGM, (these will not exceed six in number)

- Representative from the parents of the youth members x5 (ideally to be spread over the variety of age groups)

Nominated Members: Additional persons nominated by the Group Scout Lead Volunteer, in consultation with the Group Chair to the following posts:

- Youth Ambassador x 2

The nominations must be approved at the Group Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted after a review with their line manager to assess continued suitability off the role.

Co-opted Members: Persons may be co-opted annually by the Group Trustee Board and have full voting rights provided they opt in to become trustees. The number of co-opted members must not exceed the number of elected members.

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

Members of the Group Trustee Board must act collectively as charity trustees and in the best interests of the Group's members.

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

The Group is:

- Well Managed.
- Conducting its purposes for the public benefit.
- Complying with the Group's governing document and the law.
- Managing the Group's resources responsibly.
- operating and compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- Ensuring young people are meaningfully involved in decision making at all levels.
- Ensuring there are sufficient resources (funds, people, property, and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme.
- Ensuring Scouting has a positive image in the local community.

The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations.
- b) ensure that the group's finances are responsibly managed, including development and maintenance of appropriate budgets to support the work of the Group.
- c) maintain and manage:
 - a reserves policy for the group (including a plan for use of reserves outside the 'minimum').
 - an investment policy for the Group.
 - a public benefit statement for the Group.
- d) 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.
- e) promote and support the development of Scouting in the local area.

- f) ensure the appointment and management and operation of any subcommittees, including appointing a Chair to lead the sub-committee.
- g) ensure that effective administration is in place to support the work of the Group Trustee Board.
- h) appoint any Administrators, Advisers, and co-opted members of the Group Trustee Board.
- i) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner, or scrutineer as appropriate and as appointed by the Group Scout Council at their Annual General Meeting.
 - prepare and approve the Trustees' Annual Report and Annual Account.
 - present the approved Trustees' Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting (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.
- j) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at various times function as a Data Controller and as a Data Processor.
- k) individually and collectively maintain confidentiality regarding appropriate Trustee Board business.
- l) where staff are employed:
 - function 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.

The Group Trustee Board must also provide any necessary support to the Group Scout Lead Volunteer, when required, to assist the opening, change, merging or closing of sections in the group.

d) Group Leadership Team

- i. Membership of the Group Leadership Team consists of the Group Scout Lead Volunteer as chair, all Deputy Group Scout Lead Volunteers, all Section Leaders, and any other member who may be invited to share their expertise on the topic.
- ii. The role of the Group Leadership Team is to:
 - Take operational responsibility for the Group and strategically plan for the sections including, but not limited to:
 - a) Section sizes
 - b) Leader numbers and positions
 - c) Consider the well-being and development of each Member of the Group.
 - d) Equipment or building requirements.
 - e) Whole Group Events

- f) Training Compliance (conformance to the requirements of the adult training scheme).
- g) Balance of programme (as delivered to young people in each section).
 - 1 Promote liaison between the sections and specifically to aid moving up between sections.
 - 2 Link-up activities between section
- h) To keep the Group Trustee Board advised of the financial and other resource requirements of the training programme.
- iii. The Group Team Leadership Meeting will be convened at least three times per year, or more frequently if circumstances require it.

e) Sub-Committees

The Group Trustee Board or the Group Leadership Team may create sub-committees dependent on the Sub-committee's function, to manage the work it deems necessary ensuring that:

- a) the purpose of each sub-committee is clear and has been agreed by the Group Trustee Board and/or the Group Leadership Team as appropriate.
- b) each sub-committee consists of members approved by the Group Trustee Board and/or the Group Leadership Team as appropriate.
- c) the Chair of the Group Trustee Board is an ex officio member of each subcommittee.
- d) the Group Scout Lead Volunteer is an ex officio member of each sub-committee.

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

Redmire Management Sub-Committee: refer to Redmire subcommittee terms of reference.

f) The Group Trustee Board – Conduct of meetings

Only members of a Group Trustee Board may vote in meetings of the Group Trustee Board.

At its Annual General Meeting, the Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Trustee Board and its sub-Committees.

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.

To discharge their responsibilities, the Group 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 members join by telephone or video.

Electronic voting (such as email) is allowed for decision making of the Group 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.

The Secretary must ensure that nominated and co-opted Group Scout Council Members are recorded in the minutes of the Group Scout Council meeting which is normally the Annual General Meeting. Nominated and co-opted Group Scout Council members must not be recorded on The Scout Association's membership system. Ex officio Group Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

Right of Attendance

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

g) The Group Leadership Team – Conduct of meetings

Membership of the Group Team Leadership Meeting consists of the Group Scout Lead volunteer as chair, all Deputy/Assistant Group Scout Lead Volunteers, Section Leaders. Explorer Scout Leaders May be included if stated in the partnership agreement.

Only members of a Group Leadership Team may vote in meetings of the Group Leadership Team.

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.

To discharge their responsibilities, the Group Leadership Team 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 members join by telephone or video.

Electronic voting (such as email) is allowed for decision making of the Group Leadership Team 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 Group Leadership Team meeting.

h) Section Leaders' Meeting

- i. Membership of the Section Leaders' Meeting consists of all members of a section team. The Section Leader is the chair, where there are two section leads with in a section the chair is decided by all section leads.
- ii. The role of the Section Leader' Meetings is to:
 - Promote liaison between the Troops, Packs, Colonies or Dreys and specifically to aid:
 - Termly planning
 - Moving up between sections
 - Link-up activities between sections
 - To keep the Management Team advised of the financial and other resource requirements.
 - To support the application of the adult training scheme.
- iii. The Section Leaders' Meetings will be convened at least once per term or more frequently if circumstances require it.

i) Quorums

Quorums are required for all meetings as agreed annually at the Group Scout Council Annual General meeting as listed below:

- a) Group Scout Council
- b) Group Trustee Board
- c) Group Leadership Team
- d) Sub Committees