




Constitution of Dringhouses (PC) Scout Group

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Version Control

Version	Author/ Editor	Release Date
0.1	Annie Bennett	18 th June 2020
1.0	Annie Bennett	30 th June 2020
2.0	David Thorne/Annie Bennett	15 TH May 2021
3.0	Annie Bennett	7 th May 2022
4.0	Annie Bennett/Dave Thorne/Trustee Board	15 July 2023

The Purpose of Dringhouses Scout Group

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The purpose of Dringhouses Scout Group is to deliver Scouting in the local area with that outcome.

Guiding Principles

The constitution is based on the model Constitution as outlined in The Scout Association's Policy, Organisation and Rules (POR) with changes made only to take into account issues specific to Dringhouses (Parish Church) Scout Group hereinafter referred to as Dringhouses Scouts.

Any future material changes or additions made by the Scout Association to the model constitution in POR will be reviewed and adopted unless deemed unnecessary by the Trustees and Group Scout Council


The Group Chair, in close consultation with the Group Scout Leader (GSL), prior to the Annual General Meeting (AGM) each year will review the Constitution and any proposed changes will be put before the Trustee Board for approval and the AGM

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

Preamble

This constitution describes the role, membership and operation of the Scout Council, and the Trustee Board.

In the interest of openness, especially for new members of the Scout Council, the Scout Council will re-adopt their constitution at each Annual General Meeting.

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The Group Scout Council - Membership

The Scout Council is the body which has charity governance responsibility for Scouting in the Group, District or County. The Trustee Board is accountable to the Scout Council

Membership of the Scout Council does not provide membership of the Scouts.

There are three categories of membership of the Group Scout Council:

1. Ex officio
2. Nominated
3. Right of attendance

The Secretary must ensure that nominated Scout Council Members are recorded in the minutes of the Scout Council meeting (the Annual General Meeting).

Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

The ex officio members of the Group Scout Council are:

- a) all adult members of the Group – see Group roles listed in the 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, as stated in a Partnership Agreement between the Unit, the Group and the District
- e) Parents and carers of Explorers, as stated in a Partnership Agreement between the Unit, the Group and the District
- f) Nominee of the Sponsoring Authority, (St Edward the Confessor Church Dringhouses)
- g) The District Commissioner
- h) The District Trustee Board Chair


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

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

The County Commissioner has a right of attendance at the Group Scout Council meeting (AGM)

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.

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Annual General Meeting

The Group Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

The Annual General Meeting will:


- a) Undertake governance oversight:
 - Adopt the constitution of the Group,
 - 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:
 - meetings of the Scout Council. Currently 17
 - meetings of the Trustee Board. Currently 7
 - meetings of any sub-Committees. 2
- b) Review the previous year
 - receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board. The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer and include the formal report prepared by the auditor, independent examiner, or scrutineer.
- c) Make appointments
 - approve the Group Scout Leader's nomination of the Chair of the Trustee Board
 - approve the Group Scout Leader's, nomination of members of the Trustee Board
 - elect a Secretary to the post and thus the Trustee Board
 - elect a Treasurer to the post and thus the Trustee Board
 - elect Trustees to the 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 the 14 days following the Annual General Meeting at which the annual report and accounts were received and considered.
3. The Chair will ensure that a copy of the annual report and accounts are submitted to the Charity Commission within ten months of the financial year end.

The Group Trustee Board, in line with best practice, will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

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

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The Group Trustee Board


Purpose of the Trustee Board

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. Members of the Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members acting with reasonable care and skill and take steps to be confident that:

- a) The charity 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
- b) the charity is operating 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.
- c) we are endeavouring to meaningfully involve young people in decision making at all levels
- d) 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.
- e) the Scouts has a positive image in the local community

The Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c) maintain and manage:
 - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity 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 sub- committees, including appointing a Chair to lead the sub-committee

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- g) ensure that effective administration is in place to support the work of the Trustee Board
- h) appoint any Administrators, Advisers and co-opted members of the 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 Scout Council at their Annual General Meeting
 - 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 Annual General Meeting (AGM)
 - following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District administration and is filed with the appropriate charity regulator (if the regulator's rules require it)
- j) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- k) individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- l) the Group has resolved not to employ staff but were that to change the Group would:
 - 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

The Group Trustee Board must also:

- Provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group

A Trustee Board may create sub-committees to manage the work 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
- c) the Chair of the Trustee Board is an ex officio member of each sub- committee
- d) the Group Scout Leader, is an ex officio member of each sub-committee

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

Trustee Board - Membership

Subject to the conflict of interest rules a Trustee may be a member of more than one Trustee Board.

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

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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.

All Trustees must complete training as specified in POR

The Group should where possible follow the good practice of having, as full voting members, at least two people aged between their 18th and 25th birthdays.

The Group Trustee Board

- a) The ex officio members of a Group Trustee Board are:
- The Group Chair
 - The Group Secretary (if appointed as a Trustee)
 - The Group Treasurer
 - The Group Scout Leader
 - The Deputy Group Scout Leader's
 - All persons with a Section Leader role in a Squirrel, Beaver, Cub, Scout or Active Support section in the Group, subject to that Section Leader stating to the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board.
 - The Explorer Leader's as stated in the Explorer Scout Unit Partnership Agreement, subject to that Explorer Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.
 - The Sponsoring Authority or its nominee
- b) The elected members of a Group Trustee Board are persons elected by the Group Scout Council at the Group Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Group Scout Council at their AGM. There must be a maximum of six elected:
- The posts below were formally known as Parent Reps
 - Section Representative for Squirrels
 - Section Representative for Beavers
 - Section Representative for Cubs
 - Section Representative for Scouts
 - Section Representative for Explorers.
- c) The nominated members of a Group Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. 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 and may include the following posts
- Assistant Treasurer

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- Quartermaster
 - Training Manager
 - Safety Officer
 - Keeper of the Fabric.
 - Transport manager
- d) The co-opted members of a Group Trustee Board are persons co- opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- There are currently no co-opted members
- e) The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of the Group Trustee Board.
- If a Trustee Board Chair, Secretary or Treasurer resigns, before the next annual general meeting, the vacancy should be filled as soon as possible and all actions must be taken via a majority vote of the Trustees, with vacancies of the role of Chair also requiring agreement by the relevant Commissioner. These appointments are short-term, until the next annual general meeting. The Trustees must either:
- a) appoint a current Trustee to the role, or
 - b) co-opt a Trustee to take the role
- There is no role of acting Chair Secretary or acting Treasurer.

In extreme circumstances the relevant Commissioner may act as Chair for a short period.

Trustee Board - Conduct of meetings


Only members of a Trustee Board as defined previously may vote in meetings of the Trustee Board. All Meetings will be conducted in accordance with the Group Meeting Protocols

At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the 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.

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.

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.

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Group Meetings

The Management Team Meetings


- i. Membership of the Management Team Meeting consists of the Group Scout Leader as chair, all Deputy Group Scout Leaders, the Group Scout Active Support Manager and the Group Chair.
- ii. The role of the Management Team Meeting is to:
 - Strategically plan for the sections including, but not limited to
 - a) Section sizes
 - b) Leader numbers and positions
 - c) Equipment requirements
 - d) Whole Group Events
 - e) Training Compliance (conformance to the requirements of the adult training scheme)
 - f) Balance of programme (as delivered to young people in each section)
 - To keep the Group Board of Trustees advised of the financial and other resource requirements of the training programme
- iii. The Management Team Meetings may be convened at least once per term or more frequently if circumstances require it

Section Leaders' Meetings

- i. Membership of the Section Leaders' Meeting consists of the Group Scout Leader as chair, all Deputy Group Scout Leaders, all Section Leaders, including Explorer Scout Section Leaders if stated in the partnership agreement.
- ii. The role of the Section Leader' Meetings is to:
 - Promote liaison between the sections and specifically to aid:
 - 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 year or more frequently if circumstances require it

The Group Scout Leaders' Meeting

- i. Membership of the Group Scout Leader's Meeting consists of the Group Scout Leader as chair, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement
- ii. The role of the Group Scout Leader's Meeting is to:

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- 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
 - To keep the Board of Trustees advised of the financial and other resource requirements to support the application of the adult training scheme
- iii. The Group Scout Leader's Meeting will be convened one per year, or more frequently if circumstances require it.