

## 3<sup>rd</sup> Heswall Group Constitution

This constitution is adapted from the Scout Association Policy, Organisation & Rules (POR) <https://www.scouts.org.uk/>

### Part 1- context

#### **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.

#### **The Scout Method**

Scouting uses a Method, which is young people, in partnership with adults:

- enjoying what they are doing;
- learning by doing;
- participating in varied and progressive activities;
- making choices for themselves;
- taking responsibility for their own actions;
- working in groups;
- taking increasing responsibility for others;
- taking part in activities outdoors;
- sharing in prayer and worship;
- making and living out their Promise.

#### **The Balanced 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 6 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 and the badges, the challenges and awards.

#### **Key Policies**

The Scout Association has adopted key policies relating to:

- Vetting
- Child Protection

#### **Constitution of the Group**

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- Anti-Bullying
- Safety
- Equal Opportunities
- Religion • Development.

These can be found in the latest edition of the POR.

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

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties 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 Beaver Scout Colony • a Cub Scout Pack
- a Scout Troop.

A 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, a Group may also include one or more Group Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group.

### **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 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 appropriate District Commissioner and District Executive Committee.

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.

### **Our Aim**

The aim of 3<sup>rd</sup> Heswall Scout Group is to provide Scouting to boys and girls in the Pensby and Heswall areas of West Wirral from age 6 to 14.

## **Part 2: Management of 3rd Heswall Scout Group**

3<sup>rd</sup> Heswall Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of 3<sup>rd</sup> Heswall Scout Group subject to the POR of The Scout Association.

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3<sup>rd</sup> Heswall Scout Group is a not-for-profit organisation and is a Registered Educational Charity (charity number 1033012). 3<sup>rd</sup> Heswall Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

3<sup>rd</sup> Heswall Scout Group is sponsored by Our Lady & St John with Holy Family parish churches. This relationship carries no management nor financial support.

The Group Scout Leader is assisted and supported by the Group Leadership Team and Group Supporters in the delivery of the balanced programme for young people within the Group.

### **The Group Scout Council**

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

The Group Scout Council will hold an Annual General Meeting (AGM) within six months of the financial yearend to carry out its statutory purposes.

#### The purpose of the Group Scout Council is to:

- Approve the Group Scout Leader's nomination for the Group Chair and other nominated members of the Group Executive Committee.
- Elect a Group Secretary and Group Treasurer.
- Elect Parent Representatives to the Executive Committee.
- Receive and approve of the annual statement and report of accounts as presented by the Group Treasurer.
- Receive and consider the annual report by the Group Executive Committee as presented by the Group Chair.
- Appoint an auditor, independent examiner or scrutineer of the annual accounts.
- Provide a forum for parents, members and other associates of the group to ask questions of the Group Executive Committee Members and Leaders.

The Group Scout Council is made up of and attended by; All members of the Executive Committee, All Group Scouters; Group Scout Leader, Deputy Group Scout Leader, Section Leaders, Assistant Section Leaders, Section Assistants, Occasional Helpers, as well as Parents, Scouts, Cub Scouts, Beaver Scouts, the District Commissioner and District Chair, as well as members associated with or invited by the group to attend at the discretion of the Group Scout Leader. .

### **The Group Executive Committee**

The Scout Group is led by the Group Scout Leader and managed by a Group Executive Committee.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. They 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 Scouters in the delivery of the high-quality balanced Programme for young people within the Group.

Members of the Executive Committee must act collectively as charity trustees of the Scout Group and in the best interests of its members.

#### The purpose of the Group Executive Committee is to:

- Protect and maintain any property and equipment owned by or used by the Group.

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- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of Sections in the Group as necessary.
- Ensure compliance with the Policy, Organisation and Rules of The Scout Association.

The Group Executive Committee consists of:

**Ex-officio Members** – Members who sit on the Executive Committee by virtue of their appointment held within the Group.

- **Group Scout Leader**
- **Deputy/Assistant Group Scout Leader**
- **Group Chair** (Nominated by the Group Scout Leader and approved by resolution of the Group Scout Council at the Annual General Meeting each year).
- **Group Secretary** (Nominated by the Executive Committee and Elected by resolution of the Group Scout Council at the Annual General Meeting each year).
- **Group Treasurer** (Nominated by the Executive Committee and Elected by resolution of the Group Scout Council at the Annual General Meeting each year).
- **Section Leaders**
- **Representatives from the West Wirral District Executive**

There is no fixed term of office for ex-officio members. Membership of the committee is forfeited on resignation from the appointment. In the case that the Group Chair, Group Secretary or Group Treasurer become vacant mid-term, the Group Scout Leader can appoint someone to act in any of these roles for a short time until they can be approved by the Group Scout Council.

**Elected Members** – Persons elected at the Group Annual General Meeting of the Group Scout Council.

- **Parent Representatives** (The committee will ideally have parent representatives from each section but no minimum exists).

Persons nominate themselves, usually after discussion with a Leader. Elected members have a fixed term in office of one year but, have no limit on the number of times of re-election. Membership is forfeited upon resignation or if they or their child leaves the group.

**Nominated Members** – Members nominated by the Group Scout Leader and then approved by the Group Scout Council at the Annual General Meeting to join the Executive Committee.

- **Group Deputy Chair(s) if applicable**
- **Assistant Section Leader(s) if applicable**
- **Group Quartermaster if applicable**

A nominated member has a fixed term in office of one year but has no limit on the number of times of renomination. The number of nominated members cannot exceed the number of elected members.

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Membership of the committee is forfeited upon resignation from the role.

**Co-opted Members** – Members co-opted annually by the Executive Committee to join.

- **Group Advisor(s) / Support**
- **Group President (Honouree)**
- **Group Vice President(s) (Honouree) if applicable**

Members are usually co-opted if Group Executive Committee believes are suitable for a specific function, often as they have a specific skill or background. Co-opted members can be appointed by the Group Executive Committee mid-year if required. Co-opted members have a fixed term in office of one year, or until the time of the next Annual General Meeting of the Group Scout Council, whichever is sooner, but have no limit on the number of times of being co-opted. Membership is forfeited upon resignation from the role. The number of co-opted members cannot exceed the number of elected members. An appointed Group President or Group Vice President may serve in a non-executive role.

*The roles of Group Chair, Group Deputy Chair, Group Secretary, Group Treasurer and elected parent representatives cannot be held by an appointed manager or leader within the group. Only in extreme circumstances may the Group Scout Leader act as Group Chair for a short period.*

Where a member cannot attend a meeting the Group Scout Leader can invite another to represent them. For example, if a Section Leader cannot attend an Assistant Section Leader could be invited to represent them and the Section in their place.

No individual can hold more than one of the appointments of Group Chair, Secretary or Treasurer in the Executive Committee. Neither can these appointments be combined in any way.

All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.

Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees, however, the views of young people in the Group must be taken into consideration.

Sub-Committees consist of members nominated by the Group Executive Committee. The Group Scout Leader, Deputy Group Scout Leader and the Group Chair will be ex-officio members of any Sub-Committee of the Group Executive Committee. Any fundraising committee must include at least two other members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising subCommittee.

### **Conduct of meetings**

Only members of the Executive Committee as defined above may vote in meetings of the Executive Committee.

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.

At the Annual General Meeting 2024, the Scout Council made a resolution defining a quorum for meetings of the Scout Council and the Executive Committee and its sub-Committees as 5.

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In order to discharge their responsibilities, the Executive Committee can 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 Executive Committee 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.

### **Part 3: Financial management of 3rd Heswall Scout Group**

The Group Executive Committee must ensure that proper financial planning and budgetary control is operated.

The Group Team must be consulted on the financial planning of the activities.

All expenditure not specifically planned within the Group Executive Committee's budget must be approved by the appropriate Executive Committee to ensure that any financial liability so 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 Group and not in a personal capacity.

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

The Group Executive Committee must ensure that signed copies of the Trustees' annual report and accounts are 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.

As the Group is a registered charity, a copy of the annual report and accounts must also be sent to the Charity Commission within ten months of the financial year end.

The annual statement of accounts must account for all monies received or paid on behalf of the Group. This will include all sections.

#### **Disposal of assets**

If the Group is closed, the Treasurer must prepare a statement of accounts at the effective date of closure.

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. The Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

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 these assets may be delayed for such a period as it thinks proper with a view to returning them to the revived Group.

The Executive Committee is responsible for preserving the statements of account and all accounting records of the Group.

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