

# Constitution

## 12th Wallasey Scout Group

|  |  |
|--|--|
| <p><b>Our Purpose at the 12<sup>th</sup> Wallasey Scout Group</b></p>            | <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p>  |
| <p><b>Our Objective at the 12<sup>th</sup> Wallasey Scout Group</b></p>          | <p>To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.</p>   |
| <p><b>The Values of Scouting at the 12<sup>th</sup> Wallasey Scout Group</b></p> | <p>As Scouts we are guided by these values:</p> <p><b>Integrity</b><br/>We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b><br/>We have self-respect and respect for others.</p> <p><b>Care</b><br/>We support others and take care of the world in which we live.</p> <p><b>Belief</b><br/>We explore our faiths, beliefs and attitudes.</p> <p><b>Cooperation</b><br/>We make a positive difference; we cooperate with others and make friends.</p>                                 |
| <p><b>The Scout Method at the 12<sup>th</sup> Wallasey Scout Group</b></p>       | <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>• enjoy what they are doing and have fun;</li> <li>• take part in activities indoors and outdoors;</li> <li>• learn by doing;</li> <li>• share in spiritual reflection;</li> <li>• take responsibility and make choices;</li> <li>• undertake new and challenging activities; and</li> <li>• make and live by their Promise.</li> </ul>         |
| <p><b>Outcomes for Young People</b></p>  | <p><b>Adventure:</b> physically active, healthier lifestyles, with courage to try new things</p> <p><b>Skills for life:</b> skills to succeed regardless of academic background</p> <p><b>Wellbeing:</b> happy, resilient citizens</p> <p><b>Leadership:</b> responsible leaders and team players</p> <p><b>Citizenship:</b> active citizens in society – locally, nationally &amp; internationally</p> <p><b>Connectedness:</b> strong friendships, with care, trust and respect for other from all backgrounds</p> |

# Context

## 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 this purpose is through the delivery of a balanced training programme of activities and adventure.

## 2. The Balanced Programme

- a. The balanced programme provides a framework for the progression of training, activities and awards that covers everything our young members do in Scouting from the ages of 6 to 25. It involves helping young people to grow through six tailored programme zones: Beliefs and Attitudes; Community; Fitness; Creative; Global; Outdoor and Adventure.
- b. The Programme is the foundation of everything we do as Scouts, and by helping all of our young members participate to the best of their ability, they will achieve recognition for their achievements through the awarding of activity & challenges awards, and by gaining skills for life.

## 3. Key Policies

- a. All adults involved in Scouting are expected to operate in accordance with the key policies of The Scout Association. These policies are:
  - **Fundamentals of Scouting**
  - **Child protection**
  - **Development**
  - **Equal opportunities**
  - **Religious policy**
  - **Safety**

## 4. Structure of Scouting

- a. Scouting in the United Kingdom is organised nationally through The Scout Association Headquarters in Gilwell Park and is delivered locally through independent Scout Groups with support and direction from The Scout District and The Scout County. The Scout Group delivers Scouting to its members, which can be made up of the different sections, and are as follows:
  - **Beaver Scout Colony** – members aged 6 to 8 years
  - **Cub Scout Pack** – members aged 8 to 10.5 years
  - **Scout Troop** – members aged 10.5 to 14 years
  - **Explorer Scout Young Leaders** – members aged 14 to 18 years
  - **Scout Network** – members aged 18 to 25 years
  - **Adults** – members aged 18 plus

- b. 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, a Scout Group may also include one or more Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group, but Wallasey District has its own independent Explorer Scout Unit.

## 5. Registration of Scout Groups

- a. 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 The Scout Association Headquarters. Registration renewal also requires the payment of a Headquarters Membership Subscription, which includes insurance; as well as any District and County Membership Subscriptions payable, known locally as Capitation.
- b. The registration, suspension, and alteration or cancellation of registration of a Scout Group 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.

## 6. Our Aim

- a. The aim of 12<sup>th</sup> Wallasey Scout Group is to deliver our Purpose, which through our Values and Methods will ensure the best possible Outcomes are achieved for members of the Group in meeting our Objective.

## 7. Management of 12<sup>th</sup> Wallasey Scout Group

- a. 12<sup>th</sup> Wallasey Scout Group is an autonomous organisation holding its own property/equipment and is responsible for admitting young people to membership of the Group subject to all activities being compliant with the Policy Organisation and Rules (POR) of The Scout Association and all other governing laws which apply.
- b. 12<sup>th</sup> Wallasey Scout Group is a not-for-profit organisation and is therefore considered an Educational / Training Charity, which might also include Amateur Sports, and Citizenship, Economic or Community Development / Employment for Children and Young People,
- c. 12<sup>th</sup> Wallasey Scout Group is managed by its Group Scout Leader and supported by the Group Executive Committee, who 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 and Group Supporters who are responsible for the delivery of the balanced programme for young members within the Group.
- d. 12<sup>th</sup> Wallasey Scout Group is Sponsored by Serpentine Road Family Church for the provision of its meeting place and to support the Group Scout Leader and Executive Committee in the performance of their duties only, and the Group remains financially independent of its sponsor.

# The Scout Group

## In principle:

- There will be a Group Council, which is the electoral body supporting Scouting in the locality and to which the Group Scout Leader and the Group Executive Committee are accountable.
- There will be a Group Executive Committee, which is a smaller body than the Group Council, and manages the business affairs of the Group, leaving Registered Leaders to concentrate on delivering the Programme for all Young Members.
- Group Scouters' Meeting, will consist of all the Registered Leaders in the Group, and will be chaired by the Group Scout Leader and include all Section and Assistant Leaders, and Young Leaders.

## (a) The Group Council

- i. Membership of the Group Council is open to Scouters, Group Scout Fellowship Members, Helpers, Skills Instructors, Administrators, Advisers, Explorer Scouts Young Leaders, Patrol Leaders, all parents/guardians of all the Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts Young Leaders, the Sponsoring Authority or nominee, and any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Council. **The District Commissioner and District Chair are ex officio members of the Group Council.**
- ii. Membership of the Group Council ceases upon:
  - the resignation / leaving of the member;
  - the dissolution of the Council;
  - the expiry of the period of an appointment; or
  - the termination of such membership by Headquarters following a recommendation by the Group Executive Committee.
- iii. The Group Council must hold an Annual General Meeting within six months of the financial year end to:
  - receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - approve the Group Scout Leader's nomination of the Group Chair who will serve without the need for re-election for three years.
  - approve the Group Scout Leader's nomination of the nominated members of the Group Executive Committee;
  - elect a Group Secretary and Group Treasurer, who will serve without the need for re-election for three years.
  - elect certain members of the Group Executive Committee;
  - appoint an auditor or independent examiner or scrutineer as required

## **(b) The Group Executive Committee**

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment
- ii. Members of the Executive Committee must act collectively and in the best interests of the Scout Group to:
  - Comply with the Policy, Organisation and Rules of The Scout Association
  - Protect and maintain any property and equipment owned by and/or used by the Group;
  - 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 Scout Association Safety Policy locally
  - Ensure that a positive image of Scouting exists in the local community.
  - Support all Group public occasions;
  - Support Scouters by arranging accommodation and assisting to find camping grounds;
  - 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
  - Oversee the opening, closure and amalgamation of Sections in the Group as necessary
- iii. Membership of the Group Executive Committee may include *ex officio* members, nominated members, elected members and co-opted members. The following are *ex officio* members if the appointments are filled:
  - The Group Chair;
  - The Group Secretary;
  - The Group Treasurer;
  - The Group Scout Leader;
  - The Assistant Group Scout Leader;
  - The Explorer Scout Leader (if stated in a 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);
  - The Sponsoring Authority or nominee, if any;
  - The Group Chaplain, if any;
  - Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role, subject to that Section Leader expressly indicating in writing prior to the AGM, or orally at the meeting, that they are willing to perform such a function. In certain circumstances, the Section Leader may wish to deputise their attendance to an Assistant Section Leader, which should be approved by the Group Scout Leader and Group Chair.

### **Elected Members**

- The Group Council at its Annual General Meeting should elect a number of no more than four members to serve.
- The actual number of may change by way of a resolution by the Group Scout Council.

### **Nominated Members**

- The Group Scout Leader may annually nominate a number of no more than four members of the Group Council to serve on the Group Executive Committee.
- The nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members
- Ideally the nominated members should include a parent of at least one member of each of the Sections in the Group.

### **Co-opted members**

- The Group Executive Committee itself may co-opt further members, either;
  - At the Annual General Meeting, or
  - At any other time where there is a clear need and benefit, and that the co-opted member is approved by the Group Executive Committee.
- The co-opted members must not exceed the number of nominated members.

### **Right of Attendance**

- The District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee.

iv. The Group Executive Committee may appoint any sub-Committees that they deem necessary.

v. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The Group Scout Leader and the Group Chair will be ex-officio members of any subcommittee of the Group Executive Committee.
- Any sub-committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on sub-committee, unless:
  - extreme circumstances dictate, such that there are no other persons able to serve, and;
  - approval has been given by the Chair and Group Scout Leader (this is a Scout Association Policy, in place to ensure the leadership team is able to focus on the delivery of the programme, and that the Executive Committee serve to meet the financial needs of the programmes for all sections).

vi. The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- 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 Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it.
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for volunteers are clearly established and communicated and are compliant with POR and any relevant legislation.

- Ensure line management responsibilities for employed staff are clearly established and communicated and are compliant with POR and any relevant legislation.
- vii. Members of the Group Executive Committee who are to be 'Charity Trustees' for the Scout Group, which is an educational charity, will be no less than a minimum of four and no greater than a maximum of twelve in number. It is expected the minimum four will be made up of:
- Group Scout Leader
  - Group Chair
  - Group Secretary
  - Group Treasurer

Certain people are disqualified from being charity trustees by virtue of the Charities Acts. Charity trustees are responsible for complying with all the legislation applicable to charities, including The Data Protection Act. This may include registration with, and will include the keeping of accounts and making returns to, the Charity Commissioners, where appropriate.

- viii. The Group Trustees will be those registered as the Charity Trustees, and where applicable those too shall be registered with the Charity Commission, and will be responsible for ensuring all Group activities comply with all relevant legislation. As charity trustees, members have a number of specific responsibilities that they must fulfil to ensure the effective running of the Scout Group and that all activities comply with The Scout Association Policy Organisation and Rules (POR)

- ix. Additional Requirements for Charity Trustees:

- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee may undertake the role as Charity Trustees of the Scout Group, where otherwise they would be considered as being non-trustee members as in point x below.
- All Charity Trustees must undertake membership of the Scout Association in accordance with adult recruitment policies and checks, and undertake any training relevant to their role
- 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).

### **Non-Trustee Members of The Executive Committee**

- x. Executive Committee members who are not wishing to be recorded as Charity Trustees can still serve on the Group Executive Committee and will be known as Non-Trustee members.
- xi. Non-Trustee members will be nominated, elected or co-opted to ensure that the wider interests of the Group Council and the Group Scout Leader are well represented and balanced. Having Non-Trustee members should be utilised to help broaden the membership of the Executive Committee, such as seeking representation from other parts of the local community.
- xii. Non-Trustee members will:
- Be required to undertake membership of the Scout Association in accordance with adult recruitment policies and checks, and undertake any training relevant to their role;
  - Need to be nominated, elected or co-opted annually at the Annual General Meeting;
  - Non-Trustee members will not have voting rights on any decision making;
  - Non-Trustee members should not be greater in number than the maximum number of Trustee members.

### **(c) The Group Scouters' Meeting**

- i. Membership of the Group Scouters' 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 purpose of the Group Scouters' Meeting is to
  - concern itself with the well-being and development of each Member of the Group;
  - ensure the progress of each Member through the Progressive Award Training Scheme,
  - plan and co-ordinate all the Group's activities
  - keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.
- iii. A request can be made to the Group Scout Leader for Young Leaders and young members of the sections to attend Group Scouters' Meetings – whilst they can actively engage in the meeting and discussions, they will have no voting rights.
- iv. There will be no less than two Group Scouters meeting taking place each year, not including the Annual General Meeting.

### **(d) Conduct of All Meetings in the Scout Group**

- i. In meetings of the Group Council and the Group Executive Committee, only the members as defined above may vote, and all voting members must be aged eighteen years or over.
- ii. Decisions are made by a majority of votes. In the event of an equal number of votes being cast on either side in any issue the Chair does not have a casting vote but the matter is taken not to have been carried.
- iii. The Group Council must make a resolution defining a quorum for meetings of the Group Council and the Group Executive Committee and its sub-Committees. It is expected the
  - Group Executive Committee will meet no less than four times each year, not including the Annual General Meeting.
  - Group Scouters will meet not less than two times each year, not including the Annual General Meeting.
  - The Group Council will meet at least once each yearly at the Annual General Meeting.

### **(e) Administrators and Advisers in the Scout Group**

- i. The Group Chair must be able to work in partnership with the Group Scout Leader. Therefore, the Group Chair is nominated by the Group Scout Leader and the appointment is approved by the Group Council at its Annual General Meeting. Every effort should be made to find a Group Chair and only in extreme circumstances may the Group Scout Leader act as Group Chair.
- ii. The Group Secretary and Group Treasurer are elected by the Group Council at the Annual General Meeting every year. Neither appointment should be held by a Leader, Manager or Supporter



- iii. No individual should hold any more than one of the appointments of Group Chair, Secretary or Treasurer of the same Executive Committee. Neither should these appointments be combined in any way.
- iv. Other Administrators and Advisers may be appointed by the Group Executive Committee if it so wishes, subject to the approval of the Group Scout Leader. The appointment and termination of all Group Administrators and Advisers should be reported to the District Secretary who should keep a record of them.
- v. The appointment of Administrators and Advisers may be terminated by
  - the resignation of the holder;
  - the unanimous resolution of all other members of the Group Executive Committee;
  - 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 in the circumstances described in *POR*.The appointment and termination of all Group Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

#### **(f) Responsibilities of Group Administrators**

- i. The Group Chair must function in partnership with the Group Scout Leader. The Group Chair acts as Chair of the Group Council and the Group Executive Committee. The function of both bodies is to create the best possible circumstances and facilities for the delivery of the training programme to the Members of the Group. The Group Chair should therefore take all possible steps to ensure that there is an effective Executive Committee, and that the Executive Committee provides effective administration and financial support for the Group. Additionally, the Group Scout Leader is to ensure that when new Group Secretaries or Group Treasurers are appointed they are fully briefed to administer, with the Group Chair, the affairs of the Group efficiently and to comply with all statutory requirements.
- ii. The Group Secretary is elected to act as Secretary of the Group Council and the Group Executive Committee. The Group Secretary should keep such records concerning the administration and training in the Group as the Group Scout Leader and the Group Chair may require and should make available to Members of the Group information and advice received from Headquarters, County Headquarters, the Scout County and District or from any other outside source as may be appropriate.
- iii. The Group Treasurer is elected to advise the Group Executive Committee on financial control and expenditure and after consultation with the Group Scouters' Meeting to produce an annual budget for approval by the Group Executive Committee. The Group Treasurer should collect the Headquarters County and District Membership Subscription from all Members of the Group who are liable for its payment and remit the total sum to the District Treasurer. Additionally, the Treasurer is to receive all monies from Sections in the Group on behalf of the Group Executive Committee and to keep account of all funds. Money should be paid out only as authorised by the Group Executive Committee, and such bank accounts as may be necessary should be maintained in the name of the Group, ensuring that funds allotted to Sections in the Group are properly accounted for and any accumulated funds that are not immediately required are invested.

- iv. The Group Treasurer should work closely with the Group Council and the District Treasurer in all matters related to the raising of funds, supervise the administration of Group property and equipment and ensure that proper inventories are maintained and proper insurance arranged. Finally, the Group Treasurer must comply with all the Rules relating to finance which are contained in *POR* and which are required by the law of the land. In England and Wales this will mean principally the Charities Acts, in Scotland the Law Reform (Miscellaneous Provisions) (Scotland) Act and appropriate legislation in Northern Ireland, the Isle of Man and the Channel Isles. *Note: Rules governing the appointment of Group Administrators and Advisers are contained in POR.*

### **(g) Money, Property & Equipment**

- i. Money, property and equipment must only be used for the charity's purposes unless defined otherwise in a memorandum of association and agreed by the Trustees
- ii. Trustees must keep full accounts. The most recent annual accounts can be seen by anybody on request.
- iii. Trustees, organisations, and any other person cannot receive any money, property or equipment from the charity, except:
  - Where it is to refund reasonable out of pocket expenses;
  - Where it has been agreed and voted on by the Executive Committee that a donation can be made to an individual, but only where it will wholly and exclusively assist with funding activities aligned with the fundamental purpose, methods, values and outcomes of The Group, and that such individuals are active members of The Scout Group.
  - Where in all other cases it is otherwise agreed with by all Trustees, and unanimously supported by The Group Executive, and fully documented with notes in The Annual Accounts where applicable to do so.
- iv. Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of accounts.
- v. Money must be held in The Group bank account(s), which should all be in the Group name, and all cheques and payments must be signed and/or authorised by two trustees.
- vi. All other elements of the Groups financial controls must be fully compliant with The Scout Association Policy Organisation and Rules, and comply with the Charities Act and all other relevant legislation.

### **(h) General Meetings**

- i. If the Trustees consider it is necessary to change the constitution, or wind up The Group, they must call a General Meeting so that The Group Executive can discuss matters, and the Trustees can then take the necessary actions on the decisions to do so.
- ii. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members of The Executive Committee must be given notice of not less than



## GROUP TRUSTEES

| Trustees Name                       | Trustees Signature | Date of Signing |
|-------------------------------------|--------------------|-----------------|
| Andrew Pickersgill                  | .....              | 01/10/2018      |
| Mike Noyce                          | .....              | 01/10/2018      |
| Currently Vacant<br>Group Treasurer | .....              |                 |
| Katie Christopher                   | .....              | 01/10/2018      |
| Revd Dr Steve Langford              | .....              | 01/10/2018      |
| Stephen Winter                      | .....              | 01/10/2018      |
| Thomas Sherlock                     | .....              | 01/10/2018      |
| Debbie Craven                       | .....              | 01/10/2018      |
| Debbie Stevens                      | .....              | 01/10/2018      |