



THE CONSTITUTION of 1ST CREIGIAU SCOUT GROUP
Registered Charity No.1068401

Part 1: Context

1.1 The Purpose of Scouting

The 1st Creigiau Scout Group (henceforth known as 'The Group') is a registered member of The Scout Association [Charity number 306101 (England & Wales) and SC038437 (Scotland)]; registered address Gilwell Park, Chingford, London, England E4 7QW]. The Scout Association has a clear purpose and method of meeting the purpose of Scouting through the balanced programme.

The Group is a not-for-profit organisation and is a Registered Charity No. 1068401 in England & Wales.

1.2 Key Policies

The Scout Association has adopted key policies relating to:

- Child Protection
- Anti-Bullying
- Safety
- Equal Opportunities
- Religion
- Development

These can be found in the latest edition of the Policy, Organisation & Rules of The Scout Association.

1.3 Structure of the Scout Association

The Group is a local organisation for Scouting and may be comprised of one, or more, of any or all of the following:

- a Beaver Scout Colony;
- a Cub Scout Pack;
- a Scout Troop.

The Group can consist of any number of sections in the different age groups. All sections within the Group provide co-educational Scouting.

The Group has formed a partnership agreement with the Celts Explorer Scout Unit. The most recent version of this agreement defines and governs the relationship between the Group and the Celts.

Additionally, the Group may in future also include one or more Group Scout Active Support Units.

1.4 Registration of the Group

The 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 Area 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 the Group to transfer from the Scout Association to any other body whether calling itself a Scout organisation or by any other name.

1.5 Our Aim

The aim of the Group is to provide Scouting and "everyday adventure" to boys and girls from the ages of 6 to 14 in Creigiau and the surrounding areas.

Part 2: Management of 1st Creigiau Scout Group

1st Creigiau Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of 1st Creigiau Scout Group subject to the policy and rules of The Scout Association.

1st Creigiau 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. 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.

Part 3: The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in 1st Creigiau Scout Group. It is the body to which the Group Executive Committee is accountable.

3.1 Membership

Membership of the Group Scout Council is open to:

- All appointed Leaders in the Group;
- Colony, Pack and Troop Assistants;
- Occasional Helpers
- Group Scout Active Support members;
- Skills Instructors;
- Administrators;
- Advisers;
- Group Honorary Life Members;
- Patrol Leaders;
- Parents of Beaver Scouts, Cub Scouts and Scouts;
- Any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader or the Group Executive Committee;

The District Commissioner and District Chairman are ex-officio members of the Group Scout Council. Membership of the Group Scout Council ceases upon:

- The resignation or death of the member;
- The dissolution of the Council;
- The termination of membership by Headquarters following a recommendation by the Group Executive Committee.

3.2 Meetings

The Group Scout 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 Chairman and nominated members of the Group Executive Committee;
- Elect a Group Secretary and Group Treasurer;
- Elect certain members of the Group Executive Committee;
- Appoint an auditor or independent examiner or scrutineer as required.

The quorum for meetings of the Group Scout Council is **XXXXXX**, which must include the Group Scout Leader or Group Chairman plus 2 other members of the Group Executive Committee.

3.3 Appointments and Elections

The positions of Group Chairman, Group Secretary and Group Treasurer cannot be held by an appointed Scouter.

Members of the Group Council wishing to stand for election should make their intention known to the Group Scout Leader at least 28 days before the date of the meeting at which the election will take place. Only if no one has notified the Group Scout Leader in this way that they wish to stand for election to a particular position will people be allowed to put themselves forward at the meeting itself for that position.

No individual can hold more than one nominated, elected or co-opted position on the Group Executive Committee.

Appointments on the Group Executive Committee may be terminated by:

- The resignation or death 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.

All persons becoming members of the Group Executive Committee must complete the Scout Association's appointments process.

Part 4: The Group Executive Committee

4.1 The Responsibilities of the Group Executive Committee

The Group Executive Committee supports the Group Scout Leader and ensures the effective administration of the Scout Group.

The Group Scout Leader nominates the Group Chairman and the relationship should be one of partnership and mutual support.

The Group Executive Committee aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group. This includes:

- the maintenance and safety of the Group's property and equipment
- the raising of funds and the administration of the Group's finance
- the insurance of persons, property and equipment
- organizing Group events, community events or public occasions
- assisting with the recruitment of Leaders and other adult support
- drafting and agreeing policy that supports the Group's operation

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

4.2 Membership

The Group Executive Committee consists of:

Ex-officio Members

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Explorer Scout Leader (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);
- All Section Leaders subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

Nominated Members

- (The Group Chairman)
- Up to three other persons nominated by the Group Scout Leader.
- The nominations must be approved at the Group Annual General Meeting.

Elected Members

- (The Group Secretary)
- (The Group Treasurer)
- A number of people corresponding to the number of active colonies, packs, and troops in the Group. Ideally these people should be parents; one from each section of the Group.
- Elections will take place at the Group's Annual General Meeting.

Co-opted Members

- Persons co-opted annually by the Group Executive Committee.
- Persons who through service to 1st Creigiau Scout Group are deemed worthy of this recognition.
- Proposed and seconded by members of the Group Executive Committee and approved by the Group Scout Council.

Co-opted positions are to be held for a fixed term; no longer than 5 years.

The number of nominated, co-opted, and honorary members together must not exceed the number of elected members.

4.3 Meetings

The Group Executive Committee should formally meet at least **XXXXXX** times during each calendar year (not including the AGM of the Group Council).

The quorum for meetings of the Group Executive Committee is **XXXXXX** voting members, one of whom must be the Group Scout Leader or Group Chairman.

When a Section Leader is unable to attend a Group Executive Committee meeting, they may be represented by and voted on behalf by an Assistant Leader from their section.

4.4 Procedure for Meetings

Either the Group Chairman or the Group Scout Leader may chair Group Executive Committee meetings.

The Group Executive Committee shall routinely consider the following business through the following agenda:

- GSL's opening remarks
- Group operations
- Financial & administration
- Estates & buildings
- Group events & community
- AOB

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 Group Scout Leader holds a casting vote.

4.5 Right of Attendance

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

4.6 Sub-Committees

The Group Executive Committee may establish any sub-committees that it deems necessary.

The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Executive Committee.

Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex-officio members.

4.7 Charitable Status

As 1st Creigiau Scout Group is an educational charity, the following members of the Group Executive Committee are the charity trustees:

- Nominated members
- Elected members
- Co-opted members
- Ex-officio members will be asked at the Annual General Meeting whether they wish to and can take on this responsibility. If they are not present at the meeting, they can submit their decision in writing.

Before becoming members of the Group Executive Committee, prospective members must be made aware of the qualifications for becoming and the responsibilities of being a charity trustee.

Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.

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.

Part 5: Finance

5.1 Budgeting and Expenditure

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

The nature, structure and changes to subscriptions charged by the Group require the approval of the Group Executive Committee.

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.

5.2 Bank Accounts

All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group. (This account may, alternatively, be a National Savings account or a building society account.)

The Group bank account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee. A minimum of two signatories must be required for any withdrawals.

Under no circumstances must any monies received by a Section or supporter on behalf of the Group 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 Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

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.

5.3 Books of Account

As a separate educational charity, 1st Creigiau Scout Group is under a statutory obligation to keep proper books of account.

A statement of accounts 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 annual report and accounts must be sent by the Treasurer to the District Treasurer within the 28 days or within the 6 month period after the accounting period ends (whichever is sooner) following the Group's Annual General Meeting at which the annual report and accounts were received and considered.

The Treasurer will provide an annual update of the Group's income and expenditure to the Charity Commission to comply with their current guidelines and requirements.

Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

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 Executive Committee, and brought into effect pending full approval the Group Scout Council.

In 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, P.O.R. has jurisdiction over this constitution.

When P.O.R. is updated, the relevant changes will be reviewed by the Group Executive Committee, and appropriate changes proposed to 1st Creigiau Scout 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 1st Creigiau Scout Group until consideration by the Group Executive Committee and/or the constitution is amended.

Signed by

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Name	
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Position	
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Date			
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