



THE CONSTITUTION of 1st Barton Scouts

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Part 1: Context

1.1 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 the purpose of Scouting is through the balanced programme.

1.2 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.

1.3 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.

1.4 Key Policies

The Scout Association has adopted key policies relating to:

- Vetting
- 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.

1.5 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 Squirrel Scout Drey
- 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.

1.6 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 Trustee Board.

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.

1.7 Our Aim

The aim of 1st Barton Scouts is to provide Scouting to boys and girls in Barton and the surrounding villages from age 6 to 14.

Part 2: Management of 1st Barton Scouts

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

1st Barton Scouts is a not-for-profit organisation. 1st Barton Scouts is led by a Group Lead Volunteer and managed by a Group Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Lead Volunteer 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 Barton Scouts. It is the body to which the Group Trustee Board is accountable.

3.1 Membership

(a) Membership of the Group Scout Council is open to:

- Scouters
- Group Scout Active Support members (including the Group Scout Active Support Manager and Group Scout Active Support Co-ordinators – if appointed)
- Colony, Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- all parents of Beaver Scouts, Cub Scouts and Scouts
- the Sponsoring Authority or its nominee
- any other supporters including former Scouts and their parents who may be admitted by the Group Lead Volunteer, the Group Trustee Board or the Group Scout Council
- Explorer Scout Leaders (if stated in a Partnership Agreement)

(b) The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

(c) Membership of the Group Scout Council ceases upon:

- The resignation of the member
- The dissolution of the Council
- The termination of membership by headquarters following a recommendation by the Group Trustee Board

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 Trustee Board, including the annual statement of accounts;
- Approve the Group Lead Volunteer's nomination of the Group Chair and nominated members of the Group Trustee Board;
- Elect a Group Treasurer;
- Elect certain members of the Group Trustee Board;
- Appoint an auditor or independent examiner or scrutineer as required.

The quorum for meetings of the Group Scout Council is six, which must include the Group Lead Volunteer or Group Chair plus 2 other members of the Group Trustee Board.

3.3 Appointments and Elections

The positions of Group Chair 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 Lead Volunteer at least seven days before the date of the meeting at which the election will take place. Only if no one has notified the Group Lead Volunteer 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 Trustee Board. Appointments on the Group Trustee Board may be terminated by:

- The resignation of the holder
- The unanimous resolution of all other members of the Group Trustee Board
- 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 Trustee Board must complete the Scout Association's appointments process which includes a Personnel Enquiry.

Part 4: The Group Trustee Board

4.1 The Responsibilities of the Group Trustee Board

The Group Trustee Board supports the Group Lead Volunteer and ensures the effective administration of the Scout Group. The Group Lead Volunteer nominates the Group Chair and the relationship should be one of partnership and mutual support.

The Group Trustee Board 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 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
- Group public occasions
- assisting with the recruitment of Leaders and other adult support
- The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of their appointment.

4.2 Responsibility

The Committee is responsible for:

- Maintenance of the Group's property and equipment;
- Raising of funds and the administration of the Group's finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting with the recruitment of Leaders and other adult support.

4.3 Membership

The Group Trustee Board consists of: Ex-Officio Members

Ex-officio Members

- The Group Lead Volunteer

Appointed Members

- The Group Chair
- The Group Treasurer
- Deputy Group Lead Volunteer
- Member Management Team Member

Co-opted Members

- Persons co-opted annually by the Group Trustee Board.
- Honorary Members
- Persons who through service to 1st Barton Scouts are deemed worthy of this recognition.

- Proposed and seconded by members of the Group Trustee Board and approved by the Group Scout Council.

The number of co-opted and honorary members together must not exceed the number of appointed and ex officio members.

Trustees - term of appointment

- Appointed Trustees are appointed by the Scout Council for an initial period of no longer than three years. Further periods of appointment may be agreed by the Scout Council.
- Co-opted Trustees are appointed by the Trustee Board for an initial period of one year. Further periods of appointment may be agreed by the Trustee Board, however co-opted Trustees are encouraged to move to being appointed trustees at the next AGM.
- Appointed and co-opted Trustees must serve no more than nine years in any Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer on the same Trustee Board, that person could serve as Treasurer for no more than six years.
- Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. If their ex officio role is held for less than nine years, then they may hold an appointed or co-opted Trustee role to a maximum of nine years as a Trustee on the specific Trustee Board.
- A volunteer who has been a Trustee may be considered for reappointment to the same Trustee Board after a gap of three years.
- Ex officio Trustees hold their trustee responsibilities for as long as they hold their role that includes trustee responsibility. Their Trustee membership of the Trustee Board ceases as soon as they are no longer in role.
- The nine year Trustee maximum term rule referred to in POR 5.3.1.6 comes into effect from the charity's AGM held during 2024.

4.4 Meetings

The Group Trustee Board should formally meet at least four times during each calendar year (not including the AGM of the Group Council).

The quorum for meetings of the Group Trustee Board is five voting members, one of whom must be the Group Lead Volunteer or Group Chair.

4.5 Procedure for Meetings

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 Chair does not have a casting vote and the matter is taken not to have been carried.

4.6 Right of Attendance

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

4.7 Sub-Committees

The Group Trustee Board may establish any sub-committees that it deems necessary.

The Group Lead Volunteer and the Group Chair will be ex-officio members of any sub-Committee of the Group Trustee Board.

Any fundraising committee must include at least two members of the Group Trustee Board, in addition

to the ex-officio members. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.

4.8 Charitable Status

As 1st Barton Scouts is an educational charity, the following members of the Group Trustee Board 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 are able to take on this responsibility. If they are not present at the meeting, they are able to submit their decision in writing.

Before becoming members of the Group Trustee Board, 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 Trustee Board 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 Trustee Board must ensure that proper financial planning and budgetary control is operated within the Group.

Changes to subscriptions charged by Sections of their members require the approval of the Group Trustee Board.

All expenditure not specifically delegated to the Sections must be approved by the Group Trustee Board to ensure that the Group can meet any liability so incurred.

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 Funds administered by Sections

Each Section must itself administer sums collected through subscriptions, charged for section activities, and/or allocated to it by the Group Trustee Board.

All funds administered by sections remain the assets of 1st Barton Scouts and must be consolidated into the Group accounts at the end of the financial year.

Each Section must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of three months.

Sections may hold their own bank accounts subject to same rules as the main Group account, see below.

5.3 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 Trustee Board. The Section bank accounts (when held) will be operated by the Section Leader, other leader if designated to administer the section's accounts, and the Group Treasurer.

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 Trustee Board 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.

5.4 Books of Account

As a separate educational charity, 1st Barton Scouts 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 to the District Treasurer within the 14 days following the

Group's Annual General Meeting at which the annual report and accounts were received and considered. A copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the financial year end.

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 Trustee Board, 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.

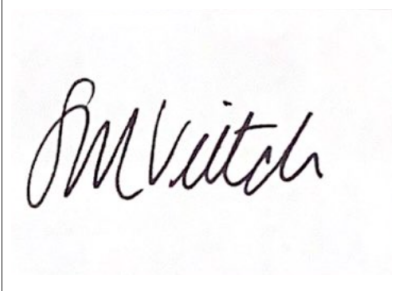
This document is based on the Scout Association's "Policy, Organisation and Rules" (P.O.R.). Where the two differ, this constitution has jurisdiction over 1st Barton Scouts.

When P.O.R. is updated, the relevant changes will be reviewed by the Group Lead Volunteer, and appropriate changes proposed to 1st Barton Scouts'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 Barton Scouts until consideration by the Group Trustee Board and/or the constitution is amended.

Signed by:

Signature	
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Signature	
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Name	Gavin Ions
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Name	Stuart Veitch
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Position	Group Lead Volunteer
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Position	Group Chair
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Date	26/10/2024
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Revision History

Version	Date of revision	Details of revision	Revised by
1.0	29/11/2021	Baseline	Gavin Ions
1.1	20/01/2023	- Add reference to Squirrel Scouts - Add registered address	Gavin Ions
1.2	01/03/2023	- Formatting corrections - Added HMRC Gift Aid reference	Gavin Ions
2.0	26/10/2023	- Replaced references to Executive Committee with Trustee Board in line with POR changes.	Gavin Ions
3.0	20/11/2024	- Removed references to Group Secretary - Updated role types and numbers in the Trustee Board section - Replaced references to "Chairman" with "Chair" - Replaced references to "Group Scout Leader/GSL" with "Group Lead Volunteer/GLV"	