

1ST SOUTHGATE SCOUT GROUP COUNCIL

CONSTITUTION

April 1997 (Last reviewed and updated February 2021)

1 General

- 1.1 The constitution and running of 1st Southgate Scout Group Council will be in accordance with Policy Organisation and Rules (POR) of The Scout Association.
- 1.2 The purpose of the Scout Group within the structure of the Scout Movement is to provide leadership, advice and support for Scouting in the locality and for Sections within 1st Southgate Scout Group in consultation with the District Commissioner for the Scout District of Crawley.
- 1.3 The Scout Group is led by the Group Scout Leader and managed by the Group Executive Committee. The Group Scout Leader is assisted and supported by the Group Scouters' Meeting in the delivery of a progressive training scheme for young people within the Scout Group.

2 Registration of the Scout Group

- 2.1 The 1st Southgate Scout Group is registered with the Headquarters of the Scout Association; registration No 33491.
- 2.2 The 1st Southgate Scout Group is registered with the Charity Commission; registration No 305881.

3 Composition of the Group Scout Council

- 3.1 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.
- 3.2 The Following are members of the Group Scout Council:
 - Leaders, Assistant Leaders, Administrators, Helpers, Skills Instructors, Advisers, Patrol Leaders;
 - parents of all the Beaver Scouts, Cub Scouts, and Scouts;
 - persons elected or re-elected annually by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Executive Committee;
 - 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 Chairman are ex officio members of the Group Scout Council.

4 Annual General Meeting

- 4.1 The Group Scout Council will hold a meeting in May or as soon as possible thereafter in each year to:

- approve 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;
- elect a Group Secretary and a Group Treasurer;
- elect members of the Group Executive; not exceeding six in number;
- approve the Group Scout Leader's nomination of up to six persons. Nominated members need not be members of the Group Scout Council;
- appoint an auditor, independent examiner or scrutineer as required.

4.2 Annual General Meetings will usually be held physically, but where this is not possible, meetings may be held virtually using suitable meeting technology.

5. The Group Executive Committee

5.1 The Group Executive exists to support the Group Scout Leader in meeting the responsibilities of the appointment and to provide support for Scouting in the locality leaving the Warranted Leaders to concentrate on delivery of the training programme for young people.

5.2 The Group Executive Committee consists of:

- Group Scout Leader;
- the Group Chairman;
- Assistant Group Scout Leader;
- All Section Leaders;
- the Group Secretary;
- the Group Treasurer;
- members elected at the Annual General meeting;
- nominated members confirmed at the Annual General meeting;
- co-opted members.

The District Commissioner and District Chairman have the right of attendance.

5.3 Members of the Group Executive Committee are the "Charity Trustees" of the Scout Group, which is an educational charity. Charity trustees are responsible for complying with all the legislation applicable to charities.

5.4 The Group Executive Committee supports the Group Scout Leader and is responsible for:

- The maintenance of Group property;
- the raising of funds and administration of Group Finance;
- the insurance of persons, property and equipment;
- Group public occasions;
- arranging accommodation and assisting to find camping grounds;
- assisting in the recruitment of Leaders and other adult help and support;
- appointing any sub-Committees that may be required; The Group Scout Leader and Group Chairman are ex-officio members of all sub-Committees.

- appointing Group Administrators and Advisers other than those who are elected.
 - the presentation of an Annual Report and audited accounts to the Annual General Meeting of the Group Scout Council.
- 5.5 The quorum at meetings shall be not less than 50% of members.
- 5.6 Meetings of the Group Executive Committee can be held physically or virtually using suitable meeting technology.
- 5.7 The office of Group Chairman may not be held by a Warranted Leader. The duty of the Group Chairman is to work closely with the Group Scout Leader, to be Chairman of the Group Scout Council and the Group Executive and to encourage the development of Scouting in the locality.
- 5.8 The office of Group Secretary may not be combined with that of Group Treasurer and may not be held by a Warranted Leader. The Group Secretary should keep such records concerning the administration and training in the Scout Group as the Group Scout Leader and the Group Chairman may require.
- 5.9 The office of Group Treasurer may not be combined with that of Group Secretary and may not be held by a Warranted Leader. The Group Treasurer is elected to advise the Group Executive Committee on financial control and after consultation with the Group Scouters' Meeting to produce an annual budget for approval of the Group Executive Committee.
- 5.10 The Group Treasurer is to receive the financial statements of each Section camp or activity in the Scout Group and to report to the Group Executive Committee of any transgressions; to receive all moneys on behalf of the Group Executive Committee and the Group Scout Leader; to keep account of all funds and to pay out money upon authorisation as specified by the Group Executive Committee; and to invest any accumulated funds in a sound financial manner after consultation with the Group Executive Committee.
- 5.11 The Group Treasurer shall be a signatory to each Group Bank account in conjunction with others as approved by the Group Executive Committee. Bank accounts shall have at least three authorised signatories, two of which must sign for the withdrawal of funds. Only Bank Accounts approved by the Group Executive shall be maintained and all accounts shall be in the name of the Group.

6. Group Scouters' Meeting

- 6.1 The Group Scouters' Meeting concentrates on the delivery of the members' programme and identifies to the Group Executive Committee the financial and other resources required to do this.
- 6.2 Membership of the Group Scouters' Meeting consists:
- Group Scout Leader, who acts as Chairman;
 - all Section Leaders;
 - assistant Leaders;
- 6.3 The Group Scouters' Meeting concerns itself:
- with the progress of members of the Group;
 - with the development of members through the Progressive Award Training scheme;
 - with planning and co-ordinating all the Group's activities;

- with keeping the Group Executive Committee advised of financial and resource requirements.
- 6.4 Group Scouters' meetings can be held physically or virtually using suitable meeting technology.

7 Conduct of Meetings in the Scout Council

- 7.1 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 Chairman does not have a casting vote but the matter is taken as not to have been carried.
- 7.2 The quorum at meetings shall be not less than 10% of members
- 7.3 Meetings of the Scout Council will usually be held physically, but where this is not possible, meetings may be held virtually using suitable meeting technology.