

Constitution



Policy Owner – Sarah Rands – Group Lead Volunteer

Date of Policy – February 2024

To be Reviewed; Every 12 months

Version - 1

Policy Applicable to: All Leaders including Trustee Board Members, Young Leaders, Volunteers, Suppliers, Contractors and members of the Public who are involved with 1st Topcliffe Scout Group.

In Brief

We manage risks in order to keep our young people safe, ensure the continual operation of the Group, and meet our legal obligations. This policy sets out how we do so and the responsibilities we all have.

Contents

Contents	Page Number
Who are we	2
Introduction	2
The Group Scout Council	2
Annual General Meeting	3
The Group Trustee Board	4
Additional Requirements for Charity Trustees	6
Trustee Board Code of Conduct	6

Version Control

Version	Author/ Editor	Release Date
1.0	Sarah Rands	February 2024

Who are we?

Our Scout Group, 1st Topcliffe Scout Group, is a youth charity. Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. From this point on 1st Topcliffe Scout Group will be referred to as “we” or “the Group” or “1st Topcliffe”. We are incorporated by royal charter and are regulated as a member of The Scouts Association in the United Kingdom. We hold an annual general meeting (AGM) every year. This is where members of the trustee board are elected. Any parent, guardian or carer of a youth member can volunteer to be on the trustee board at the AGM. Every parent, guardian or carer also has the right to attend the Annual General Meeting.

Introduction

This constitution describes the role, membership and operation of the Scout Council and the Trustee Board.

The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Trustee Board is accountable.

Membership of the Scout Council does not provide membership of the Scouts.

Ex officio Members:

 All adult members of the Scout Group

Membership of the Group Scout Council is open to:

-  All parents or guardians of Squirrel Scouts, Beaver Scouts, Cub Scouts, and Scouts
-  Any other supporters including former Scouts and their parents who may be admitted by the Group Scout Council on the recommendation of the Group Trustee Board or the Group Scout Lead Volunteer

Membership of the Group Scout Council ceases upon

- ✿ The resignation of the member.
- ✿ The dissolution of the Council.
- ✿ The member no longer qualifying as a member of the Scout Council.
- ✿ The termination of membership by Headquarters following a recommendation by the Group Trustee Board.

Annual General Meeting

The Group Scout Council must hold an Annual General Meeting (AGM) within six months of the financial year end. The AGM must:

a. Undertake governance oversight

- ✿ Adopt (or re-adopt) the constitution of the Scout Council
- ✿ Confirm (or re-confirm) the dates of the charity's financial year
- ✿ Agree the number of members that may be elected to the Trustee Board
- ✿ Agree the quorum for each of:
 - Meetings of the Scout Council
 - Meetings of the Trustee Board
 - Meetings of any sub-committees

b. Review the previous year

- ✿ receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Group Trustee Board
- ✿ The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer
- ✿ The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer

c. Make appointments

- ✿ approve the Group Scout Lead Volunteer's nomination of the Chair and Deputy Chair of the Group Trustee Board

- ✿ approve the Group Scout Lead Volunteer's nomination of members of the Group Trustee Board
- ✿ elect a Secretary to the Group Trustee Board
- ✿ elect a Treasurer to the Group Trustee Board
- ✿ elect Trustees to the Group Trustee Board
- ✿ approve the appointment (or re-appointment) of any Presidents or Vice Presidents
- ✿ appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

Following each Annual General Meeting, the Secretary must ensure that:

- 1) all nominated or elected Trustees are recorded on the membership system
- 2) the Trustee Annual Report and Accounts are sent to the District Treasurer within 14 days
- 3) The Charity Commission Return, Trustee Annual Report and Accounts are filed within 9 months of the Financial Year end

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

The Group Trustee Board

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance, and assurance.

The Group Trustee Board must act in the Group's best interests, acting with reasonable care and skill and take steps to be confident that:

The Group is:

- ✿ Well Managed
- ✿ Conducting its purposes for the public benefit
- ✿ Complying with the Group's governing document and the law
- ✿ Managing the Group's resources responsibly

- ✿ operating and compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy
- ✿ Ensuring young people are meaningfully involved in decision making at all levels
- ✿ Ensuring there are sufficient resources (funds, people, property, and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme
- ✿ Ensuring Scouting has a positive image in the local community

Membership of the Group Trustee Board comprises:

- ✿ Ex-officio Members: Persons entitled to be members because of their role in the Group
- ✿ The Group Chair
- ✿ The Group Secretary (Elected at AGM)
- ✿ The Group Treasurer (Elected at AGM)
- ✿ The Group Scout Lead Volunteer

Holders of the following appointments must expressly indicate at the AGM (in writing or orally at the meeting) that they are willing to serve on the Group Trustee Board.

- ✿ All Section Leaders (i.e., individuals holding a Squirrel Scout Leader, Beaver Scout Leader, Cub Scout Leader, or Scout Leader role)

Elected Members: Persons elected at the Group AGM, (these will not exceed six in number) representative from the parents of the youth members (ideally to be spread over the variety of age groups)

Nominated Members: Additional persons nominated by the Group Scout Lead Volunteer, in consultation with the Group Chair. The nominations must be approved at the Group AGM. The number of nominated members must not exceed the actual number of elected members. A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted after a review with their line manager to assess continued suitability of the role.

Co-opted Members: Persons may be co-opted annually by the Group Trustee Board and have full voting rights provided they opt in to become trustees. The number of co-opted members must not

exceed the number of elected members. The co-opted member must have a specific task, purpose or value to be co-opted on the Trustee board.

Additional requirements for Charity Trustees

- ✿ All ex-officio, elected, nominated and co-opted members of the District Trustee Board are Charity Trustees of the Scout District
- ✿ Only persons aged 18 and over may be full voting members of the District Trustee Board because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration)
- ✿ Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date
- ✿ Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts.
- ✿ Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018

Trustee Board – Code of Conduct

- ✿ Only members of a Trustee Board may vote in meetings of the Trustee Board
- ✿ At the Annual General Meeting, the District Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees
- ✿ 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
- ✿ In order to discharge their responsibilities, the Trustee Board may 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 Trustee Board 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, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

Constitution revised:

This is the Document of Governance of 1st Topcliffe Scout Group

Constitution proposed at AGM (or EGM) on :

Constitution Adopted on:

Chair- Full Name

Chair- Signature

Chair- Date

Secretary- Full Name

Secretary- Signature

Secretary- Date

Group Lead Volunteer - Full Name

Group Lead Volunteer – Signature

Group Lead Volunteer – Date