



**Scouts**

**1st Ince and Elton**

# **Constitution of 1<sup>st</sup> Ince and Elton Scout Group**

Ref number:	1STIEGPCON	Date of issue:	12/06/2018	Prepared by:	Group Exec Committee
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# Constitution

## Purpose of the Group:

To provide scouting opportunities for young people in the villages of Ince, Elton and Thornton le Moors and surrounding areas by methods set out in Scouting Policy Organisation and Rules (POR); 'To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international communities'

## The Group:

The Group consists of

- 1<sup>st</sup> Ince and Elton Beaver Colony
- 1<sup>st</sup> Ince and Elton Cub Pack
- 1<sup>st</sup> Ince and Elton Scout Troop

## Address of the Scout Headquarters:

Scout HQ  
Scout Hut Lane  
Off School Lane  
Elton  
CH2 4LT

## Key Values:

1<sup>st</sup> Ince and Elton Scout Group uphold the key values of the Scout Association. We act with integrity, we are honest, trustworthy, and loyal. We have self-respect and respect for others. We support others and take care of the world in which we live. We explore our faiths, beliefs, and attitudes. We make a positive difference when we cooperate with others and make friends.

## Method of delivery:

Creating a balanced program of activities ensuring, progression and training in a fun and safe environment.

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## Key Documents and Policies:

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the By-Laws of the Association and the Policy, Organisation and Rules (POR) of the Scout Association.

To suit local circumstances, we have also set out our own additional policies in the following documents.

1. Group Behaviour and Anti-Bullying Policy
2. Joining List Policy
3. Subs and Payments Policy
4. Hardship Fund Policy
5. Attendance Policy
6. Uniform Policy
7. Financial Management policy
8. Supporting Adults Policy
9. Management of Equipment Policy
10. Headquarters Management Policy
11. Fundraising Policy
12. Data Protection and IT Security Policy
13. Website Privacy and Cookie Policy

**NB:** If any wording in local policies conflicts wording of rules in POR, **then POR takes precedence**. The latest edition of the Policy, Organisation & Rules of The Scout Association can be found online at [scouts.org.uk/por](https://scouts.org.uk/por).

## The Constitution of the 1<sup>st</sup> Ince and Elton Scout Group

### The Management of the Scout Group:

- A. Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of The Scout Association.
- B. The Scout Group is led by the Group Scout Leader and managed by the Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.
- C. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the Balanced Programme for young people within the Group.

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## 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 Executive Committee is accountable.

- I. Membership of the Group Scout Council is open to:
  - Scouters;
  - Colony, Pack and Troop Assistants;
  - Skills Instructors;
  - Administrators;
  - Advisers;
  - Patrol Leaders;
  - All 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, the Group Executive Committee or the Group Scout Council;
- II. The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.
- III. Membership of the Group Scout Council ceases upon:
  - a. The resignation of the member;
  - b. The dissolution of the Council;
  - c. The termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- IV. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
  - a. receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - b. approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
  - c. elect a Group Secretary and Group Treasurer;
  - d. elect certain members of the Group Executive Committee;
  - e. appoint an auditor or independent examiner or scrutineer as required.
  - f. Notice of the AGM will be posted on the Groups website at least 21days prior to the AGM along with the annual reports and Agenda.
  - g. If members wish to propose additional items for the agenda then these must be received in writing by the secretary at least 14days prior to the AGM

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## The Group Executive Committee

- I. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:
  - 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 local management of the Safety Policy.
  
- II. **The Group Executive Committee consists of:**
  - a. **Ex-officio Members**
    - i. The Group Chairman;
    - ii. The Group Secretary;
    - iii. The Group Treasurer;
    - iv. The Group Scout Leader;
    - v. The Assistant Group Scout Leader;
    - vi. All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) 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.
  - b. **Elected members**
    - i. 3 (4 Max) elected Members
  - c. **Nominated Members**
    - i. Persons nominated by the Group Scout Leader; they must be approved at the AGM.
  - d. **Co-Opted Members**
    - i. Persons co-opted by the GEC and must not exceed the number of elected members.

**(Right of Attendance:** The District Commissioner and the District Chairman have the right of attendance at meetings of the Group Executive Committee.)

- III. Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent of at least one Member of each of the Sections in the Group.

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- IV. The Group Executive Committee may establish any sub-Committees that it deems necessary.
- V. The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Executive Committee, but will not be Chairperson.
- VI. Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex-officio members. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.
- VII. A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.
- VIII. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.
- IX. Certain people are disqualified from being charity trustees by virtue of the Charities Acts (See rule 13.1).
- X. Charity trustees are responsible for insuring compliance with all relevant legislation including the General Data Protection Regulations.
- XI. 1st Ince and Elton Scout Group is registered as a charity in England and Wales.  
**Registration Number 1025963**

## The Group Scouters' Meeting

- I. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chairman, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager and Explorer Scout Leader.
- II. The role of the Group Scouters' Meeting is to:
  - a. consider the well-being and development of each Member of the Group;
  - b. ensure the progress of each Member through the programme;
  - c. Plan and co-ordinate all the Group's activities;
  - d. To keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

## Conduct of Meetings

- I. Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.
- II. 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 chairman does not have a casting vote and the matter is taken not to have been carried.
- III. A quorum for meetings of the Group Council and the GEC and its sub-Committees shall be at least four members present .

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For GEC – GSL or AGSL, at least 2 ex officio members, at least 40% of members.

For GSC – At least 20% of members, at least 40% of GEC.

For Sub Committees at least 40% of members

This document was adopted by the 1<sup>st</sup> Ince and Elton Scout Council on 12th June 2018.

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