



Scouts

1st Histon

Scouts

1st Histon



THE CONSTITUTION OF 1st HISTON SCOUT GROUP

1: Aim and Overview

- 1.1. The aim of 1st Histon Scout Group is to provide Scouting to young people in the Histon and Impington area up to the age of 14.5.
- 1.2. This constitution describes the role, membership and operation of the Group Scout Council and the Group Trustee Board.
- 1.3. The Group Scout Council will re-adopt its constitution at each Annual General Meeting.
- 1.4. Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

2: Membership of the Group Scout Council

- 2.1 The Group Scout Council is the body which supports Scouting in 1st Histon Scout Group and has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex-officio and co-opted appointments.
- 2.2 The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.
- 2.3 The Group Scout Council has no Trustee responsibilities.
- 2.4 Membership of the Group Scout Council does not provide membership status of the Scouts.
- 2.5 The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts:
 - a) All adult members of the Group.



Scouts
1st Histon

Scouts



1st Histon

- b) All Patrol Leaders of the Troops in the Group
- c) All parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group.
- d) All Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e) All parents and carers of Explorers, if so stated in a Partnership Agreements between the Unit, the Group and the District
- f) The Sponsoring Authority, where there is one, or its nominee
- g) The District Commissioner
- h) The District Chair

2.6 The appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio Group Scout Council members. A Group Scout Council does not need to have any appointed members.

2.7 The community members of the Group Scout Council are representatives of the local community appointed because of their role rather than by their name. For example, local head-teachers or Parish Council members. They are appointed by the Group Scout Council on the recommendation of the Group Lead Volunteer and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members.

2.8 The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.

2.9 Membership of the Group Scout Council ceases upon:

- a) The resignation of the member;
- b) The member no longer qualifies as a member of the Group Scout Council
- c) The dissolution of the Group Scout Council;
- d) The termination of membership by UK Headquarters following a recommendation by the Group Trustee Board.

2.10 The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.



Scouts

Scouts



1st Histon

1st Histon

- 2.11** Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- 2.12** 1st Histon Scout Group has agreed that terms of appointment are for one year.
- 2.13** Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
- 2.14** Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on the Scout Association's membership system.

3: The Annual General Meeting of the Group Scout Council

3.1. The Group Scout Council must hold an Annual General Meeting within six months of the financial year. Groups should give 4 weeks' notice of the date of the AGM.

3.2 The AGM must:

a) Undertake governance oversight by:

- Approving the minutes of the previous Group AGM
- Adopting (or re-adopting) the constitution of the Scout Group charity
- Noting the dates of the charity's financial year
- Approving appointed and community members of the Group Scout Council
- Agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
- Agreeing the quorum for future meetings of the Group Scout Council,

b) Review the previous year by:

- Receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group.



Scouts

Scouts



1st Histon

1st Histon

- Receiving and considering the Group Trustees' Annual Report and the annual statement of accounts approved by the Group Trustee Board
- Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner or scrutineer. This must include the formal report prepared by the auditor, independent examiner or scrutineer.

c) Make appointments:

- Appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Chair only occur at the end of their period of appointment.
- Appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment.
- Appoint other members of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment.
- Approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
- Appoint (or re-appoint) an auditor or independent examiner or scrutineer as required;

3.2. Following each Annual General Meeting, administration must ensure that:

- 1) All appointed Trustees are recorded on the membership system
- 2) The Group Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed.

It is good practice for the new Group Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved until the charity's next AGM.



Scouts

Scouts



1st Histon

4: The Purpose of the Group Trustee Board

- 4.1.** 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.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

- 4.2.** Members of the Group Trustee Board must act collectively as charity trustees of their Scout Group and in the best interests of the charity's members.

- 4.3.** Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group Chair and Group Treasurer must be kept separate and be done by two different people.

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

a) The charity is:

- Well managed
- Carrying out its purpose for the public benefit
- Complying with the charity's governing document and the law
- Managing the charity's resources responsibly

b) the charity is operating compliant with the Scouting Policy, Organisation and Rules (POR), including effective management of each of the Key Policies listed in Chapter 2 of the POR.

c) young people are meaningfully involved in decision making at all levels.

d) the Group has 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.

- 4.5.** The Group Trustee Board members must themselves collectively:



Scouts
1st Histon

Scouts
1st Histon



a) develop and maintain a risk register, including putting in place appropriate mitigations.

b) ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group.

c) maintain and manage:

- A reserves policy for the charity, including a plan for use of reserves outside the 'minimum'
- An investment policy for the charity
- A public benefit statement for the charity

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained.

e) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee. This should normally be one of the Group's Trustees.

f) ensure that effective administration is in place to support the work of the Group Trustee Board.

g) appoint any co-opted members of the Group Trustee Board.

h) ensure transparency of operation including:

- prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Group Scout Council at their Annual General Meeting (AGM).
- prepare and approve the Group Trustees' Annual Report (which must include their Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
- present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the AGM.



Scouts
1st Histon

Scouts
1st Histon



- following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District or County Trustee Board administration, and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor.
- j) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- k) put in place annually, an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment.
- l) where staff are employed:
 - act as a responsible employer in accordance with Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

4.6 A Group Trustee Board may create sub-committees it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-committee it appoints:

- a) its purpose is governance focussed and not operational
- b) its members are agreed and approved by the Group Trustee Board
- c) the Group Trustee Board Chair is an ex officio member
- d) the Group Scout Leader is an ex officio member

Sub-committee members are not Trustees unless they are members of the appointing Group Trustee Board.



Scouts

1st Histon

Scouts

1st Histon



All sub-committee members must be recorded on the membership system.

5: Membership of the Group Trustee Board

5.1 Subject to the conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

5.2 A Group Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee Categories), with a minimum of 5 Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.

5.3 Each Ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.

People invited to attend a meeting of the Group Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

5.5 If registered, the Group's charity registration number must be recorded on the membership system.

5.6 All Trustees must complete training as specified in the Scouting POR.

5.7 It is good practice for a Group Trustee Board, and any sub-committees, to have at least two Trustees aged between their 18th and 25th birthdays.

5.8 Each Group Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the Group.

5.9 The selection processes leading to appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.



5.10 The members of the Group Trustee Board are:

a) The Group Scout Leader is an ex officio member of the Group Trustee Board. There is only one ex officio Trustee role for a Group Scout Leader, so where there are joint role holders for Group Scout Leader, the role holders must decide, in discussion with the Group Chair, which of them will be the ex officio Trustee. However, each Group Scout Leader role holder must be eligible to be a Trustee.

b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Chair only occur at the end of their period of appointment.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Treasurer only occur at the end of their period of appointment.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This should follow a selection process initiated and overseen by the Group Trustee Board. Vacancies for the role of Trustee only occur at the end of their period of appointment.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposed names from the Trustee Board do not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name(s) from the Trustee Board.



Scouts
1st Histon

Scouts
1st Histon



e) The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).

5.11 In addition to Group Chair and Group Treasurer, 1st Histon Scout Group has identified the following governance roles which appointed or co-opted members on the Trustee Board will fulfil:

- Quartermaster
- Data Protection Officer

In addition, 1st Histon Scout Group Trustees may take on one of the named operational roles within the Group, for which appointment is also subject to approval at the AGM. These roles are:

- Secretary
- Waiting List
- Communications
- Fundraising

With the exception of the roles of Group Chair and Group Treasurer which must not be combined, Trustees can hold more than one of the named roles above.

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

5.13 The Sponsoring Authority or its nominee has the right of attendance at meetings of the Group Trustee Board.

5.14 If a Trustee Board Chair or Treasurer resigns then Rule 16.6.3 of the Scouts POR must be followed.



Scouts

Scouts



1st Histon

1st Histon

6: Conduct of Meetings of the Group Scout Council

6.1 The Group Scout Council meets at their AGM. It would be unusual for there to be additional meetings of the Group Scout Council.

6.2 A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

6.3 Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

6.4 Only Group Scout Council members, as defined in Clauses 2.3, 2.4 and 2.5 may vote in Scout Council meetings.

6.5 The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM.

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

6.6 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 the casting vote and the matter is taken not to have been carried.

6.7 In order to discharge their responsibilities, the Group Scout Council may meet by video conference as well, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

6.8 All meetings of the Group Scout Council, whether face-to-face or otherwise must be properly recorded and minuted.



Scouts

Scouts



1st Histon

7: Conduct of Meetings of the Group Trustee Board

- 7.1** Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.
- 7.2** Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a meeting of the Group Trustee Board, subject to such appointment being approved at the start of the meeting by the majority of the members present at the meeting.
- 7.3** Only members as defined in Clause 5.10 may vote in meetings of the Group Trustee Board.
- 7.4** The quorum for a meeting of the Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
- If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest opportunity.
- 7.5** In the case of sub-committee of the Group Trustee Board, the quorum for each sub-committee must be set by the Group Trustee Board, based on the size of the sub-committee and the complexity of its task(s).
- 7.6** 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 meeting Chair does not have a casting vote and the matter is taken not of have been carried.
- 7.7** In order to discharge their responsibilities, the Group Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the Group Chair. This includes hybrid meetings where some members join by telephone or video.
- 7.8** Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board, then electronic voting (such as email) is allowed for decision



Scouts

1st Histon

Scouts

1st Histon



making of the Group Trustee Board when deemed appropriate by the Group Chair. 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 Group Trustee Board meeting.

8: This Constitution

- 8.1 All changes to this constitution must be approved by a meeting of the Group Scout Council.
- 8.2 Minor changes can be provisionally approved by the Group Trustee Board and brought into effect pending full approval the Group Scout Council.
- 8.3 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.
- 8.4 This document is based on the Scout Association's "Policy, Organisation and Rules" (P.O.R.). Where the two differ, the P.O.R. has jurisdiction over 1st Histon Group.
- 8.5 When the Scouting P.O.R. is updated, the relevant changes will be reviewed by the Group Scout Leader, and appropriate changes proposed to 1st Histon Scout Group's constitution if necessary.
- 8.6 For any matter not covered in this constitution, reference should be made to the Scouting P.O.R. The rules or recommendation made therein will then apply to 1st Histon Scout Group until consideration by the Group Trustee Board and/or the constitution is amended.

Signed by

A. Nicholas

Signature:

Name:

Position:

Chair

Date:

30. April. 2025

Signature:

[Signature]

Name:

Richard Alarain

Position:

Club WAD VOUNTEER

Date:

30.04.2025



Scouts

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1st Histon

1st Histon

Revision History

Revision Number	Update
1	Constitution to 18/06/2019
2	Logo and font style changed in accordance with Scout branding changes in May 2018. All roles on the Executive Committee explicitly listed. Constitution amended in accordance with Scout POR May 2018.
3	Paragraph 3.5 amended in accordance with Scout POR April 2022.
4	Re-written in accordance with the Scout POR April 2023 and the move to Trustee Boards.
5	Re-written in accordance with the Scout POR March 2024.
6	No changes – ratification date updated