



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 boys and girls in the Histon and Impington area from age 6 to 14.
- 1.2. This constitution describes the role, membership and operation of the Scout Council and the Trustee Board.
- 1.3. The Scout Council will re-adopt its constitution at each Annual General Meeting.

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 which has charity governance responsibility for Scouting in the Group. The Trustee Board is accountable to the Group Scout Council.
- 2.2 Membership of the Group Scout Council does not provide membership of the Scouts
- 2.3 There are four categories of membership of the Group Scout Council
 - a) Ex officio
 - b) Nominated
 - c) Co-opted
 - d) Right of attendance
- 2.4 The Secretary must ensure that nominated and co-opted Group Scout Council members are recorded in the minutes of the Group Scout Council Meeting which is normally the Annual General Meeting. Nominated and co-opted Group Scout Council members must not be recorded on the Scout Association's membership system.



Scouts

Scouts



1st Histon

1st Histon

Ex officio Group Scout Council members must not be recorded as Group Scout Council Members on The Scout Association's membership system.

2.5 The ex officio members of the Group Scout Council are:

- a) all adult members of the Group
- b) all Patrol Leaders of the Troop(s) in the Group
- c) parents or carers of Beavers, Cubs and Scouts
- d) Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District,
- e) parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District.
- f) the Sponsoring Authority
- g) the District Commissioner
- h) the District Trustee Board Chair

The nominated 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 nominated members must not exceed the number of ex officio members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent re-appointments are permitted.

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

2.7 Membership of the Group Scout Council ceases upon:

- a) The resignation of the member;
- b) The member no longer qualifying 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 relevant Trustee Board.

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 end to:

a) Undertake governance oversight:

- Adopt (or re-adopt) the constitution of the charity
- Note 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 Group Scout Council,
 - the Group Trustee Board
 - meetings of any sub-Committees;

b) Review the previous year:

- Receive and consider the Group Trustees' Annual Report, including 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 Group Scout Council must include the formal report prepared by the auditor, independent examiner or scrutineer.

c) Make appointments:

- Approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Trustee Board;
- Elect a Group Secretary and Group Treasurer to the Group Trustee Board.
- Elect Trustees to the Group Trustee Board.



Scouts
1st Histon

Scouts
1st Histon



- Appoint an auditor or independent examiner or scrutineer as required;
- 3.2.** 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 filed.
- 3.3** Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group Chair and Group Treasurer must not be combined in any way.

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 charity and in the best interests of the charity's members.
- 4.3.** 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).

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



Scouts

1st Histon

Scouts

1st Histon



d) 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.

e) the Scouts has a positive image in the local community.

4.4 The Group Trustee Board members must themselves collectively:

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 charity.

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 charity is properly protected and maintained.

e) promote and support the development of Scouting in the local area.

f) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee.

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

h) appoint any Administrators, Advisers and co-opted members of the Group Trustee Board.

i) ensure transparency of operation including:



Scouts

Scouts



1st Histon

1st Histon

- 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
 - prepare and approve the Trustees' Annual Report (which must include their Annual Accounts)
 - present the approved Trustee's Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting (AGM)
 - following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration, and if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- j) take responsibility for 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.
- k) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- l) where staff are employed:
- act as a responsible employer in accordance with Scouting's 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
- 4.5** A Group Trustee Board must also provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group.
- 4.6** A Group Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:
- a) the purpose of each sub-committee is clear and has been agreed by the Group Trustee Board



b) each sub-committee of the Group Trustee Board consists of members approved by the Group Trustee Board

c) the Chair of the Group Trustee Board is an ex officio member of each sub-committee

d) the Group Scout Leader is an ex officio member of each sub-committee

Members of the sub-committees are not Trustees unless they are members of the Group Trustee Board.

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 Ex officio, nominated, elected and co-opted members of the Group Trustee Board are charity Trustees of the Group.

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

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

5.5 The Group Trustee Board consists of:

Ex-Officio Members

- The Group Chair;
- The Group Secretary (if appointed as a Trustee);
- The Group Treasurer;
- The Group Scout Leader;
- The Deputy Group Scout Leader (where in post);
- The Sponsoring Authority or its nominee;
- All persons with a Section Leader role in a Beaver, Cub or Scout section in the Group, subject to that Leader stating to the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board.



Scouts

Scouts



1st Histon

1st Histon

- The Explorer Leader (if stated in a Partnership Agreement) subject to that Leader stating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

Elected Members

- Persons elected at the Group Annual General Meeting.
- Elected Member positions at 1st Histon Scout Group can be held by parents of Beaver Scouts, Cub Scouts or Scouts or community representatives.
- The total number of Elected Members cannot exceed 6.

Nominated Members

- persons nominated by the Group Scout Leader.
- The nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members.

Co-opted Members

- Persons co-opted annually by the Group Executive Committee.
- the number of co-opted members must not exceed the number of elected members.

5.6 1st Histon Scout Group has identified the following operational roles which either parents or community representatives on the Trustee Board will fulfil:

- Quartermaster
- Fundraising
- Communications
- Waiting List

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

6: Conduct of Meetings of the Group Trustee Board



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1st Histon



- 6.1** Only members as defined in Clause 5.5 may vote in meetings of the Group Trustee Board.
- 6.2** 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 Group Chair does not have a casting vote and the matter is taken not of have been carried.
- 6.3** The Group Scout Council resolution dated 14th June 2023 defined the quorum for meetings of the Group Scout Council to be ten.
- 6.4** The Group Scout Council resolution dated 14th June 2023 defined the quorum for meetings of the Group Trustee Board to be five.
- 6.5** 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.
- 6.6** Electronic voting (such as email) is allowed for decision 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.

7: This Constitution

- 7.1** All changes to this constitution must be approved by a meeting of the Group Scout Council.
- 7.2** Minor changes can be provisionally approved by the Group Trustee Board and brought into effect pending full approval the Group Scout Council.
- 7.3** 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.



Scouts

1st Histon

Scouts

1st Histon



7.4 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.

7.5. 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.

7.6. 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.

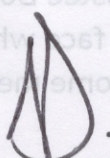
Signed by

Signature:

Name:

Position:

Date:

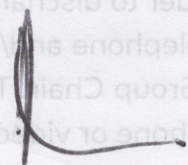

A. McNeill
CHAIR
11 July 23

Signature:

Name:

Position:

Date:


R. Wilson
Group Scout Leader
13th September 2023

Revision History

Revision 1: Constitution to 18/06/2019

Revision 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.

Revision 3: Paragraph 3.5 amended in accordance with Scout POR April 2022.

Revision 4: Re-written in accordance with the Scout POR April 2023 and the move to Trustee Boards.