

The Constitution of Barlaston & Tittensor Scout Group

a. **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.

- i. Membership of the Group Scout Council is open to:
 - Scouters;
 - Group Scout Active Support members (including the Group Scout Active Support Manager and Group Scout Active Support Co-ordinators – if appointed);
 - 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 Lead Volunteer, the Group Trustee Board or the Group Scout Council;
 - Explorer Scout Leaders (if stated in a Partnership Agreement) [currently not applicable at B&T];
- ii. The District Lead Volunteer and District Trustee Board Chair are ex-officio members of the Group Scout Council.
- iii. Membership of the Group Scout Council ceases upon:
 - the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the Group Trustee Board.
- iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
 - receive and consider the Annual Report of the Group Trustee Board, including the annual statement of accounts;
 - approve the Group Lead Volunteer's nomination of the Group Trustee Board Chair and nominated members of the Group Trustee Board;
 - elect a Group Administrator and Group Treasurer;
 - elect certain members of the Group Trustee Board;
 - appoint an auditor or independent examiner or scrutineer as required.

b. The Group Trustee Board

- i. The Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of their appointment.
- ii. Members of the Trustee Board must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:
 - Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the Group.
 - Manage the Group finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally.
 - Ensure that a positive image of Scouting exists in the local community.
 - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.
 - Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
 - The opening, closure and amalgamation of Sections in the Group as necessary.

The Trustee Board must also:

- Appoint Administrators, Advisers, and Co-opted members of the Trustee Board.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting; file a copy with the District Trustee Board; and to the charity regulator if the regulator's rules require it.
- Maintain confidentiality with regard to appropriate Trustee Board business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The Group Trustee Board consists of:

Ex-officio Members

- The Group Chair;
- The Group Administrator;
- The Group Treasurer;
- The Group Lead Volunteer;
- The Assistant Group Lead Volunteer;
- The Explorer Scout Leader (if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function); Not currently applicable to B&T
- 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.

Elected Members

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;
- the actual number must be the subject of a resolution by the Group Scout Council.

Nominated Members

- persons nominated by the Group Lead Volunteer;
- 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 Trustee Board
- the number of co-opted members must not exceed the number of elected members.

Right of Attendance

- the District Lead Volunteer and the District Trustee Board Chair have the right of attendance at meetings of the Group Trustee Board.

iv. Additional Requirements for sub-Committees:

- Sub-Committees consist of members nominated by the Board.
- The Group Lead Volunteer and the Group Trustee Board Chair will be ex-officio members of any sub-Committee of the Group Trustee Board.
- Any fundraising committee must include at least two members of the Group Trustee Board. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.

v. Additional Requirements for Charity Trustees:

- All ex-officio, elected, nominated and co-opted members of the Group Trustee Board are Charity Trustees of the Scout Group.
- Only persons aged 18 and over may be full voting members of the Group Trustee Board because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See TSA POR rule [13.1](#))
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- Barlaston & Tittensor Scout Group are registered as a charity (See TSA POR rule [13.3](#)) and this should be maintained

c. The Group Scouters' Meeting

- i. Membership of the Group Scouters' Meeting consists of the Group Lead Volunteer as chair, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement.
- ii. The role of the Group Scouters' Meeting is to:
 - consider the well-being and development of each Member of the Group;
 - ensure the progress of each Member through the programme;
 - plan and co-ordinate all the Group's activities;
 - to keep the Group Trustee Board advised of the financial and other resource requirements of the training programme.

d. Conduct of Meetings

- i. Only members as defined above may vote in meetings of the Group Scout Council and the Group Trustee Board.
- 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 chair does not have a casting vote and the matter is taken not to have been carried.
- iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Trustee Board and its sub-Committees.