



# Scouts

**30th Warrington West  
(Penketh Methodist)**

## Group Constitution

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# Group Constitution

## 1 30th Warrington West (Penketh Methodist) Scout Group

The 30th Warrington West (Penketh Methodist) Scout Group is referred to as *The Group* hereafter.

### 1.1 Purpose

To provide scouting opportunities for young people in Penketh 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*'

### 1.2 Structure:

The Group consists of

- Beaver Colony
- Cub Pack
- Scout Troop

### 1.3 Meeting Place of The Group:

The Olive Tree Community Centre  
Chapel Road  
Penketh  
Warrington  
WA5 2NB

### 1.4 Key Values:

The Group upholds 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.

### 1.5 Method of delivery:

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

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## 1.6 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 set out our own local policies which are available online on The Group website. 30thWarringtonScouts.org.uk <http://30thwarringtonscouts.org.uk/>.

**NOTE:** 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](http://scouts.org.uk/por).

## 1.7 Charity Status:

The Group is a registered charity, number 1059442.

## 1.8 Sponsorship Status:

The Sponsoring Authority of The Group is Penketh Methodist Church which shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.

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## 2 The Constitution of The Group:

### 2.1 The Group Scout Council

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

#### 2.1.1 Structure

Membership of the Group Scout Council is open to:

##### Ex Officio Members

- All adult members and associate members of the Scout Group;
- Patrol Leaders;
- all parents of Beaver Scouts, Cub Scouts and Scouts;
- the Sponsoring Authority or its nominee;
- District Commissioner
- District Chair

##### Nominated members

- Other supporters of The Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Executive Committee.
- The number of Nominated members must not exceed the number of Ex Officio members.
- Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

Membership of the Group Scout Council ceases upon:

- the resignation of the member;
- for parents of Beaver Scouts, Cubs Scouts, Scouts, resignation of their child(ren) from The Group;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the Group Executive Committee.

#### 2.1.2 Responsibilities

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 Executive Committee, including the annual statement of accounts;
- approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee;
- elect a Group Secretary and Group Treasurer;
- elect certain members of the Group Executive Committee;
- appoint an auditor or independent examiner or scrutineer as required.

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## 2.2 The Group Executive Committee

### 2.2.1 Responsibilities

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee 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 Executive Committee must also:*

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- 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 Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it.
- Maintain confidentiality with regard to appropriate Executive Committee 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.

### 2.2.2 Structure

The Group Executive Committee consists of (if appointed):

#### **Ex-Officio Members**

- The Group Chair;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Deputy Group Scout Leader
- The Sponsoring Authority or its nominee;

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- 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

- parent representatives of Beaver Scouts, Cub Scouts and Scouts, up to a maximum of two per section;
- other 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.
- persons nominate themselves, usually after discussion with a Leader. Elected members have a fixed term in office of one year but, have no limit on the number of times of re-election.

## 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.

Elected, Nominated and Co-opted members must not already have a place on the Executive Committee by virtue of being an Ex-Officio member.

Membership of the Group Executive Committee ceases upon:

- the resignation of the member;
- the dissolution of the Committee;
- the termination of membership by Headquarters following a recommendation by the Group Executive Committee.

### 2.2.3 Right of Attendance

The District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee.

### 2.2.4 Additional Requirements for sub-Committees

Sub-Committees consist of members nominated by the Committee.

- the Group Scout Leader and the Group Chair will be ex-officio members of any sub-Committee of the Group Executive Committee.
- Any fundraising committee must include at least two members of the Group Executive Committee.
- No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee. This segregation of duties ensures they are able to concentrate on delivering the balanced programme.

### 2.2.5 Additional Requirements for Charity Trustees:

- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.

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- Only persons aged 18 and over may be full voting members of the Group Executive Committee 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.
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.

## 2.3 The Group Leaders' Meeting

Membership of the Group Leaders' Meeting consists of the Group Scout Leader as chair, all Section Leaders, Section Assistants and Assistant Leaders and the Group Scout Active Support Manager

The role of The Group Leaders' 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 Executive Committee advised of the financial and other resource requirements of the training programme.

## 2.4 Conduct of Meetings

Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.

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.

The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its Sub-Committees. The following proposal will be made, voted upon and minuted at the Annual General Meeting held on 5<sup>th</sup> July, 2021.

- For **Group Executive Committee** – at least 40% of its members, which must include the GSL (or AGSL) and two other ex-officio members.
- For **Group Scout Council** – At least 20% of its members, which must include at least 40% of Group Executive Committee members.
- For **Sub-Committees** at least 40% of its members.

Electronic voting (such as email) is allowed for decision making of the Group Executive Committee when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.

The Group Executive Committee can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

**This document was approved by the 30th Warrington West (Penketh Methodist) Scout Group Scout Council on 5<sup>th</sup> July 2021.**

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