

THE CONSTITUTION of APPLETON and WELBURY CUB SCOUT GROUP



Part 1: Context

1.1 The Purpose of Scouting

Scouting in the UK is organised through The Scout Association. The Scout Association has a clear purpose: 'Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.'

The Scout Association's method of meeting the purpose of Scouting is through the balanced programme.

1.2 The Scout Method

Scouting uses a Method, which is young people, in partnership with adults:

- enjoying what they are doing;
- learning by doing;
- participating in varied and progressive activities;
- making choices for themselves;
- taking responsibility for their own actions;
- working in groups;
- taking increasing responsibility for others;
- taking part in activities outdoors;
- sharing in prayer and worship;
- making and living out their Promise.

1.3 The Balanced Programme

The balanced programme provides a framework for the progression of training, activities and awards that covers everything that young people do in Scouting from the ages of 6 to 25. It involves helping young people to grow through six tailored programme zones: Community, Global, Beliefs and Attitudes, Outdoor and Adventure, Creative Expression and Fit for life. The programme is everything we do as Scouts – it includes the activities and the badges, the challenges and awards.

1.4 Key Policies

The Scout Association has adopted key policies relating to:

- Vetting
- Child Protection
- Anti-Bullying
- Safety
- Equal Opportunities
- Religion
- Development.

These can be found in the latest edition of the Policy, Organisation and Rules of The Scout Association.

1.5 Structure of the Scout Association

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These units of Scouting provide:

- Support
- Channels for communication
- Opportunities for youth Members and adults to make decisions and take responsibility;
- Functional units through which the design and delivery of the youth programme can be best achieved.

The Scout Group is the local organisation for Scouting. It can combine together the different sections and comprises of one or more of any or all of the following:

- a Beaver Scout Colony
- a Cub Scout Pack
- a Scout Troop.

A group can also consist of any number of sections in the different age groups. All sections in a Scout Group provide co-educational Scouting.

Additionally, a Group may also include one or more Group Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group.

1.6 Registration of Scout Groups

A Scout Group cannot exist unless it has a current registration with the Scout Association. Registration is renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, and County Membership Subscriptions payable.

The registration, suspension, and alteration or cancellation of registration are matters for the appropriate District Commissioner and District Executive Committee.

Charity Law does not permit a Scout Group to transfer from the Scout Association to any other body whether calling itself a Scout organisation or by any other name.

1.7 Our Aim

The aim of The Appleton and Welbury Cub Scout Group is to provide Cub Scouting to young people in and around Appleton Wiske from age 8 to 10½.

Part 2: Management of Appleton and Welbury Cub Scout Group

Appleton and Welbury Cub Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of The Appleton and Welbury Scout Group subject to the policy and rules of The Scout Association.

The Appleton and Welbury Cub Scout Group is a not-for-profit organization. The Appleton and Welbury Cub Scout Group is led by a Group Cub Scout Leader and managed by a Group Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Scout Leader is assisted and supported by the Group Leadership Team and Group Supporters in the delivery of the balanced programme for young people within the Group.

Part 3: The Group Scout Council

The Group Scout Council is the electoral body, which supports Cub Scouting in the Appleton and Welbury Cub Scout Group. It is the body to which the Group Trustee Board is accountable.

3.1 Membership

(a) Membership of the Group Trustee Board 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)
- Skills Instructors
- Administrators
- Advisers
- all parents of Cub Scouts
- any other supporters including former Scouts and their parents who may be admitted by the Team Leader, 1st Appleton and Welbury, the Group Trustee Board or the Group Scout Council

(b) The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.

(c) 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 Executive Committee

3.2 Meetings

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 Team Leader, 1st Appleton and Welbury, nomination of the Group Chairman and nominated members of the Group Trustee Board ;
- Elect certain members of the Group Trustee Board;
- Appoint a scrutineer as required.

The quorum for meetings of the Group Cub Scout Council is four, which must include the Team Leader, 1st Appleton and Welbury, or Group Chairman plus two other members of the Group Trustee Board.

3.3 Appointments and Elections

The positions of Group Chairman, and Group Secretary cannot be held by an appointed Scouter.

Members of the Group Council wishing to stand for election should make their intention known to the Group Scout Leader at least 14 days before the date of the meeting at which the election will take place. Only if no one has notified the Group Scout Leader, 1st Appleton and Welbury, in this way that they wish to stand for election to a particular position will people be allowed to put themselves forward at the meeting itself for that position.

No individual can hold more than one nominated, elected or co-opted position on the Group Trustee Board. Appointments on the Group Trustee Board may be terminated by:

- The resignation of the holder

- The unanimous resolution of all other members of the Group Trustee Board
- The expiry of the period of the appointment
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group

All persons becoming members of the Group Trustee Board must complete the Scout Association's appointments process which includes a Personnel Enquiry.

Part 4: The Group Trustee Board

4.1 The Responsibilities of the Group Trustee Board

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Cubs Scout Group is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

The Group Trustee Board supports the Team Leader, 1st Appleton and Welbury, and ensures the effective administration of the Scout Group.

The Group Trustee Board aims to make sure that the Cub Scout Group has the facilities and resources needed to deliver good Scouting in the Group. This includes:

- 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
- Group public occasions
- assisting with the recruitment of Leaders and other adult support
- The Group Trustee Board exists to support the Team Leader, 1st Appleton and Welbury, in meeting the responsibilities of their appointment.

4.2 Responsibility

The Group Trustee Board is responsible for:

- Maintenance of the Group's property and equipment;
- 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.

4.3 Membership

The Group Trustee Board consists of: Ex-Officio Members

Ex-officio Members

- The Group Chairman
- The Group Treasurer
- The Team Leader, 1st Appleton and Welbury
- Team Member (Assistant Cub Scout Leader)

Nominated Members

- The Group Chairman
- Up to three other nominated persons
- The nominations must be approved at the Group Annual General Meeting.

Elected Members

- The Group Treasurer.
- Elections will take place at the Group's Annual General Meeting.

Co-opted Members

- Persons co-opted annually by the Group Trustee Board
- Persons who through service to the Appleton and Welbury Cub Scout Group are deemed worthy of this recognition.
- Proposed and seconded by members of the Group Trustee Board and approved by the Group Scout Council.
- Position to be held for a fixed term; no longer than five years.

The number of nominated, co-opted, and honorary members together must not exceed the number of elected members. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).

4.4 Meetings

The Group Trustee Board should formally meet at least four times during each calendar year (not including the AGM of the Group Council).

The quorum for meetings of the Group Trustee Board is three voting members, one of whom must be the Team Leader, 1st Appleton and Welbury, or Group Chairman.

4.5 Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. 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.

4.6 Right of Attendance

The District Lead Volunteer North Hambleton and the District Chairman have the right of attendance at meetings of the Group Trustee Board.

4.7 Sub-Committees

The Group Trustee Board may establish any sub-committees that it deems necessary.

The Team Leader, 1st Appleton and Welbury and the Group Chairman 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, in addition to the ex-officio members.

Part 5: Finance

5.1 Budgeting and Expenditure

The Group Trustee Board must ensure that proper financial planning and budgetary control is operated within the Group.

Changes to subscriptions charged by their members require the approval of the Group Trustee Board

All expenditure not specifically delegated must be approved by the Group Trustee Board to ensure that the Group can meet any liability so incurred.

When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.

5.2 Funds administered by Sections

Each Section must itself administer sums collected through subscriptions, charged for activities, and/or allocated to it by the Group Trustee Board.

All funds administered by sections remain the assets of The Appleton and Welbury Cub Scout Group and must be consolidated into the Group accounts at the end of the financial year.

A proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of three months.

5.3 Bank Accounts

All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group.

The Group bank account will be operated by the Group Treasurer and other persons authorised by the Group Trustee Board.

A minimum of two signatories is required for any withdrawals and payments.

Under no circumstances must any monies received on behalf of the Group be paid into a private bank account. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the has so authorised beforehand and if a proper account of the receipts Group Trustee Board and payments is kept.

5.4 Books of Account

As a separate educational charity, The Appleton and Welbury Cub Scout Group is under a statutory obligation to keep proper books of account.

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the rules of the Scout Association. This statement must account for all monies received or paid on behalf of the Group, including any Committees.

Signed copies of the annual report and accounts must be sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts were received and considered.

Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

Part 6: This Constitution

All changes to this constitution must be approved by a meeting of the Group Scout Council.

Minor changes can be provisionally approved by the Group Trustee Board and brought into effect pending full approval the Group Scout Council.

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.

This document is based on the Scout Association’s “Policy, Organisation and Rules” (P.O.R.). Where the two differ, this constitution has jurisdiction over The Appleton and Welbury Cub Scout Group.

When P.O.R. is updated, the relevant changes will be reviewed by the Group Scout Leader, and appropriate changes proposed to The Appleton and Welbury Cub Scout Group’s constitution if necessary.

For any matter not covered in this constitution, reference should be made to P.O.R. The rules or recommendation made therein will then apply to The Appleton and Welbury Cub Scout Group until consideration by the Group Trustee Board and/or the constitution is amended.

Signed by:

Signature	
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Signature	
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Name	
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Position	
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Revision History

Version 1			
