

Constitution of the 8th West Wickham Scout Group

Part 1: Context

The 8th West Wickham Scout Group is part of The Scout Association, the UK's biggest coeducational youth organisation. The 8th West Wickham Scout Group helps children and young adults reach their full potential and gain skills for life in and around West Wickham through the balanced programme of meetings and events.

The 8th West Wickham Scout Group actively engages and support our members in their physical, intellectual, social and spiritual development and to achieve their full potential as individuals, as responsible citizens, and as members of their local, national and international communities.

The 8th West Wickham Scout Group operates within a framework of safety to enable young people to take part in adventurous activities. The 8th West Wickham Scout Group's charitable objectives help young people learn by doing, share in spiritual reflection and take responsibility. Working together, our members make choices, take part in new, challenging, and unique experiences, help others and live their Scout Promise.

Part 2: Management of 8th West Wickham Scout Group

The 8th West Wickham Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership subject to the policy and rules of The Scout Association ("POR").

The 8th West Wickham Scout Group is a not-for-profit organisation and is an Excepted Charity through the Scout Association's agreement with the Charity Commission and therefore has no individual charity registration number.

The 8th West Wickham Scout Group is led by a Lead Volunteer and managed by a Trustee Board. They are accountable to the Group Scout Council. The Lead Volunteer for the 8th West Wickham Scout Group is appointed by the Bromley

District and is assisted and supported by the Group Leadership Team and Group Trustee Board in supporting the Section Teams to deliver balanced programmes for the members of the 8th West Wickham Scout Group.

Part 3: The Group Scout Council

Principles

The Group Scout Council is the electoral body which has charity governance responsibility for Scouting in the 8th West Wickham Scout Group. It is the body to which the Group Trustee Board is accountable.

The Group Scout Council is established in accordance with POR.

Annual General Meeting

The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- undertake governance oversight
- review the previous year's annual report from the Trustee Board
- review the previous year's accounts
- Appoint the Chair of the Trustee Board, Treasurer, Secretary to the Trustee Board and other members of the Trustee Board, as well as an auditor, independent examiner or scrutineer as required.

Part 4: The Group Trustee Board

Principles

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the 8th West Wickham Scout Group is run safely and legally.

The Group Trustee Board is established in accordance with POR.

District Relations and Vacancies

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

All actions must be taken via a majority vote of the Trustees, with vacancies of the role of Group Chair also requiring agreement by the Group Lead Volunteer.

If the Chair, Secretary or Treasurer resigns before the next Annual General Meeting, filling the vacancy as soon as possible should be prioritised. These appointments are short-term, until the next Annual General Meeting. In extreme circumstances the Group Lead Volunteer may act as Group Chair for a short period.

Board Sub-Committees

The Group Trustee Board may establish any sub-committees that it deems necessary, ensuring that:

- the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- each sub-committee of the Trustee Board consists of members approved by the Trustee Board.

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

The Group Lead Volunteer and the Group Chair are ex-officio members of any sub-Committee of the Group Trustee Board.

Part 5: The Group Leadership Team

The Group Leadership Team is a team of volunteers who co-ordinate the day to day operation of 8th West Wickham Scout Group.

The Group Leadership Team comprises all adult volunteers of the 8th West Wickham Scout Group. However, Group Leadership Team meetings should only involve the volunteers needed; this typically includes the Group Lead Volunteer, one person from each of the Section Teams and, potentially, the Treasurer and/or the Group Chair.

The Group Leadership Team is established in accordance with POR.

Part 6: Finance

Principles

The Trustee Board must ensure that proper financial planning and budgetary control is operated within the 8th West Wickham Scout Group.

The Group Leadership Team Meeting must be consulted on the financial planning of the Group's activities.

All expenditure must be undertaken in line with the Group's agreed policies and authorisation guidelines on spending limits.

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 8th West Wickham Scout Group and not in a personal capacity.

Accounts

A statement of accounts, detailing all monies received or paid on behalf of the Group, include all sections, committees, must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the rules of the Scout Association.

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

Banking

The 8th West Wickham Scout Group's bank account(s) will be operated by the Group Treasurer and other persons authorised by the Trustee Board.

The bank(s) at which the 8th West Wickham Scout Group's account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Group funds must be invested as specified by the Trustee Act 2000.

Subscriptions

The 8th West Wickham Scout Group charges an annual subscription from all its members. The amount is set by the Trustee Board. The amount shall be the same

for all sections of the 8th West Wickham Scout Group, including the attached Explorer Scout Unit.

In order to meet the costs of UK Headquarters services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters Membership Subscription to be paid for each member aged under 18. Payment of the UK Headquarters Membership Subscription should be remitted to the District Treasurer not later than the date annually notified by the District.

Fundraising, Grant Aid and Loans

In order to maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially.

The 8th West Wickham Scout Group must generate sufficient funds to carry out their own programme of activities.

Fundraising for the 8th West Wickham Scout Group will be conducted in accordance with the principles embodied in the Scout Promise and Law.

Where the reason for the fundraising is stated, the proceeds shall only be used for that purpose.

Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain. When participating in a joint project, terms shall be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

Disposal of assets

Disposal of assets of the 8th West Wickham Scout Group will be in accordance with POR if the 8th West Wickham Scout Group amalgamates with another group or is disbanded.

Any assets or liabilities remaining after the closure of the 8th West Wickham Scout Group will automatically pass to the District which may use or dispose of these assets at its absolute discretion.

The Trustee Board is responsible for preserving the statements of account and all accounting records of the 8th West Wickham Scout Group.

Part 7: 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 Trustee Board, and brought into effect pending full approval the Group Scout Council.

In the event of a significant change being needed before the next regular Annual General Meeting, an Extraordinary meeting of the Council should be sought.

This document is based on the Scout Association's "Policy, Organisation and Rules" (POR). Where the two differ, this constitution has jurisdiction over the 8th West Wickham Scout Group.

When POR is updated, the relevant changes will be reviewed by the Lead Volunteer, and appropriate changes proposed to the 8th West Wickham Scout Group's constitution if necessary.

This Constitution also applies to the 8th West Wickham Explorer Scout Unit, subject to and through the partnership agreement between the 8th West Wickham Scout Group, the 8th West Wickham Explorer Scout Unit and the Bromley District.

Approved by the AGM on 21st September 2023.

Signed by: Niels Rump, Group Chair, on 23rd September 2023.