

5th Farnham (Bourne) Scout Group.

Headquarters: The Taylor Hall, 32 Frensham Road, Farnham, Surrey, GU10 3PA



The Constitution of the 5th Farnham (Bourne) Scout Group

February 2020

**Version 3
26/2/20**

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: *'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'*.

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:

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

These can be found in the latest edition of “POR” - the Policy, Organisation & Rules of The Scout Association. <https://scouts.org.uk/por>

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 combines 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.

The Group's Scarf colour is Primrose Yellow.

1.6 Registration of the Scout Group

A Scout Group cannot exist unless it has a current registration with the Scout Association (SA).

The 5th Farnham (Bourne) Scout Group was formed in 1910. It was originally registered with the Scout Association on the 1st October 1919 with the Registration Number 5922. 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 Headquarter's Membership Subscription and any District, and County Membership Subscriptions payable. The registration, suspension, and alteration or cancellation of SA registration are matters for the appropriate District Commissioner and District Executive Committee.

The 5th Farnham (Bourne) Scout Group is a not for profit, autonomous organisation that is registered as a Charity with the Charity Commission under Registered Charity Number 1020614. The Executive Committee are the legal trustees of this Charity. Details may be found on the Charity Commission website.

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.

The sections of the 5th Farnham (Bourne) Scout Group meet at the Taylor Hall, 32, Frensham Road, Farnham, Surrey GU10 3PA. The Taylor Hall was bequeathed to Scouting from prior charities. It is a separate Charity and thus has its own Governance outside the 5th Farnham (Bourne) Scout Group. The Taylor Hall Charity is registered as Charity Number 305038 and details may be found on the Charity Commission website. Its governing document is a "scheme" dated 24th March 1953. The Trustees of this Charity have (for some considerable time) been simultaneously extant members of the 5th Farnham (Bourne) Scout Group. The Taylor Hall is registered at the Land Registry under Title Numbers SY857941 and SY100299.

The 5th Farnham (Bourne) Scout Group owns land and a storage building at Black Pond Lane (close to the Taylor Hall). This is registered as belonging to the 5th Farnham (Bourne) Scout Group. However, registration is held by the Scout Association Trust Corporation (SATC). The Black Pond Lane assets are registered at the Land Registry under Title Number SY856974.

1.7 Our Aim

The aim of 5th Farnham (Bourne) Scout Group is to provide Scouting to young people in the local (broadly Farnham Bourne) areas from age six to fourteen (6 to 14).

Part 2: Management of 5th Farnham Scout Group

The 5th Scout Group is led by a Group Scout Leader (GSL) and managed by a Group Executive Committee (Exec).

The GSL and Exec are accountable to the Group Scout Council for the satisfactory running of the Group.

The GSL is assisted and supported by Scouters (Section Leaders, Assistant Section Leaders and Section Assistants), the Group Executive Committee and the Group Scout Council in the delivery of the balanced programme for young people within the Group. Note: The GSL Role may be supported by an “Assistant GSL” or split between two “co-GSL”.

Part 3: The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in 5th Farnham (Bourne) Scout Group and to which the Exec is accountable.

3.1 Membership

Membership of the Group Scout Council is open to:

- Scouters (All appointed Leaders in the Group)
- Colony, Pack and Troop Assistants
- Occasional Helpers (OH)
- Group Scout Active Support (SASU) members
- Skills Instructors (e.g. Canoeing, Shooting)
- Administrators (e.g. Section Treasurers)
- 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 Scout Leader or the Group Executive Committee;
- Explorer Scout Leaders (if stated in a Partnership Agreement);

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

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 (AGM) within six months of the financial year end (December 31st for the 5th Farnham) to:

- Receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
- Approve the Group Scout Leader's nominations for the Group Chairman and other nominated/co-opted members of the Group Executive Committee; (nominated and co-opted members must not exceed the number of elected members).

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- Elect a Group Secretary and Group Treasurer;
- Elect other members of the Group Executive Committee, (the number of elected members will be decided by the Group Scout Council, by a vote if required.)
- Appoint an auditor or independent examiner or scrutineer as required (whether full audit or independent examination is required is driven by the Group turnover)

The quorum for meetings of the Group Scout Council is eight which must include the Group Scout Leader, or Group Chairman plus 2 other members of the Group Executive Committee.

Should a key decision/nomination/election be required in between AGMs, an Extraordinary General Meeting (EGM) of the Group Scout Council can be convened with at least 7 days notice.

The AGM for the 5th Farnham (Bourne) Scout Group will also act as the AGM for the Taylor Hall Charity, with its trustees being nominated/confirmed at the meeting and the annual accounts presented.

Part 4: The Group Executive Committee

4.1 The Responsibilities of the Group Executive Committee

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment (as per POR) and to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group. This includes acting collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- protect and maintain the safety of the Group's property and equipment
- raise funds
- manage the Group's finances
- provide insurance for persons, property and equipment
- ensure that a positive image of Scouting exists in the local community (eg. attendance at public occasions, Remembrance Day Parade etc.)
- promote and support the development of Scouting in the local area
- assist with the recruitment of Leaders and other adult support
- open, close and amalgamate Sections in the Group as necessary
- monitor the implementation of the Safety Policy locally
- appoint administrators, adviser and co-opted members of the Group Executive Committee
- appoint and manage sub-committees as required
- 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 AGM and file a copy with the District Executive Committee and with the Charity Commission
- 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) and ensure line management responsibilities are clearly established and communicated.
- ensure compliance with the Data Protection Act 2018 and GDPR

4.2 Membership

The Group Executive Committee consists of Ex-Officio, Nominated, Elected and Co-opted Members:

4.2.1 Ex-Officio Members

The Ex-officio Members are

- The Group Scout Leader;
- The Assistant Group Scout Leader;
- 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);
- The Sponsoring Authority or its nominee (NB/ the 5th Farnham does not currently have a sponsoring authority);
- 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.

4.2.2 Nominated Members

The Nominated Members are:

- The Group Chairman (nominated by the Group Scout Leader)
- Other members nominated by the Group Scout Leader

The nominations must be approved at the AGM (and re-approved annually).

4.2.3 Elected Members

The Elected Members are:

- The Group Secretary
- The Group Treasurer
- Members elected to take on agreed roles on the Exec eg. Health and Safety, Building Manager, Fundraising/Grants, Media/Communications
- Parents representing the active colonies, packs, and troops in the Group; ideally one from each section.

Elections will take place at the Group's AGM and the appointments are made for the period from one AGM to the next AGM.

4.2.4 Co-opted Members

The Co-opted Members are:

- Persons who through service to 5th Farnham Scout Group are deemed worthy of recognition as an honorary member (e.g. retired GSL, retired Exec members). These positions to be held for a fixed term agreed on appointment by the Group Executive Committee for no longer than 5 years.

Co-opted members are proposed and seconded by members of the Group Executive Committee and approved by the Group Scout Council.

No individual can hold more than one nominated, elected or co-opted position on the Group Executive Committee.

The positions of Chairman, Group Secretary and Group Treasurer *cannot be held by an appointed Scouter* (e.g. by a Beaver/Cub/Scout/Explorer leader).

The number of nominated, co-opted (including honorary members) together must not exceed the number of elected members.

Appointments on the Group Executive Committee may be terminated by:

- The resignation of the holder;
- The unanimous resolution of all other members of the Group Executive Committee;
- The expiry of the period of the appointment (all Executive Committee appointments and elections are made for the period from one AGM until the next AGM);
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.

4.3 Vetting and Training

All persons becoming members of the Group Executive Committee must complete the Scout Association's appointments process which includes a Personnel Enquiry (i.e. the extant vetting system such as the Disclosure and Barring System, DBS, which requires re-submission every 3 years). Their appointment and contact details will be recorded on the Scout Compass adult personal record system. They should also complete the Module 01E online training and the GDPR online training as a minimum requirement no later than 3 months from taking up the appointment, and forward the certificates to the nominated District Training Adviser who will validate their training and update Compass. Further training as a 'Supporter' is also available via the Scout Learning Resources.

Any elected, nominated or co-opted member who fails to pass the vetting and/or training requirements, or who is disqualified, or who brings the Scout Association or the 5th Farnham into disrepute will be removed by resolution of the other members of the Group Executive Committee. (See also 4.4 below).

4.4 Trustees

As the 5th Farnham Scout Group is a registered educational charity, all members of the Executive Committee are the charity trustees. The 5th Farnham (Bourne) Scout Group trustees are also trustees of the Taylor Hall Trust.

Before becoming members of the Group Executive Committee, prospective members must be made aware of the qualifications for becoming, and the responsibilities of being, a charity trustee. Each Exec Member shall sign the Scout Association “Declaration of Intent to be a Charity Trustee” to signify this understanding.

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 account).

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

Charity trustees are responsible for ensuring the relevant charities for which they act (here the 5th Farnham Scouts and the Taylor Trust) are complying with all the legislation applicable to charities e.g. to provide an annual Financial Return to the Charity Commission.

4.5 Meetings

The Group Executive Committee should formally meet at least three times (i.e. termly) during each calendar year (not including the AGM of the Group Council).

The quorum for meetings of the Group Executive Committee is four, one of whom must be the Group Scout Leader, Group Chairman, Treasurer or Secretary.

4.6 Procedure for Meetings and Decision Making

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 chairperson does **not** have a casting vote and the matter is taken not to have been carried.

It is appreciated that efficient running of the 5th Farnham would benefit from being able to make democratic decisions between the formal and face-to-face meetings. This constitution therefore differs from the POR Model Constitution and allows for the use of modern communications facilities to be deployed to enable this. Therefore:

- Decision making of the Group Executive Committee may be in meetings (including remote attendance via teleconference or webconference), via E-mail approval of recommendations or via delegated authority.
- Decisions requiring the representation of different views should be made after discussion during meetings of the Executive Committee. Extraordinary meetings

may be called to discuss and decide on urgent matters. Where a vote is required, a majority of votes of those present will carry the decision per POR 5.16 h.

- Decisions may be made between meetings via E-mail. E-mails should be brief and set out a clear recommendation which is approved or rejected by a majority of respondents. Should any member of the Executive Committee wish to discuss the matter further, the decision will be deferred to a meeting of the Executive Committee (or an extraordinary meeting may be called). All decisions made via E-mail will be noted and reported to the next Executive Committee meeting by the Group Secretary.
- Members of the Executive Committee may be delegated to act on behalf of the Executive Committee on defined matters. This may be via sub-committee (see POR 5.16 iv f ii and iv) or to address specific topics. Delegated actions are taken with the authority of the Executive Committee. The scope of any delegated actions should be clearly agreed by the Executive Committee at the time when such actions are delegated, and regular updates on actions taken should be provided in full to the next Executive Committee.

4.7 Right of Attendance

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

4.8 Sub-Committees

The Group Executive Committee may establish, or disband, any sub-committees that it deems necessary.

The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Executive Committee.

Part 5: Finance

5.1 Budgeting and Expenditure

The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group. Changes to subscriptions charged by Sections of their members require the approval of the Group Executive Committee.

All expenditure not specifically delegated to the Sections must be approved by the Group Executive Committee 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 section activities, and/or allocated to it by the Group Executive Committee.

All funds administered by sections remain the assets of 5th Farnham Scout Group and must be consolidated into the Group accounts at the end of the financial year.

Each Section must keep a proper cash account which must be produced, together with supporting vouchers/receipts and the cash balance, to the Group Treasurer annually, and on request at any other time. .

Sections may hold their own bank accounts subject to same rules as the main Group account (see below).

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. This account may, alternatively, be a National Savings account or a building society account.

The Group bank account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee.

The Section bank accounts (when held) will be operated by the Section Leader, other leader if designated to administer the section's accounts, any Section Treasurer (if appointed) and the Group Treasurer.

A minimum of two "signatories" shall be required for any withdrawals.

Note: Where Group/Sections use electronic banking that must provide the equivalent of "dual signature" required for payment to be valid.

Under no circumstances must any monies received by a Section or supporter 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 Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept (e.g. Sections should keep discrete accounts for Camps)

The bank(s) at which the Group 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.

5.4 Books of Account

As an individual educational charity the 5th Scout (Bourne) 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 all Sections and 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.

A copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the financial year end.

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

This constitution of the 5th Farnham (Bourne) Scout Group is based on and should be read in conjunction with the model constitution within the Policy, Organisation and Rules of the Scout Association (Rule 3.23). It replaces all previous versions of the 5th Farnham (Bourne) Scout Group 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 Executive Committee 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.

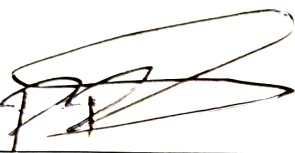
When POR is updated, the relevant changes will be reviewed by the Group Scout Leader, and appropriate changes proposed to the 5th Farnham (Bourne) Scout Group's constitution if necessary.

For any matter not covered in this constitution, reference should be made to POR. The rules or recommendation made therein will then apply to the 5th Farnham (Bourne) Scout Group until consideration by the Group Executive Committee and/or the constitution is amended.

This constitution was reviewed and approved by

Signature:

Print name (block capitals)



PAUL BARNES

Role:


Executive Chairperson

Executive Chairperson 27/2/20

Date

Signature:

Print name (block capitals)



I.R. TURTON 27/2/20

Role:

Group Scout Leader

Group Scout Leader

Date

Appendix A

The Sections of the 5th Farnham (Bourne) Scout Group

For reference, the Sections that comprise the 5th Farnham (Bourne) Scout Group are listed below. This list is provided for information only and is not a formal part of the constitution. Should it change then this Appendix may be amended without requiring any authorisation.

As at January 2020 the 5th Farnham (Bourne) Scout Group comprises the following Sections.

- a) Woodland (Monday) Beavers
- b) Riverbank (Tuesday) Beavers
- c) Panther (Wednesday) Cubs (until July 2020)
- d) Wolf (Wednesday) Cubs
- e) Tiger (Thursday) Cubs
- f) Fox (Monday) Scouts
- g) Bourne (Tuesday) Scouts
- h) Taylor (Thursday) Scouts
- i) The K2 Explorer Unit is attached to the Group.