

PREAMBLE

The members of the Inverurie Scout Group Committee discussed updates to the Constitution at a Committee meeting held on 11th March 2015.

Further changes were agreed by the committee in May 2016, to incorporate the use of Bylaws.

The 2017 revision added the bylaw covering the Grant Applications Sub-committee.

The following Constitution text was adopted by the Scout Group Council at the AGM held on 10th June 2017

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CONSTITUTION OF INVERURIE SCOUT GROUP

A) PURPOSE AND METHOD

The purpose and method by which the Group operates are those of the Scout Association which are set out below.

“Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- Enjoy what they are doing and have fun
- Take part in activities indoors and outdoors
- Learn by doing
- Share in spiritual reflection
- Take responsibility and make choices
- Undertake new and challenging activities
- Make and live by their Promise. ”

(Extracted from Policy, Organisation and Rules, January 2015)

B) THE GROUP SCOUT COUNCIL

- i. The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.
- ii. 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/guardians/carers 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, the Group Executive Committee or the Group Scout Council;
 - Explorer Scout Leaders (if stated in a Partnership Agreement);

- iii. The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.
- iv. Membership of the Group Scout Council ceases upon:
 - o The resignation of the member;
 - o The dissolution of the Council;
 - o The termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- v. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
 - o Receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
 - o Approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
 - o Elect a Group Secretary and Group Treasurer;
 - o Elect certain members of the Group Executive Committee;
 - o Appoint an auditor or independent examiner or scrutineer as required.

C) THE GROUP EXECUTIVE COMMITTEE

- i. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members, to:
 - o Comply with the Policy, Organisation and Rules of The Scout Association.
 - o Protect and maintain any property and equipment owned by and/or used by the Group.
 - o Manage the Group finances.
 - o Provide insurance for people, property and equipment.
 - o Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - o Promote and support the development of Scouting in the local area.
 - o Manage and implement the Safety Policy locally.
 - o Ensure that a positive image of Scouting exists in the local community.
 - o Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
 - o Ensure that Young People are meaningfully involved in decision making at all levels within the Group
 - o Manage the opening, closure and amalgamation of Sections in the Group as necessary
- iii. The Executive Committee must also:
 - o 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. (See Rule 13.3)
- 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

iv. The Group Executive Committee consists of:

Ex Officio Members

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- 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.
- 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.

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.

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.

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.

Right of Attendance

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

- v. Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent/guardian/carer of at least one Member of each of the Sections in the Group.
- vi. The Group Executive Committee may establish any sub-Committees that it deems necessary.
- vii. The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.
- viii. Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader may serve on such a fund raising sub-Committee.
- ix. A Scout Group is an educational charity. All members of the Group Executive Committee are the charity trustees of the Scout Group.
- x. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustee; however the views of young people in the Group must be taken into consideration.
- xi. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- xii. Charity trustees are responsible for complying with all the legislation applicable to charities.
- xiii. The Group Executive Committee will make an annual report to the Office of the Scottish Charity Regulator within nine months from the financial year end.

D) THE GROUP SCOUTERS' MEETING

- i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chairman, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders are also included, if specified in the partnership agreement.
- ii. The role of the Group Scouters' Meeting is to:
 - o Consider the well-being and development of each Member of the Group;
 - o Ensure the progress of each Member through the programme;
 - o Plan and co-ordinate all the Group's activities;
 - o Keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

E) CONDUCT OF MEETINGS

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

- 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 chairman will 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.

F) ALTERATIONS TO CONSTITUTION AND BYLAWS

- i. No alterations shall be made to this Constitution except by resolution of the Inverurie Scout Group Council at a meeting of the Inverurie Scout Group Council at which at least two thirds of the votes cast in person by those entitled to vote are in favour of the proposed change or changes. Particulars of the proposed change or changes must accompany the notice calling the meeting.
- ii. The Inverurie Scout Group Council or the Group Executive may enact, and from time to time alter, such Bylaws as it may deem necessary for the regulation of its procedures and the powers and procedures of its sub-committees.

BYLAWS of INVERURIE SCOUT GROUP

1. The Inverurie Scout Group Council at its meeting on June 19th 2016 approved the Bylaws for the Inverurie Scout Group to assist in the governance of the Scout Group and in support of the conduct of the business of the Scout Group.
2. Any alterations to these bylaws can be enacted by the Group Executive Committee, or by the Scout Group Council at an AGM or EGM. If enacted by the Group Executive the bylaws must be read out at the next AGM and minuted.
3. The quorum of the Group Scout Council shall be a minimum of seven members
4. The quorum of the Group Executive shall be a minimum of five members
5. The Group scarf, for the Inverurie Scout Group, which is a part of the approved Scout Uniform, is the Leslie tartan.

Bylaws covering the use of email for Group Executive decision-making

6. It is recognised that there are some occasions when the calling of a formal committee meeting for one item of business may be deemed unnecessary and the business can be conducted by an email exchange.
7. This process is an acceptable one if the following procedures are adhered to:
 - a. Email decision-making can be initiated by Executive Office-bearers and the Group Scout Leader.
 - b. All members of the committee must be given an equal opportunity to reply, therefore if a member does not have email, there must be a written note sent, and time allowed for a response.
 - c. A deadline for response will be specified for each decision. This must allow a reasonable time frame in which to reply, and it will typically be 5 (five) days, unless the matter is urgent.
 - d. All respondents must use 'Reply All', to ensure an open discussion.
 - e. If, at the deadline, a majority of those who have voted, have voted in favour then the matter deemed to have passed. Non-response by the deadline will be counted as abstention.
 - f. At the end of the process, final numbers of votes (for, against and abstaining) will be confirmed by the Group Secretary.
 - g. Any decisions made in this manner must be homologated at the next formal meeting, i.e. confirmed and minuted, including an explanation of what was decided and why it was raised out-with the normal meeting cycle. The collated

email responses should be included in the minutes as an attachment or appendix.

8. This process should not replace scheduled face-to-face meetings, which will remain the normal way of conducting business.

Bylaw establishing a Grant Applications and Fundraising (GAF) subcommittee of the Group Executive

9. The executive will establish a subcommittee to manage Grant Applications and fundraising activities, as follows:
 - a. The membership of the GAF subcommittee will consist of, the Group Treasurer, Group Secretary and Group Scout Leader.
 - b. The Group Secretary will maintain a list of past and current grant applications, to include the organisation applied to, the stated purpose of the application, and the amount of any funds received.
 - c. They will also maintain a record of all fundraising activities.
 - d. No grant applications shall be submitted or fundraising activities undertaken without prior approval of the subcommittee.
 - e. A person proposing a new application/fundraising activity must first notify the subcommittee, via the Group Secretary, who will check that there is no conflict with other applications or activities.
 - f. The subcommittee will report back regularly to the Executive on the status of grant applications and fundraising activities.