

Stockingford Community Centre  
Haunchwood Road  
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Group Scout Leader  
Jean Davies

# 2<sup>nd</sup> Stockingford (St Paul's) Scout Group



Registered Charity No. 1002679

## Group Constitution V1.00

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## 1. Revision History

The following revisions have been made to this document:

Modifications to this document will be indicated by a | in the right margin

Version Number	Version Date	Comments
-	-	This constitution was adopted at a meeting of the Group Committee held on .....
1.00		Formal issue of version controlled document



## Table of Contents

1. REVISION HISTORY .....	2
2. NAME.....	4
3. AIMS AND METHOD OF THE GROUP .....	4
4. THE GROUP COUNCIL.....	4
5. THE GROUP EXECUTIVE COMMITTEE .....	5
6. OFFICERS .....	6
7. CONDUCT OF MEETINGS.....	6
8. THE GROUP LEADERS MEETING.....	6
9. RESPONSIBILITIES OF OFFICERS .....	7
10. FINANCE .....	8
11. PROPERTY AND EQUIPMENT .....	8
12. ALTERATIONS AND WINDING UP .....	9



## 2. Name

The Group shall be known as the 2<sup>nd</sup> Stockingford (St Paul's) Air Scout Group, referred to in this document as "The Group"

## 3. Aims and Method of The Group

The aim of The Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the aim of The Group is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law guided by adult leadership.

## 4. The Group Council

- a The Group Council is the electoral body, which supports Scouting locally through The Group. Under the chairmanship of The Group Chairman, it must hold an Annual General Meeting as soon as reasonably practical after the end of the financial year to:
  - 1 Approve the Annual report of The Group Executive Committee, including the audited accounts:
  - 2 Approve the Group Scout Leaders nomination of the Group Chairman and the nominated members of The Group Executive Committee:
  - 3 Elect a Group Secretary and a Group Treasurer:
  - 4 Elect certain members of The Group Executive Committee:
  - 5 Appoint an auditor:
  - 6 Conduct any other business it wishes:
- b Membership of The Group Council is open to:
  - 1 Scouters, helpers, Skills Instructors, Group Administrators and Advisors:
  - 2 Explorer Scouts:
  - 3 Patrol Leaders:
  - 4 Parents of Beaver Scouts, Cub Scouts and Scouts of The Group:
  - 5 Other Supporters of The Group including former Scouts and their parents appointed by The Group Scout Leader, The Group Executive Committee, or The Group Council:



## 5. The Group Executive Committee

- a The Group Executive Committee exists to support The Group Scout Leader in meeting their responsibilities in running The Group, and is responsible for:
- 1 Liaison with the management committee of Stockingford Community Centre on issues relating to the use of the facilities within the Community Centre:
  - 2 The maintenance of The Group equipment:
  - 3 The raising of funds:
  - 4 The administration of The Group finances:
  - 5 Group public relations:
  - 6 Appointing any sub-committees that may be required:
  - 7 Appointing The Group administrators and advisors other than those that are elected:
  - 8 Producing the annual report including audited accounts:
- b Membership of The Group Executive Committee shall be as follows:
- 1 Ex-Officio Members
    - The District Commissioner
    - The District Chairman
    - The Group Chairman
    - The Group Scout Leader
    - The Beaver Scout Leader(s)
    - The Cub Scout Leader(s)
    - The Scout Leader(s)
    - The Explorer Scout Leader
    - The Group Secretary
    - The Group Treasurer
  - 2 Nominated Members

Members of The Group Council nominated annually by The Group Scout Leader including a parent of at least one child in each section (excluding Explorer Scouts) and a Explorer Scout
  - 3 Elected Members

Members of The Group Council elected annually by the council. The number of elected members shall not exceed the number of members nominated by The Group Scout Leader
  - 4 Co-opted members

Members co-opted annually by the committee. The number of co-opted members shall not exceed the number of members nominated by The Group Scout Leader



- c Membership of sub-committees of The Group Executive Committee
  - 1 The Group Scout Leader is an ex-officio member of any sub-committee of The Group Executive Committee
  - 2 Any fund raising sub-committees must include at least two members of The Group Executive Committee in addition to The Group Scout Leader

## 6. Officers

- a Chairman

The Group Scout Leader shall nominate the Chairman and The Group Council at its Annual General Meeting shall approve the appointment.
- b Secretary and Treasurer

The Group Secretary and The Group Treasurer are elected annually by The Group Council at its Annual General Meeting
- c None of these officers should be a Scouter nor should two offices be held by the same person

## 7. Conduct of Meetings

- a In meetings of The Group Council and The Group Executive Committee only members as specified in sections 4 and 5 respectively may vote
- b For a vote to be taken a quorum consisting of a minimum of one third of those eligible to vote must be in attendance
- c Decisions shall be made by a majority of votes. In the event of an equal number of votes being cast on either side in any issue, the Chairman shall not have a casting vote and the motion shall be deemed not to have been carried

## 8. The Group Leaders Meeting

- a The Group Leaders Meeting is held as frequently as necessary and is led by The Group Scout Leader. Its purpose is to:
  - 1 Concern itself with the well being and development of each member of The Group;
  - 2 Ensure the progress and continuity of all training in The Group;
  - 3 Plan and co-ordinate all The Group's activities;
  - 4 Keep the Group Executive Committee advised on the financial requirements of the training programme
- b All holders of Leaders Warrants, Helpers, the Chairman of the Group Executive Committee and a member of the Explorer Scout Unit may attend The Group Leaders Meeting



## 9. Responsibilities of Officers

a Chairman

The Group Chairman is appointed to work closely with The Group Scout Leader in the administration of The Group with the object of creating the best possible circumstances and facilities for the training programme of The Group. The Group chairman acts as the chairman of The Group Council and The Group Executive Committee.

b Secretary

The Group Secretary is appointed to:

- 1 Act as secretary to The Group Council and The Group executive Committee;
- 2 Maintain such records concerning the administration and training in The Group as The Group Scout Leader and The Group Chairman require
- 3 Make available to the members of The Group instructions and information from the Association Headquarters, from County, from District or from any other body. It is recognised that some of this information may be disseminated through The Group Scout Leader
- 4 Perform other duties reasonably specified by The Group executive Committee

c Treasurer

The Group Treasurer is appointed to:

- 1 Advise The Group Executive Committee on income, financial control and expenditure.
- 2 To collect the National Membership Subscriptions from all members of The Group who are liable for their payment and to pass such subscriptions on to District
- 3 To receive Group subscriptions from sections in The Group and to keep account of these and all funds received by The Group as a result of fund raising activities, donations, grants etc.
- 4 Make payments on behalf of The Group as authorised by The Group Executive Committee
- 5 Open such bank or other suitable accounts as may be necessary in the name of The Scout group.
- 6 Invest, in consultation with The Group Executive Committee, any accumulated funds
- 7 Work closely with The Group Council and other bodies in all matters of raising funds
- 8 Supervise the administration of The Group property and equipment and ensure that proper inventories are maintained.
- 9 Ensure that all insurances required by The Group are properly set up and maintained.
- 10 Produce accounts as defined in section 10
- 11 Perform other duties reasonably specified by The Group executive Committee



## 10. Finance

The Group Executive Committee will administer the Group's finances

- a All money received by or on behalf of The Group, other than petty cash (which should be kept to a minimum) must be paid into a bank or other suitable account in the name of The Group. The account must be operated by two unrelated signatories and authorised by The Group Executive Committee. Expenditure of large amounts must be authorised by The Group Executive Committee, lesser amounts may be authorised by The Group Scout Leader in consultation with The Group Treasurer.
- b Monies retained by a Section, , other than petty cash (which should be kept to a minimum) should be paid into a bank or other suitable account in the name of The Section. A statement of the accounts held by the Section should be prepared annually and presented to The Group Treasurer who will properly audit the accounts and statement
- c The Group Treasurer must prepare a Statement of Accounts annually to include all monies administered by The Group Executive Committee. This statement must be audited by an independent and responsible person who need not be a qualified accountant appointed at the Annual General Meeting of The Group.

## 11. Property and Equipment

- a The Group may own or lease property and equipment.
- b The Headquarters building, fixtures and fittings are owned and managed by the Management Committee of Stockingford Community Centre
- c Group property is stored in separate areas within Stockingford Community Centre and will remain the property of The Scout Group.
- d Sections may purchase equipment for their own use out of Section funds. Ownership of such equipment passes to The Group upon purchase of such equipment although it may remain within the Section and be administered by the Section.
- e The Group is responsible for ensuring that all property and equipment owned by them is adequately insured.



## 12. Alterations and Winding Up

- a The Group Scout Leader may at any time dissolve The Group after consultation with, and obtaining the approval of, The District Commissioner.
- b If The Group is dissolved its funds and equipment will become the property of Nuneaton District Scout Council
- c No amendment to this constitution may be made unless passed by a resolution carried by at least two thirds of the members of The Group executive Committee present and entitled to vote at a meeting. This meeting must have been given at least twenty one days notice and the resolution must then be approved by the District Commissioner

