

CONSTITUTION

As of April 2024, the Scout Association requires all Scout Groups to adopt a formal constitution and for this to be re-adopted at each Annual General Meeting.

The 8th Dartford Scout Group has adopted the model constitution provided by the Scout Association with only alterations to remove the text relating to Scotland and constitution elements relating to a District and a County. Rule 5.4, 5.5 or 5.6 is fully adopted as in the model constitution.

An Appendix includes the members of the Group Trustee Board and Trustees, including their term of office.

There are numerous references to the Scout Association's Royal Charter, Byelaws and the Policy, Organisation Rules (POR), the POR can be viewed by following this [LINK](#)

5.1 Scope

5.1.1.1

This chapter applies only to Groups, Districts and Counties within the Scouts' federation of charities operating under The Scout Association's Royal Charter.

5.1.1.2

Each Group, District and County is a separate, unincorporated educational charity within the Scouts' federation of charities and operating under the Royal Charter, and must operate as such, regardless of whether the Group, District or County is registered with a charity regulator. These local charities must not be incorporated and they exist within the federated structure.

5.1.1.3

Whether registered or not, members of the relevant Trustee Board must act

collectively as the Trustees of their Scout unit, and in the best interests of the Scout Unit's members.

5.1.1.4

The members of the Scout unit eligible to vote at their AGM are the members of the Scout Council as detailed in Rule 5.3.3.

5.1.1.5

As unincorporated charities, Groups, Districts and Counties do not have their own corporate status. This means they must not enter into contracts in the name of the Group, District or County itself. Contracts and other legal documents must be entered into by the trustees on behalf of the organisation. They may be described as 'the Trustees of ...' or named individually 'as trustees of ...'. These documents must be signed by trustees authorised by the Trustee Board.

5.1.1.6

Scout charities must be constituted and operate within the framework of the Royal Charter, Byelaws and the Policy, Organisation Rules (POR) (in particular this Chapter 5) to benefit from formal membership of the Association. This also includes:

- a. Membership (Chapter 3)
- b. Insurance (Chapter 8)
- c. Wearing of uniform (Chapter 10)
- d. Use of branding (Chapter 14)

5.1.1.7

The governance and financial arrangements for Groups, Districts and Counties are governed by this POR chapter.

5.1.1.8

Chapter 13 also applies if the charity is registered with their charity regulator (or, in England and Wales, if it is an excepted charity), including if it has ownership of land or property.

5.1.1.9

For Counties that have no Districts, or have a directly administered District, or have a directly administered Group, the County Trustee Board must also enact the District-related or Group-related responsibilities of this chapter.

5.1.1.10

For Districts that have a directly administered Group, the District Trustee Board must also enact the Group-related aspects of this chapter.

5.2. Constitution – governance context

5.2.1.1

Good governance focusses on oversight and strategy and maintains focus on supporting and assuring the organisation's strategic goals. Every charity must adopt a governing document. In the Scouts' federation of charities, and in this chapter, the governing document is referred to as a constitution.

5.2.1.2

A governing document explains what the charity is set up to do, and how it operates, it sets out the rules to be followed in the governance of the charity. All Trustees must understand their constitution, and make sure it is kept up to date.

5.2.1.3

The principal governing document of The Scout Association is the Royal Charter.

Except for Scotland, for each Group, District and County, a model constitution is established in accordance with the Royal Charter and POR of the Scout Association. Except for Scotland, this chapter 5 includes that model constitution which should be adopted by each Group, District and County (see 5.4, 5.5, 5.6 respectively) as their governing document.

5.2.1.4

Every Trustee Board must ensure that their charity's aims are aligned with The Scout Association's overall aims and strategic goals and are being delivered effectively and sustainably.

5.2.1.5

Charities exist to fulfil their charitable purposes. Trustees must understand the environment in which the charity is operating and lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.

5.2.1.6

Charity Trustees must collectively:

- a. ensure that the charity is carrying out its purposes for the public benefit
- b. comply with the charity's governing document and the law
- c. act in the charity's best interests
- d. manage the charity's resources responsibly
- e. act with reasonable care and skill
- f. ensure the charity is operating in compliance with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.

5.2.1.7

As with all teams (see Chapter 4) there is a [team description for a Trustee Board](#).

5.2.1.8

Some Groups, Districts or Counties may also need to register as a charity (See Rule 13.1.3). Although Chapter 5 of POR must be followed, it is important that each Trustee Board is also aware of the charity regulator that governs them, see 13.1.2.

5.2.1.9

If a registered charity, the charity's registration number must be recorded on the membership system.

5.2.1.10

Each Scout Charity must not use any other charity number than their own. For example, a Group must not use the charity number for their District or County, or UK Headquarters.

5.2.1.11

To support effective governance and share good practice across the Groups of the District, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

5.2.1.12

To support effective governance and share good practice across the Districts of the County, the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County.

5.3. Constitution - requirement

Rule 5.3 applies to each Group, District and County, whether or not it is registered with a charity regulator.

Every charity within the Scouts' federation of charities must have an agreed constitution. Although a charity may agree its own constitution, it is **very** strongly encouraged that each Group, District and County adopts the model constitutions that are shown in Rule 5.4, 5.5 and 5.6, respectively, in this chapter.

Except for Scotland, the model constitutions in Rules 5.4, 5.5 and 5.6 describe the role, membership and operation of the Scout Council, and the Trustee Board.

Any variations to the model constitution must be consistent with the rest of POR, and must not cause the Group, District or County to operate in a manner that breaches POR.

5.3.1.1

In the interest of openness, especially for new members of the Scout Council, the

Scout Council must re-adopt their charity's constitution at each AGM. This must be recorded in the minutes of the AGM.

5.3.1.2

A Group, District, or County which adopts unchanged the model constitution in 5.4, 5.5, 5.6 as appropriate must record in their AGM minutes that Rule 5.4, 5.5 or 5.6 is fully adopted as its constitution. In this case, a copy of 5.4, 5.5 or 5.6 does not need to be attached to the minutes – it is sufficient for the adoption of 5.4, 5.5, 5.6 to be stated in the AGM minutes.

5.3.1.3

A Group, District, or County which adopts the model constitution in 5.4, 5.5 or 5.6 but makes a local amendment to the model constitution, must describe at their AGM, gain the Scout Council's approval for the local amendments, and record in the minutes of their AGM:

- a. the adoption of the model constitution in Rule 5.4, 5.5 or 5.6 as the basis of their constitution
- b. the specifics of the local amendment(s) that it has adopted.
- c. clear reasoning for each local amendment.

A Group, District, or County which adopts its own constitution, must describe at the AGM, gain the Scout Council's agreement to the differences and record in the minutes of their AGM:

- a. the differences between their constitution and the model constitution
- b. clear reasoning for each of the differences
- c. confirmation that their Scout Council AGM recognises that it has approved a constitution that is not based around the model constitution from POR, and that the Scout Council has fully endorsed the differences between their constitution and the model constitution.

5.3.2 Scout Council – Annual General Meeting

5.3.2.1

Each Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's, District's or County's financial year. Trustee Boards should give all members of their Scout Council at least four weeks' notice of the date of the AGM.

5.3.2.2

Before the AGM, the Trustee Board must prepare and approve the Trustees' Annual Report and the annual statement of accounts. The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer

(see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

5.3.2.3

Following each AGM, the Trustee Board administration must ensure that the Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7.

It is good practice for the new Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved by the Scout Council until the charity's next AGM.

5.3.3 Scout Council Membership

5.3.3.1

Ex officio members of the Group Scout Council are:

- a. all adult members of the Group – see Group roles listed in the Chapter 16 Teams Table
- b. all Patrol Leaders of the Troop(s) in the Group
- c. all parents of Squirrels, Beavers, Cubs and Scouts in the Group
- d. all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e. all parents of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f. the Sponsoring Authority, where there is one, or its nominee
- g. the District Lead Volunteer
- h. the District Chair.

5.3.3.2

Ex officio members of the District Scout Council are:

- a. all adult members with a District role - see District roles in the Chapter 16 Teams Table of The Scout Association's Policy, Organisation and Rules.
- b. all Group Lead Volunteer members of each Group Leadership Team from the District.
- c. all Group Leadership Team Members of each Group in the District.
- d. all Group Section Team Members of each Group in the District
- e. all Group Trustee Board Chairs from the District
- f. all Group Trustee Board Treasurers from the District
- g. all Explorers (including Young Leaders) in the District
- h. all members of the Scout Network in the District
- i. all parents of all Explorers (including Young Leaders)
- j. ^(INI) only) Regional Lead Volunteer

- k. the County ^(NI) Country) Lead Volunteer
- l. the County ^(NI) Country) Chair.

5.3.3.3

^(NI) this does not apply in Northern Ireland)

Ex officio members of the County Scout Council are:

- a. all adult members with a role in the County – see County roles in the Chapter 16 Teams Table of The Scout Association Policy, Organisation and Rules
- b. all District Lead Volunteers from the County
- c. all District Youth Leads from the County
- d. all District Trustee Board Chairs from the County
- e. all District Trustee Board Treasurers from the County
- f. one or two representatives from each District Scout Council, selected by the District Scout Council at their AGM
- g. the Regional Lead Volunteer (in England and in Wales)
- h. the Chief Volunteer of Scotland (in Scotland)
- i. the UK Chief Volunteer for International (for British Scouting Overseas and for Gibraltar).

5.3.3.4

The appointed members of the Scout Council are other supporters of the Group, District or County appointed by the Scout Council at their AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years.

A Scout Council does not need to have any appointed members.

5.3.3.5

The community members of the Scout Council are representatives of the local community appointed because of their role rather than by their name. For example, local headteachers, or Parish Council members.

5.3.3.6

They are appointed by the Scout Council at their AGM, on the recommendation of the Trustee Board, for a period of one year.

A Scout Council does not need to have any community members.

5.3.3.7

Membership of the Scout Council does not provide any member status of the Scouts.

5.3.3.8

The County ^(NI) Country) Lead Volunteer has the right of attendance at each Group Scout Council meeting in the County ^(NI) this right of attendance also applies to Regional Lead Volunteers).

5.3.3.9

An individual's membership of a Scout Council ends when:

- a. The Scout Council member resigns
- b. The Scout Council member no longer qualifies as a member of the relevant Scout Council
- c. The Scout Council is dissolved
- d. Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

5.3.4 Trustee Board Membership

5.3.4.1

A Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees must be agreed by the Scout Council at its AGM.

5.3.4.2

Each ex officio, appointed and co-opted member of the Trustee Board is a charity Trustee of the Group, District or County.

5.3.4.3

It is good practice for a Trustee Board, and any sub-teams, to have at least two Trustees aged between their 18th and 25th birthdays.

5.3.4.4

A person must have reached their 18th birthday before they take on a charity Trustee role in the Scouts.

5.3.4.5

There are three classifications of Trustee:

- a. Ex officio
These people are Trustees by virtue of their role in the Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of the charity. They are:
 - a. For the Group Trustee Board – the Group Lead Volunteer
 - b. For the District Trustee Board – the District Lead Volunteer and District Youth Lead
 - c. For the County Trustee Board – the County Lead Volunteer and County Youth Lead.

There is only one ex officio Trustee role for each of the above roles, so where there are joint role holders for a role, the role holders must decide, in discussion with the Chair, which of them should be the ex officio Trustee. However, each

role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.13.1(e)).

b. Appointed by the Scout Council

These Trustees are appointed by the Scout Council at their AGM following a rigorous and transparent selection process agreed by the members of the Trustee Board. This includes the Chair and Treasurer roles.

c. Co-opted by the Trustee Board

These Trustees are appointed by the Trustee Board. Co-opting offers the Trustee Board a way of broadening its skills mix or to introduce potential new Trustees mid-year, as well as providing a method of filling vacancies that may occur between AGMs.

d. The Trustee Board must ensure that co-opted appointments follow an appropriate selection process, similar to that described for Appointed Trustees.

5.3.4.6

The selection processes leading to appointment of Trustees must include a rigorous and transparent selection process and may include a nominations process or an election process or other locally appropriate procedures. It may include selection of persons with specific skills from outside the Scouts.

The Trustee vacancies should be advertised widely, including to all members of the Scout Council aged 18 or over, so that it is clear that it is an open process.

Persons recommended for appointment to the Trustee Board may include members of the Scout Council and may also include people from outside the Scout Council (including people from outside the Scouts) provided that there is no conflict of interest.

5.3.4.7

Certain people are disqualified from being charity trustees by virtue of the Charities Acts (in Scotland, the Charities and Trustee Investment (Scotland) Act 2005). This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks (see Rule 16.1.3.1(d) and (e)).

5.3.4.8

Governance roles must be distinct to help manage conflicts of interest.

This includes a requirement that the roles of Chair and Treasurer must be kept separate and be undertaken by two different people.

Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest' in the Definitions Chapter), a Trustee may be a member of more than one Trustee Board.

5.3.4.9

Trustees - term of appointment

- a. Appointed Trustees are appointed by the Scout Council for an initial period of no longer than three years. The Scout Council may agree further periods of appointment.
- b. Co-opted Trustees are appointed by the Trustee Board for an initial period of one year. Further periods of appointment may be agreed by the Trustee Board, however co-opted Trustees are encouraged to move to being appointed Trustees at the next AGM.
- c. Appointed and co-opted Trustees must serve no more than nine years in any Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer on the same Trustee Board, that person could serve as Treasurer for no more than six years.
- d. Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. Their membership of the Trustee Board ceases as soon as they are no longer in a role that includes Trustee responsibility.
If their ex officio role is held for less than nine years, then they may hold an appointed or co-opted Trustee role to a maximum of nine years as a Trustee on the specific Trustee Board, including their time as an ex officio Trustee. As example, if a Group Lead Volunteer served five years in that role and then became an appointed Trustee on the Group Trustee Board, that person could serve as an appointed Trustee for no more than four years.
- e. A volunteer who has been a Trustee on a specific Trustee Board for a total of nine years may be considered for re-appointment to the same Trustee Board after a gap of three years. The nine years need not be consecutive.
- f. This nine-year Trustee maximum term rule comes into effect from the charity's AGM held during 2024 – it does not include years served as a Trustee before the 2024 AGM.

5.3.4.10

All Trustees must complete learning as specified in Chapter 16.

5.3.4.11

All Trustees, and members of sub-teams, must be recorded on the membership system.

5.3.4.12

If a Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.

5.3.4.13

Each Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the Trustee Board.

5.3.4.14

People invited to attend a meeting of the Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

- a. The District Lead Volunteer, the District Chair and the County ^(INI) Country) Lead Volunteer each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County ^(INI) Country).
- b. The County ^(INI) Country) Lead Volunteer and the County ^(INI) Country) Chair each have the right of attendance at meetings of each of the District Trustee Boards in the County ^(INI) Country).
- c. These members have the right of attendance at meetings of the County Trustee Board:
 - the Regional Lead Volunteer (in England and in Wales)
 - the Chief Volunteer of Scotland (in Scotland)
 - the UK Chief Volunteer for International (for British Scouting Overseas and for Gibraltar)
- d. These members must be invited to attend meetings of the County Trustee Board:
 - the County's Nominated Member(s) on the Council of The Scout Association
 - the County's Nominated Youth Representative on the Council of The Scout Association
- e. Right of attendance at Group Trustee Boards also extends to:
 - The Sponsoring Authority (or their delegate) of a Sponsored Group
 - For a Joint Scout and Guide Group, the Guide equivalent of the Group Lead Volunteer has right of attendance at the Scout Trustee Board.

5.4. Constitution for a Scout Group

Introduction to the Constitution for a Group

This introduction is not part of the model constitution for a Group but includes important points of context.

- a. The Group constitution must always be used in the context of Rules 5.1, 5.2, 5.3 and 5.7 – these Rules must not be amended.
- b. In accordance with Rule 5.3.1.3, any amendments or differences to the model constitution at 5.4 below must be agreed at the AGM and fully recorded in the minutes.
- c. In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5.4 Constitution for a Group [SV – Annex A]

5.4.1 Preamble

5.4.1.1

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

5.4.2 Charitable objects

5.4.2.1

[Rule 1.1 of The Scout Association Policy, Organisation and Rules]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.4.3 The Group Scout Council and the Group Trustee Board

5.4.3.1

The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments.

5.4.3.2

The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5.4.3.3

The Group Scout Council has no Trustee responsibilities.

5.4.3.4

Group Scout Council membership

- a. The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts as detailed in Rule 5.3.3.1
- b. The Group Scout Council may **appoint** some members, on the recommendation of the Group Lead Volunteer and the Group Trustee Board. See Rule 5.3.3.4. A Group Scout Council does not need to have any appointed members.
- c. The Group Scout Council may appoint some **community** members. See Rule 5.3.3.5. A Group Scout Council does not need to have any community members.
- d. The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- e. Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5.4.3.5

Group Trustee Board membership

The members of the Group Trustee Board are:

- a. The ex officio roles, as defined in Rule 5.3.4.5(a).
- b. Appointed Trustees (including Chair and Treasurer)
The selection process for Trustees must follow Rule 5.3.4.6.
Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.
The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed names from the Trustee Board.
- c. Co-opted members are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.
- d. The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.4 Group Scout Council – Annual General Meeting

5.4.4.1

To support the planning and delivery of a Group AGM there is a downloadable '[script](#)' (including agenda and script templates and a suggested planning timetable).

5.4.4.2

Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

5.4.4.3

The AGM must:

- a. Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Group (see Rule 5.3)
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council
 - agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted

- members)
- agreeing the quorum for future meetings of the Group Scout Council
- b. Review the previous financial year by
- receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
 - receiving and considering the [Group Trustees' Annual Report](#) and the annual statement of accounts which have been approved by the Group Trustee Board.
- c. Make appointments
- appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
 - approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#).

5.4.5 Group Trustee Board - purpose

5.4.5.1

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and [strategic goals](#).

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Group Trustee Board must act collectively as charity trustees of their Group, and in the best interests of the charity's members.

5.4.5.2

The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. The charity is:
- well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly

- b. the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.
- c. young people are meaningfully involved in decision making at all levels
- d. the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (4.3.7 of The Scout Association Policy, Organisation and Rules).

5.4.5.3

The Group Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group. Where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow [this guidance](#).
- c. maintain and manage:
 - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
 - an investment policy for the charity
 - a public benefit statement for the charity
- d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- e. ensure the appointment and management and operation of any sub-team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees.
- f. ensure that effective administration is in place to support the work of the Group Trustee Board
- g. appoint any co-opted members of the Group Trustee Board
- h. ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual

Report and Accounts is filed as described in 5.7.2.2 of The Scout Association Policy, Organisation and Rules.

- i. take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- j. individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- k. put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- l. where staff are employed:
 - act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.4.5.4

A Group Trustee Board may create sub-teams it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-team it appoints:

- a. its purpose is governance-focused and not operational
- b. its members are agreed and approved by the Group Trustee Board
- c. the Group Trustee Board Chair is an ex officio member
- d. the Group Lead Volunteer is an ex officio member

5.4.5.5

Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board.

5.4.5.6

All sub-team members must be recorded on the membership system.

5.4.6 Group Scout Council – Conduct of meetings

5.4.6.1

The Group Scout Council meets at their AGM (see 5.4.4 of The Scout Association Policy, Organisation and Rules).

5.4.6.2

It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed, thus rendering an additional meeting unnecessary.

5.4.6.3

A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5.4.6.4

Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5.4.6.5

Only Group Scout Council members, as defined in 5.4.3.4 of The Scout Association Policy, Organisation and Rules, may vote in Group Scout Council meetings.

5.4.6.6

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5.4.4.3 of The Scout Association Policy, Organisation and Rules).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5.4.6.7

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

5.4.6.8

To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5.4.6.9

All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.4.7 Group Trustee Board - Conduct of meetings

5.4.7.1

Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

5.4.7.2

Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5.4.7.3

Only members of a Group Trustee Board as defined in Rule 5.4.3 of The Scout Association Policy, Organisation and Rules may vote in its meetings.

5.4.7.4

The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5.4.7.5

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5.4.7.6

To discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.

5.4.7.7

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the Trustees of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

5.5 Constitution for a District (NOT USED)

5.6 Constitution for a County (NOT USED)

5.7.1 Finance in Groups, Districts, Counties

5.7.1.1

Certain rules in this Rule 5.7 do not apply, without modification, outside of England and Wales. Also, certain rules do not apply in Scotland.

5.7.1.2

Except in Scotland, every Group, District and County is a separate unincorporated charity and is under a statutory obligation to keep proper books of account.

5.7.1.3

The Charities Act 2022 applies in England and Wales. Charities in Scotland must comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). Similar legislation applies elsewhere – see POR 13.1.1.

5.7.1.4

The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see Rule 5.4.5 or 5.5.5 or 5.6.5 of The Scout Association Policy, Organisation and Rules.)

5.7.1.5

The Group, District or County Leadership Team, as appropriate, must be consulted on the financial planning of the Group's, District's or County's activities.

5.7.1.6

All expenditure not covered within the Group, District or County Trustee Board's budget or its contingencies must be approved by the appropriate Trustee Board to ensure that any financial liability incurred can be met.

5.7.1.7

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

5.7.2 Statement of accounts

5.7.2.1

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

5.7.2.2

The Group Trustee Board Administrator must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the District Trustee Board Administration and District Treasurer within the 14 days following the relevant AGM at which the annual report and accounts were received and considered.

5.7.2.3

The District Trustee Board Administrator must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the County Trustee Board Administration and County Treasurer within the 14 days following the relevant AGM at which the annual report and accounts were received and considered.

5.7.2.4

For a County, PDF copies of the signed annual report and accounts, including the 'audit' report, must be sent by the County Trustee Board Administrator to the Country and to UK Headquarters (in Scotland to Scouts Scotland) within the 14 days following the County's AGM at which the annual report and accounts were received and considered. When sending to UK Headquarters, email the copy of the annual report and accounts to finance@scouts.org.uk.

5.7.2.5

Elsewhere than Scotland, if the Group, District or County is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator (see POR 13.1.2) if the regulator's rules require it, within **ten months** of the financial year end.

5.7.2.6

The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. This should include all sections, teams and sub-teams.

5.7.2.7 (NOT USED- SCOTLAND)

5.7.2.8

If the Group, District or County is a registered charity, the Trustee Annual Report and Accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.

A permanent endowment is an asset, for example a property held by the Group, District or County which must not be sold or disposed of.

The particulars of the Trustees in whom such assets are vested also must be shown.

5.7.2.9

The annual statement of accounts must be in one of these types of accounts:

- a. receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted
- b. receipts and payments accounts for a multi fund unit, such as when there are special funds in addition to a general fund
- c. accruals (SOFA) accounts for a single fund unit
- d. accruals (SOFA) accounts for a multi fund unit.

The appropriate type of accounts may depend upon the gross annual income in the financial year and whether the Group, District or County has any special funds whose use is restricted to particular purposes rather than the general purposes of the Group, District or County.

Elsewhere than Scotland, four model annual statements are available for download from [Accounting and Reporting](#). These models are suitable for:

- a. receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted
- b. receipts and payments accounts for a multi fund unit, such as when there are special funds in addition to a general fund
- c. accruals (SOFA) accounts for a single fund unit. Guidance and templates available from www.charitycorp.org
- d. accruals (SOFA) accounts for a multi fund unit. Guidance and templates available from www.charitycorp.org.

5.7.3 Independent examination of accounts

5.7.3.1

Except in Scotland, at each AGM of the Group, District or County Scout Council an auditor, independent examiner or scrutineer, as appropriate, must be appointed. Each Group, District or County must decide if it needs an auditor, independent examiner or scrutineer, by reference to [Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions](#).

5.7.3.2

Except in Scotland, a report to the Trustee Board must be completed by the scrutineer, independent examiner or auditor in accordance with the appropriate model referred to in Accounting and Reporting.

5.7.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County

5.7.4.1

If approved by the relevant Trustee Board, any section, unit or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate charity must administer sums approved and allocated to it by the Trustee Board.

5.7.4.2

Subscriptions paid by members of any section, or on their behalf, must be handed to the agreed Treasurer or their nominee as soon as possible after receipt.

5.7.4.3

The receiving Treasurer or their nominee must make the necessary records and pay the money into the agreed bank account(s) as soon as practicable.

5.7.4.4

Each section, or other agreed activity (for example a Group camp) must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the respective Group, District or County Treasurer at least once in each period of three months.

5.7.5 Bank accounts

5.7.5.1

All monies received by or on behalf of the Group, District or County whether directly or from supporters, must be paid into a bank account, National Savings account or building society account held in the name of the Group, District or County.

Monies received on behalf of the Group, District or County must never be paid into a personal bank account.

5.7.5.2

Bank accounts must be operated by the authorised signatories appointed by each respective Group, District or County Trustee Board. As separate charities, Groups Districts and Counties must not share or mix their bank accounts with each other, or with other charities.

5.7.5.3

Payments for Scout-related costs should be made from a Scout bank account wherever practicable. But payments for Scout-related costs may be made from a person's personal bank account or credit card but receipt(s) must be presented to the relevant treasurer for reimbursement.

5.7.5.4

The account(s) should be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.

5.7.5.5

A minimum of two unrelated persons authorised by the Trustee Board must approve all banking withdrawals and payments.

5.7.5.6

Cash received at a specific activity must only be used to pay expenses of that same specific activity if the relevant Trustee Board has so authorised beforehand and if a proper account of the receipts and payments is kept.

5.7.5.7

Funds not immediately required should be transferred into a suitable investment account held in the name of the Group, District or County.

5.7.5.8

In England and Wales, Group, District or County funds must only be invested as specified by the Trustee Act 2000.

5.7.6 Disposal of assets

5.7.6.1

Disposal of Group, District or County assets at amalgamation

- a. If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.

- b. The statement, together with all Group, District or County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group, District or County formed by the amalgamation.
- c. If the receiving Treasurer considers it necessary, after consultation with the Trustee Board, they must ask the Trustee Board to appoint an appropriate person to examine the accounts.

5.7.6.2 (NOT USED - Disposal of District or County assets at splitting)

5.7.6.3

Disposal of assets at closure

- a. If a Group, District or County is closed, the Treasurer must prepare a statement of account at the effective date of closure.
- b. For a Group, the statement, together with all assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. For a District, the statement, together with all assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- d. For a County, the statement, together with all assets, must be handed to the Country and UK Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- e. The Treasurer must ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

5.7.6.4

Assets or liabilities remaining after closure

- a. Any assets or liabilities remaining after the closure of a Group automatically pass to the District Scout Council which may use or dispose of these assets at its absolute discretion solely for the purposes of Scouting.
- b. Any assets or liabilities remaining after the closure of a District automatically pass to the County Scout Council, which may use or dispose of these assets at its absolute discretion solely for the purposes of Scouting.
- c. Any assets or liabilities remaining after the closure of a County automatically pass to the Country Headquarters, which may use or dispose of these assets at its absolute discretion, solely for the purposes of Scouting.

5.7.6.5

If there is any reasonable prospect of the Group, District or County being revived, the disposal of these assets may be delayed by the respective Trustee Board for

such a period as it thinks proper with a view to returning them to the revived Group, District or County.

5.7.6.6

The Trustee Board is responsible for ensuring the preservation of the statements of account and all accounting records of the Group, District or County.

5.7.7 Preservation of books of account

5.7.7.1

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 HMRC or other relevant body require.

5.7.8 Payment of the membership subscription

5.7.8.1

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 at the time of the annual membership census.

The amount of the membership subscription is decided annually by The Scout Association's Board of Trustees.

5.7.8.2

In addition, to meet local costs, the local Group, District and County may charge a membership subscription.

5.7.8.3

Every Group, District and County is responsible for the collection and payment of the UK Headquarters' membership subscriptions and any Country, County and District subscriptions in accordance with the numbers returned on the annual census return.

Payments should be remitted to the District, County or Country Headquarters or UK Headquarters in line with the relevant Treasurer's instructions and not later than the date annually notified locally.

5.7.8.4

Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.

5.7.8.5

Each Group, District and County is strongly encouraged to use the [Gift Aid](#) scheme for membership subscription payments made by UK taxpayers.

5.7.8.6

The amount of the UK Headquarters membership subscription decided by the UK Headquarters Board of Trustees applies to the whole of the United Kingdom, and all members of The Scout Association who live outside the United Kingdom.

The UK Board of Trustees decides what proportion, if any, of the membership subscription is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

5.7.9 Fundraising

5.7.9.1

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

Groups, Districts and Counties are expected to generate sufficient funds to carry out their own programme of activities.

5.7.9.2

Fundraising carried out on behalf of the Scouts must be conducted in accordance with the principles embodied in the Scout Promise and Law.

5.7.9.3

Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.

5.7.9.4

Fundraising conducted on behalf of the Scouts may be by any means not forbidden by law, and which is acceptable to the local community, provided that the proceeds of the activity go wholly to the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group, District or County.

5.7.9.5

Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.

Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the

donation has already been given to society by the work of the Scout Movement in and for the community.

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

5.7.9.6

Joint Fundraising Projects

- a. 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.
- b. Country Headquarters must be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When participating in a joint project, terms must be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

5.7.9.7

Fundraising and the Law

All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This includes those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the [Fundraising Support](#) section of scouts.org.uk.

5.7.9.8

Lotteries and Gaming

- a. If a Group, District or County considers raising funds by means governed by any legislation as detailed at Rule 5.7.9.7, the proposed activity must have the recorded approval of the Trustee Board and Sponsoring Authority, if any, and – for a Group - the District Chair.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a Trustee member of the appropriate Trustee Board.
- d. Groups, Districts or Counties in the areas adjacent should be informed of the proposed activity. Care must be taken to contain the activity within as close an area to that in which the Group or District or County operates as practical.
- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of The Scout Association.

- f. If the Group, District or County (as appropriate) is a registered charity, this fact must be stated in any advertising material.

5.7.9.9

Appeals for Funds

- a. Groups, Districts and Counties must not issue general appeals for funds.
- b. In exceptional circumstances:
 - Groups must seek approval from the District Trustee Board:
 - Districts must seek approval from the County Trustee Board (who must consult the Country Headquarters)
 - Counties must seek approval from UK Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the District in which the Group is located, or of the District or County as appropriate.

5.7.9.10

Professional Fundraisers

- a. Groups must not appoint a professional fundraiser without the approval of the District Trustee Board who must ensure that the requirements of the legislation are fully complied with.
Districts must not appoint a professional fundraiser without the approval of the County Trustee Board who must ensure that the requirements of the legislation are fully complied with.
Counties may appoint a professional fundraiser.
- b. All legislation associated with fundraising must be fully complied with.

5.7.10 Grant Aid and Loans

5.7.10.1

Provided that a Group raises a proportion of its own funds, it may accept financial support in the form of grant aid or loans.

5.7.10.2

Applications for grants or loans

- a. Group and District applications for grants or loans from Local Authorities must be approved by the District Chair and the County Lead Volunteer before submission.
County applications for grants or loans from Local Authorities must be approved by the County Chair and the County Lead Volunteer before submission.

- b. Group applications for grants or loans from UK Headquarters must have the approval of the Group Chair and the District Lead Volunteer.
District applications for grants or loans from UK Headquarters must have the approval of the District Chair and the County Lead Volunteer.
County applications for grants or loans from UK Headquarters must have the approval of the County Chair and the County Lead Volunteer.
- c. Group applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and of the District Lead Volunteer if the latter so directs.
District applications for grants or loans from sources other than those referred to above must have the approval of the District Chair and of the County Lead Volunteer if the latter so directs.
County applications for grants or loans from sources other than those referred to above must have the approval of the County Chair and of the County Lead Volunteer if the latter so directs.

5.7.10.3

If changes are being planned about how grants will be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

Members of the 8th Dartford Scouts Group Trustee Board

Maximum of 12 Trustees can be appointed – 7 appointed plus 1 Ex-Officio for 2024/25 Year

Name	Role	Trustee Type	Term
Martin O'Sullivan	Group Treasurer	Appointed	17.12.24–31.7.25
Jude Dennis	(18-25)	Appointed	17.12.24-31.7.26
Julian Clark		Appointed	17.12.24-31.7.26
David Edwards	Group Chair	Appointed	17.12.24-31.7.27
Grainne Boyling	Group Secretary	Appointed	17.12.24-31.7.28
Mark Read		Appointed	17.12.24-31.7.28
Kelvin Holford		Appointed	17.12.24-31.7.28
Jill Holford	Group Scout Lead Volunteer	Ex-Officio	N/A