

1) Name.

The group shall be known as 16th Laurieston Scout Group.

2) Aims and Objectives.

- a) The aim of the group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.
- b) The method of achieving the aim is through the provision of adventurous activities with progressive training based on The Scout Promise and Law guided by adult leadership.
- c) It is the policy of the Scout Association to safeguard the welfare of all young people by protecting them from physical, sexual and emotional harm. The "Young People First" policy includes a code of good practice for all adults in scouting.

3) Membership.

- a) Membership of the various sections; All sections are open to boys and girls
 - i) Beaver Scouts: - open to 6 – 8 year olds.
 - ii) Cub Scouts: - open to 8 – 10 ½ year old.
 - iii) Scouts: - open to 10 ½ - 14-year-olds.
 - iv) Explorers: - open to 14 – 18 year olds. There are various groups in the Falkirk District that have explorer Sections. All scouts are encouraged to attend one of these groups upon reaching 14 years of age.
 - v) Leaders and Assistants: - open to any person over 18 years of age, subject to approval by the Group Scout Leader, section leaders and an Enhanced Disclosure (PVG) by Disclosure Scotland. Final approval is sought from Scout Association Headquarters, Gilwell Park, Chingford, London E4 7QW.

4) The Group Council

- a) Membership of the Group Council is open to
 - i) Scouters (section leaders)
 - ii) Group Scout Fellowship Members.
 - iii) Colony, Pack and Troop Assistants.
 - iv) Skills Instructors.
 - v) Administrators.
 - vi) Advisers.
 - vii) Patrol Leaders.
 - viii) All parents of Beaver Scouts, Cub Scouts and Scouts.
 - ix) Any sponsoring authority or its nominee.
 - x) 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 Council.
 - xi) Explorer Scout Leaders (if stated in a partnership agreement)
 - xii) The District Commissioner and District Chairman are ex officio members of the Group Council.
- b) Membership of the Group Council ceases upon:
 - i) The resignation of the member.
 - ii) The dissolution of the council.
 - iii) The termination of membership by Headquarters following a recommendation by the Group Executive Committee.

- c) The Group Council must hold an Annual General Meeting within 6 months of the financial year end to:
 - i) Approve the Annual report of the Group Executive Committee, including the annual statement of accounts.
 - ii) Approve the Group Scout Leaders nomination of the Group. Chairman and nominated members of the group Executive Committee.
 - iii) Elect a Group Secretary and Group Treasurer.
 - iv) Elect certain members of the Group Executive Committee.
 - v) Appoint an auditor or independent examiner or scrutineer as required.

5) The Group Executive Committee

- a) The Group Executive Committee exists to support the Group Scout Leader in meeting their responsibilities of their appointment. The committee is responsible for:
- b) The maintenance of the Group's property and equipment.
- c) The raising of funds and the administration of the Groups finance.
- d) The insurance of persons, property and equipment.
- e) Group public occasions.
- f) Assisting with recruitment of Leaders and other adult support.

6) The Group Executive Committee consists of:

- i) Ex Officio Members
 - (1) The Group Chairman.
 - (2) The Group Secretary.
 - (3) The Group Treasurer.
 - (4) The Group Scout Leader.
 - (5) The Assistant Group Scout Leader.
 - (6) All Section Leaders.
 - (7) The Group Scout Fellowship Chairman.
 - (8) The Sponsoring Authority (if any) or its nominee.
- ii) Nominated Members
 - (1) Persons nominated by The Group Scout Leader.
 - (2) The nominations must be approved at the group Annual General Meeting.
 - (3) The number of nominated members must not exceed the number of elected members.
- iii) Elected Members
 - (1) Persons elected at the Group Annual General Meeting.
 - (2) These should normally be four to six in number.
 - (3) The actual number must be the subject of a resolution by the Group Scout Council.
- iv) Co-opted Members
 - (1) Persons co-opted annually by the Group Executive Committee.
 - (2) The number of co-opted members must not exceed the number of elected members.

7) Right of Attendance

- a) The District Commissioner and District Chairman have the right of attendance at meetings of the Group Executive Committee.
 - i) Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent from each of the different sections in the Group.
 - ii) The Group Executive Committee may establish any sub-Committee's that it deems necessary.
 - iii) The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.

- iv) Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex-officio members. No section leader may serve on such a fund raising sub-committee.
- v) A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.
- vi) Only persons over 18 years may be full voting members of the Group Executive Committee because of their status as charity trustees.
- vii) Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- viii) Charity trustees are responsible for complying with all legislation applicable to charities.

8) **The Group Scouters' Meeting.**

- a) Membership of the Group Scouters' Meeting consists of the Group Scout Leader as Chairman, all section leaders and assistant leaders and the Chairman of any Group Scout Fellowship.
- b) The role of the Group Scouters' Meeting is to:
 - i) Consider the wellbeing and development of each member of the Group.
 - ii) Ensure the progress of each member through the Programme.
 - iii) Plan and co-ordinate all the Groups activities.
 - iv) To keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

9) **Conduct of Meetings**

- a) Only members as defined above may vote in meetings of the Group Council and the Group Executive Committee.
- b) 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 does not have a casting vote and the matter is taken not to have been carried.
- c) The Group Council must make a resolution defining a quorum for meetings of the Group Council and the Group Executive Committee and its sub-committees.

10) **Bank Accounts**

- a) 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.
- b) The account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee.
- c) A minimum of two signatories must be required for any withdrawals.
- d) Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into a private bank account.
- e) 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.
- f) Funds not immediately required must be transferred into a suitable investment account held in the name of the Group.
- g) Group funds must be invested as specified by the Trustee Act 2000.
- h) Group funds may be invested in one of the special schemes run by Headquarters.
- i) 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.

11) **Closure of the Group**

If the Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure.

- a) The statement, together with all Group 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.
- b) The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- c) Any assets remaining after the closure of a Group will automatically pass to the District Scout Council which shall use or dispose of these assets at its absolute discretion.
- d) If there is any reasonable prospect of the Group being revived the District Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived Group.
- e) If the District Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the District Treasurer must forward a copy of the financial statement to the Regional Headquarters with the proposals of the Executive Committee requesting instructions.
- f) The District Executive Committee is responsible for preserving the statements of account and all accounting records of the Group.

12) Governing Fact.

- a) All duties/activities undertaken as per the constitution above must not contravene The Scout Associations Policy, Organisation & Rules.

Signed on behalf of Executive Committee.

Name:

Signature:

Date:

Signed on behalf of Group.

Name:

Signature:

Date: