

PURPOSE, METHOD & CONSTITUTION

Introduction

This document describes the Purpose, Method, Management and Constitution of the 82nd Craigalmond (Cramond) Scout Group. This document will be updated as necessary and available to all members of the Group Council via our website at www.cramond-scouts.org.uk or upon request.

This document is based on guidelines issued by the Scout Association in their document "Policy, Organisation and Rules", with Scottish variations, available from the Scout Association Web Site www.scoutbase.org.uk

The 82nd Craigalmond (Cramond) Scout Group is a registered member of the Scout Association. The Scout Group is recognised as a charity by The Scottish Charity Regulator (OSCR) which gave the Association's Scottish Charity Number SC011669. The Group has its headquarters at Cramond Kirk Hall, Cramond Grebe Road, Edinburgh, EH4 6NS.

The Group consists of the following:-

- Monday and Friday Beaver Colonies;
- Monday and Friday Cub Packs;
- Scout and Sea Scout Troops (Friday) and;
- Explorer Scout Unit (Monday).

Structure, governance and management

The Group is a trust established under its rules which are common to all Scouts.

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association, with Scottish variations.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group, which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the *Office of the Scottish Charity Regulator (OSCR)* as appropriate.

All Committee members are familiar with the work of the charity. If there are any areas where additional training is required, this will be discussed at a Committee meeting and a solution identified.

The day-to-day management is delegated by the Committee to Group Scout Leader.

The Purpose of Scouting

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

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Cooperation - We make a positive difference; we cooperate with others and make friends.

The Scout Method

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; and
- make and live by their Promise.

The Constitution of the 82nd Craigalmond (Cramond) Scout Group

The following represents the Constitution of the The 82nd Craigalmond (Cramond) Scout Group.

Management of the Scout Group

a. Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of The Scout Association.

b. The Scout Group is led by the Group Scout Leader and managed by the Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

c. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the Balanced Programme for young people within the Group.

The Group Scout Council

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.

- i. Membership of the Group Scout Council is open to:-
 - Leaders;
 - Colony, Pack and Troop Assistants;
 - Skills Instructors;
 - Administrators;
 - Advisers;
 - Patrol Leaders;
 - All parents/guardians 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;
 - Explorer Scouts.
- ii. The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.
- iii. 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.
- iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:-
 - approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
 - approve the Group Scout Leader's nomination of the Group Chairman and Nominated Members of the Group Executive Committee;

- elect a Group Secretary and Group Treasurer;
- elect certain members of the Group Executive Committee;
- appoint an auditor or independent examiner or scrutineer as required;
- Notice of the AGM will be posted on the Groups website at least 21 days prior to the AGM along with the annual reports and Agenda;
- If members wish to propose additional items for the agenda then these must be received in writing by the secretary at least 14 days prior to the AGM.

b. The Group Executive Committee

i. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

The Committee is responsible for:

- the maintenance of the Group's property and equipment;
- the raising of funds and the administration of the Group's finance;
- the insurance of persons, property and equipment;
- Group public occasions;
- assisting with the recruitment of Leaders and other adult support;

ii. The Group Executive Committee consists:

Ex-officio Members

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Explorer Scout Leader;
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role).

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 i.e. parent representatives of each Section, Group Secretary, Group Treasurer and Group Information Officer;

Co-opted Members

- Persons co-opted annually but out with the AGM by agreement of 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.

iii. Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent of at least one Member of each of the Sections in the Group.

iv. The Group Executive Committee may establish any sub-Committees that it deems necessary.

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

vi. Any fundraising 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 fundraising sub-Committee.

vii. A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.

viii. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.

- ix. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- x. Charity trustees are responsible for complying with all the legislation applicable to charities.
- xi. 82nd Craigalmond (Cramond) Scout Group is registered as a charity in Scotland. Registration Number SCO11669.
- xii. A minimum of **6** members of the Group Executive Committee shall constitute a quorum. Two from GSL, Group Chairman, Secretary or Treasurer plus four Leaders or Others.

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 Explorer Scout Leaders.
- ii. The role of the Group Scouters' Meeting is to:-
 - consider the well-being and development of each Member of the Group;
 - ensure the progress of each Member through the programme;
 - Plan and co-ordinate all the Group's activities;
 - To keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

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 does not have a casting vote and the matter is taken not to have been carried.
- iii. A quorum for meetings of the Group Council and the Group Executive Committee and its sub-Committees shall be six members present (two from GSL, Group Chairman, Secretary or Treasurer plus four Leaders or Others).