



# HIGHAM WOOD

## Scout & Guide Group

Charity Registration No. 267761



### Group Constitution

1. NAME

The name of the combined Group will be the Higham Wood Scout & Guide Group comprising of the 17<sup>th</sup> Tonbridge Scout Group and the 12<sup>th</sup> & 13<sup>th</sup> Tonbridge Guides.

2. POLICY ORGANISATION AND RULES

The Scouts and Guides will both follow their respective Policy Organisation and Rules as laid down nationally by the Scout Association and Girl Guiding UK.

3. TRAINING AND ACTIVITIES

Training and all activities are to be the responsibility of the Group Guider, Ranger, Guide, Brownie and Rainbow Guiders, the Group Scout Leader, his or her Assistant Group Scout Leader where appointed and the Beaver, Cub and Scout Section leaders.

4. THE GROUP GUIDER AND ASSISTANT

The Ranger, Guide, Brownie and Rainbow leaders will nominate a "Senior Guider" who will be known in the Group as the Group Guider. The Group Guider and the Group Scout Leader will work co-operatively with each other for the mutual benefit of all sections comprising the Higham Wood Scout & Guide Group.

5. THE SPONSORING AUTHORITY

The Sponsoring Authority for both Scouts & Guides is the Tonbridge Methodist Church. The Group is a sponsored open Group and membership is open to all faiths and to those of no faith. The Sponsorship agreement is to be reviewed and agreed by the Group and the Church Council every five years.

6. LEADERS MEETINGS

The Group Scout Leader and the Group Guider will, from time to time, wish to call meetings of all leaders and also to arrange such joint meetings as are deemed necessary.

## 7. ADULT SUPPORT

- a. THE GROUP COUNCIL. The Group Council is the electoral body, which supports Scouting and Guiding in the Higham Wood Scout & Guide Group. It is the body to which the Group Executive Committee is accountable.

Membership of the Group Council is open to: • Scouters and Guiders • Rainbow and Beaver Colony, Brownie and Cub Packs and Scout Troop Assistants ; • Skills Instructors; • Administrators; • Advisers; • Patrol Leaders; Ranger Guides: • Parents of all sections • the Sponsoring Authority or its nominee; • any other supporters including former Scouts, Guides and their parents who may be admitted by the Group Scout Leader or Group Guider, the Group Executive Committee or the Group Scout and Guide Council; • Explorer Scout Leaders (if stated in a Partnership Agreement); ii. The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

The Group Council must hold an Annual General Meeting within six months of the financial year end to: • receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts. • approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee; • elect a Group Secretary and a Group Treasurer; • elect certain members of the Group Executive Committee; • appoint an auditor or independent examiner or scrutineer as required.

- b. THE GROUP EXECUTIVE COMMITTEE

The Executive Committee exists to support the Group Scout Leader and Group Guider in meeting the responsibilities of their appointment. ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout & Guide Group, and in the best interests of its members to: • Comply with the Policy, Organisation and Rules of The Scout Association and Girl Guiding UK • Protect and maintain any property and equipment owned by and/or used by the Group • Manage the Group finances. • Provide insurance for people, property and equipment. • Provide sufficient resources for Scouting and Guiding to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities. • Promote and support the development of Scouting & Guiding in the local area. • Manage and implement the Safety Policy locally • Ensure that a positive image of Scouting and Guiding exists in the local community. • Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees. The Group Chairperson, Group Scout Leader, Group Guider and their assistants are automatically ex-officio members of all sub-committees • Ensure that Young People are meaningfully involved in decision making at all levels within the

Group • The opening, closure and amalgamation of Sections in the Group as necessary The Executive Committee must also: • 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 Group Council at the Annual General Meeting; file a copy with their respective District Executive Committee's; and with the appropriate charity regulator • Maintain confidentiality with regard to appropriate Executive Committee business. • The Group Executive Committee consists of: Ex-officio Members • The Group Chair; • The Group Secretary; • The Group Treasurer; The Group Quartermaster and Bandmaster • Wherever possible one parent representative will be elected to the Group Executive for each section within the Group. For example: If there are two Guide Units then one parent representative will represent both Guide Units and so on.

The Group is registered with both the Scout Association and Guiding UK. All members of the Group Executive are therefore registered either on compass for the Scout Association or Guide Organiser (Go) for Guiding UK.

## 8. EQUIPMENT

- a. All equipment held or purchased by the Group is to be held in common.
- b. The Group Executive will appoint a Quartermaster to be responsible for the equipment.
- c. All equipment is to be covered by insurance irrespective of where it is stored.
- d. In the event of dissolution of the Group all Group equipment will be divided equally between the Scout Association and Girl Guiding UK.

## 9. FINANCE

- a. The Groups finances will be administered by the Group Executive. A Group Treasurer will be appointed.
- b. The Group Bank Account will be in the name of the Higham Wood Scout & Guide Group.
- c. Each section may also operate a bank account in their sections name to administer day to day funds derived from subscriptions and to comply with their respective POR. The band may also operate its own bank account(s) as necessary. Each section and the band will be required to collect membership subscriptions and to submit timely annual accounts for incorporation into the Group accounts in readiness for the annual general meeting.
- d. In the event of dissolution of the Group all Group funds will be divided equally between the Scout Association & Girl Guiding UK. In the event of dissolution of the Group, funds appertaining to the band and all band equipment will remain with the band and will be at the discretion of the Tonbridge District Scout Council and Tonbridge Division Guides in consultation with their respective National headquarters. It is hoped that the band would continue as

a Scout & Guide Band under the charitable status of the District or of another Group within the District at the discretion of the Tonbridge District Council and Girl Guiding Tonbridge Division.

- e. In the event of dissolution of the band only, and with the agreement of the District Scout Council and Tonbridge Division, band funds and equipment would remain the property of the Group held in trust for up to three years to enable the chance of the band to be restarted. After three years have elapsed. The funds would be incorporated into the Group general account and the band equipment disposed of either by sale or by gifting where possible to other Scout and Guide Bands at the discretion of the Tonbridge District Scout Council and Tonbridge Division Guides in consultation with their respective National headquarters.

This amendment to the Constitution having been approved by the Group Executive Committee and accepted at the Group's Annual General Meeting becomes effective as dated below.

#### Revision History

Date	Author	Revision
1977	Unknown	First Version
19/04/2022	Keith Reynolds	Revised and updated.