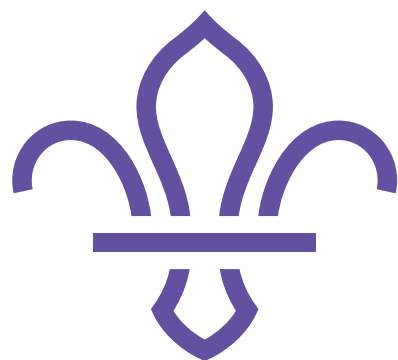


Scouts

Ash Green



Group Constitution

BEAVERS

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SCOUTS

EXPLORERS

THE CONSTITUTION of Ash Green Scout Group

Preamble

This Constitution document describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board of Ash Green Scout Group.

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules (P.O.R) of the Scout Association. Throughout this document, references are made to the Scout Association Policy, Organisation and Rules (P.O.R.) and the version dated April 2024.

Where numerical references exist in this document, they mirror those shown in the April 2024 edition of P.O.R. Further information about the Scout Association Policy, Organisation and Rules can be found using this link: <https://www.scouts.org.uk/por/introduction/>

Context

Name: The association's name is **Ash Green Scout Group**

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

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.
- **Co-operation** - We make a positive difference; we co-operate 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
- make and live by their Promise.

The Balanced Programme

The balanced programme provides a framework for the progression of training, activities and awards that covers everything that young people do in Scouting from the ages of 4 to 25.

Key Policies

The Scout Association has adopted key policies relating to:

- Child Protection;
- Anti-Bullying;
- Safety;
- Safeguarding
- Equal Opportunities;
- Religion;
- Development.
- Data Protection.

These can be found in the latest edition of the Policy, Organisation & Rules (POR) of The Scout Association.

Structure of the Scout Association

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These units of Scouting provide:

- Support;
- Channels for communication;
- Opportunities for youth Members and adults to make decisions and take responsibility; and
- Functional units through which the design and delivery of the youth programme can be best achieved.

The Scout Group is the local organisation for Scouting. It combines together the different sections and comprises of one or more of any or all of the following:

- A Squirrels Drey
- A Beaver Scout Colony;
- A Cub Scout Pack;
- A Scout Troop;
- An Explorer Scout Unit.

A group can also consist of any number of sections in the different age groups. All sections in a Scout Group provide co-educational Scouting.

Additionally, a Group may also include one or more Group Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group.

Registration of Scout Groups

A Scout Group cannot exist unless it has a current registration with the Scout Association. Registration is renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, and County Membership Subscriptions payable.

The registration, suspension, and alteration or cancellation of registration are matters for the appropriate District Lead Volunteer and District Trustee Board.

Charity Law does not permit a Scout Group to transfer from the Scout Association to any other body whether calling itself a Scout organisation or by any other name.

Our Aim

The aim of Ash Green Scout Group is to provide Scouting to young people in New Ash Green, Kent and the surrounding areas from age 4 to 25.

Mixed membership

Ash Green Scout Group is open to members of all genders, except in special situations. Single sex Sections may exist within Ash Green Scout Group provided that membership is available for young people of all genders across all Sections within the Group.

Management of Ash Green Scout Group

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

Ash Green Scout Group is a not-for-profit organisation and is a Registered Charity in England (Number 1199314). Ash Green Scout Group is led by a Group Lead Volunteer (Group Scout Leader) and managed by the (*Group*) Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Lead Volunteer is assisted and supported by the Group Leadership Team and Group Supporters in the delivery of the balanced programme for young people within the Group.

5.4.2 Charitable objects

5.4.2.1 Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. [*Rule 1.1 of The Scout Association Policy, Organisation and Rules*]

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, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.4.5.2.c).

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.

5.4.4 The Group Scout Council – membership

5.4.4.1 Membership of the Group Scout Council does not provide any membership status of the Scouts.

5.4.4.2 Group Scout Council membership

- a) The **ex officio** members of the Group Scout Council are members by virtue of their role in The Scouts:
- all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table of The Scout Association’s Policy, Organisation and Rules
 - all Patrol Leaders of the Troop(s) in the Group
 - all parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group
 - all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - the Sponsoring Authority, where there is one, or its nominee
 - the District Commissioner
 - the District Chair
- b) The **appointed** members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader (Group Lead Volunteer) and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio Group Scout Council members (see also (f) below). A Group Scout Council does not need to have any appointed members.
- c) The **community** members of the Group 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. They are appointed by the Group Scout Council on the recommendation of the Group Scout Leader (Group Lead Volunteer) and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members (see also (f) below).
- d) The County Commissioner has the right of attendance at each Group Scout Council meeting in the County.
- e) Membership of the Group Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the Group Scout Council
 - Group Scout Council is dissolved
 - Group Scout Council membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board.
- f) The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- g) Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- h) Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
- i) Group Trustee Board administration (see 5.4.7.9) 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.

5.4.5 Group Scout Council – Annual General Meeting

5.4.5.1 Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. Groups should give 4 weeks' notice of the date of the AGM.

5.4.5.2 The AGM must:

- a) Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Scout Group charity (see Rule 5.3) of The Scout Association Policy, Organisation and Rules.
 - 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. *The recommended quorum for meetings of the Ash Green Group Scout Council is 6 people, which must include the Group Lead Volunteer or Group Chairperson plus two other members of the Group Trustee Board.*

- b) Review the previous year by
 - receiving from the Group Scout Leader (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 approved by the Group Trustee Board.

Before the AGM, 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.

- c) Make appointments
 - appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been

appointed for three years and so does not need to be re-appointed after years 1 and 2).

- appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be reappointed after years 1 and 2).
- appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, each Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- 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](#).

- 5.4.5.3 Following each AGM, the Group Trustee Board administration must ensure that:
- a) All appointed Trustees are recorded on the membership system, as required by Rule 16.2.2 of The Scout Association Policy, Organisation and Rules.
 - b) the Group 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 of The Scout Association Policy, Organisation and Rules.

It is good practice for the new Group 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 until the charity's next AGM.

5.4.6 Group Trustee Board - purpose ^{SV}

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.

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

- 5.4.6.1 Members of the Group Trustee Board must act collectively as charity trustees of Ash Green Scout Group, and in the best interests of the charity's members.

- 5.4.6.2 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people.

- 5.4.6.3 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 of The Scout Association Policy, Organisation and Rules.
- 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 (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules).

5.4.6.4 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.
- 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 subcommittees, including appointing a Chair to lead the sub-committee. 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's AGM.
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District Trustee Board administration (see 5.4.7.9) and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).

- i) take responsibility for the Group’s adherence to Data Protection Legislation recognising that, dependent on circumstances, it will 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.

5.4.6.5 The Group Trustee Board may create sub-committees it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-committee 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 Scout Leader (Group Lead Volunteer) is an ex officio member

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

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

5.4.7 Group Trustee Board - membership ^{SV}

5.4.7.1 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.

5.4.7.2 A Group 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 five Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.

5.4.7.3 Each ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.
People invited to attend a meeting of the Group Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

- 5.4.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- 5.4.7.5 Ash Green Scout Group is registered as a charity (See Rule 13.1.2 of The Scout Association Policy, Organisation and Rules). The Group's registration number is recorded on the membership system. Groups must not use any other charity number than their own.
- 5.4.7.6 All Trustees must complete learning as specified in Rule 16.2.1, 16.2.3, 16.2.4 of The Scout Association Policy, Organisation and Rules and the Chapter 16 Roles Table. of The Scout Association Policy, Organisation and Rules.
- 5.4.7.7 It is good practice for a Group Trustee Board, and any sub-commitments, to have at least two Trustees aged between their 18th and 25th birthdays.
- 5.4.7.8 Each Group Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the Group.
- 5.4.7.9 The selection processes leading to the appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.
- 5.4.7.10 The members of the Group Trustee Board are:
- a) The Group Scout Leader (Group Lead Volunteer) is an ex officio member of the Group Trustee Board.^{sv}

There is only one ex officio Trustee role for a Group Scout Leader (Group Lead Volunteer), so where there are joint role holders for Group Scout Leader (Group Lead Volunteer), the role holders must decide, in discussion the Group Chair, which of them will be the ex officio Trustee. However, each Group Scout Leader (Group Lead Volunteer) role holder must be eligible to be a Trustee (as specified in 16.1.1.5 of The Scout Association Policy, Organisation and Rules).
 - b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

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) the proposed name from the Trustee Board.
 - c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be reappointed or re-selected after years 1 and 2).

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) the proposed name from the Trustee

Board.

- d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This should follow a selection process initiated and overseen by the Group Trustee Board. Vacancies for the role of Trustee 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).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposed name(s) from the Trustee Board do not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name(s) from the Trustee Board.

- e) The co-opted members of a Group Trustee Board are persons coopted 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).
- f) The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.
- g) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.7.11 Term limits for Trustees are specified in POR rule 5.3.1.6.

5.4.7.12 If a Trustee Board Chair or Treasurer resigns, then Rule 16.6.3 of The Scout Association Policy, Organisation and Rules must be followed.

5.4.8 Group Scout Council - Conduct of meetings

5.4.8.1 The Group Scout Council meets at their AGM (see Rule 5.4.5). It would be unusual for there to be additional meetings of the Group Scout Council.

5.4.8.2 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.

5.4.8.3 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.

5.4.8.4 Only Group Scout Council members, as defined in Rule 5.4.4, may vote in Scout Council meetings.

5.4.8.5 The quorum for a Group Scout Council meeting is 6 people which must include the Group Lead Volunteer or Group Chairperson plus 2 other members of the (*Group*) Trustee Board. 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.

5.4.8.6 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.

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

5.4.9 Group Trustee Board - Conduct of meetings

- 5.4.9.1 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.
- 5.4.9.2 Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a 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.
- 5.4.9.3 Only members of a Group Trustee Board as defined in Rule 5.4.7 may vote in its meetings.
- 5.4.9.4 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. If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest opportunity.
- 5.4.9.5 In the case of a sub-committee of the Group Trustee Board, the quorum for each sub-committee must be set by the Group Trustee Board, based on the size of the sub-committee and the complexity of its task(s).
- 5.4.9.6 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 meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.9.7 In order 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 members are present at an agreed meeting place and others join by telephone or video.
- 5.4.9.8 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 members 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.

Finance

Budgeting and Expenditure

The (*Group*) Trustee Board must ensure that proper financial planning and budgetary control is operated within the Group.

Changes to subscriptions charged by Sections of their members require the approval of the (*Group*) Trustee Board.

All expenditure not specifically delegated to the Sections must be approved by the

(Group) Trustee Board to ensure that the Group can meet any liability so incurred. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.

Funds Administration

Funds are not administered by individual sections, and sections do not hold their own bank accounts.

All expenses are paid centrally from the Ash Green Scout Group bank account, and all subscriptions are paid by members directly into the Group's bank account.

Section leaders hold a cash float, which is used to cover out of pocket expenses. Expenses are reimbursed from the main Group bank account on presentation of supporting vouchers to the Treasurer, at least once in each school term.

Section leaders present their planned expenditure at the start of each term to the Group Lead Volunteer and/or (Group) Trustee Board for approval.

Planned expenditure can be approved by the Group Lead Volunteer and/or the (Group) Trustee Board and released to the Group Leadership Team members or directly to a supplier in advance of the planned activity.

Bank Accounts

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.

The Group bank account(s) will be operated by the Treasurer and other persons who have been authorised by the (Group) Trustee Board.

A minimum of two signatories must be required for any transactions out of the Group's bank accounts.

Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into an individual's private account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the (Group) Trustee Board has so authorised beforehand, and then only if a proper account of the receipts and payments is kept.

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.

Books of Account

As a separate informal educational charity, Ash Green Scout Group is under a statutory obligation to keep proper books of account.

A statement of accounts must be prepared annually and be scrutinised, independently examined, or audited as appropriate in accordance with the rules of the Scout Association. This statement must account for all monies received or paid

on behalf of the Group, including all Sections and Committees.

Signed copies of the annual report and accounts must be sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts are received and considered. A copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the financial year end.

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 may be required by H.M. Revenue and Customs.

Changes to this Constitution

All changes to this constitution must be approved by a meeting of the Group Scout Council.

Minor changes can be provisionally approved by the (*Group*) Trustee Board and brought into effect pending full approval of the Group Scout Council.

In the event of a significant change being needed before the next Annual General Meeting of the Group Scout Council, then an Extraordinary Meeting of the Council should be sought.

This document is based on the Scout Association's "Policy, Organisation and Rules" (POR). Where the two differ, this constitution has jurisdiction over Ash Green Scout Group.

When POR is updated, the relevant changes will be reviewed by the Group Lead Volunteer, and appropriate changes proposed to Ash Green Scout Group's constitution if necessary.

For any matter not covered in this constitution, reference should be made to POR. The rules or recommendation made therein will then apply to Ash Green Scout Group until consideration by the (*Group*) Trustee Board and/or the constitution is amended.

Signed on behalf of Ash Green Scout Group

Full Name:	Full Name:
Signature:	Signature:
Position: Group Lead Volunteer	Position: Group Chairperson
Date:	Date: