

# The Constitution of The Greater London South County Scout Council (known as South London Scouts)

## Part 1: Context

This constitution explains what our charity is set up to do, and how it should operate. It sets out the rules to be followed in the governance of the charity.

In the interest of openness, especially for new members of the County Scout Council, the Scout Council should re-adopt this constitution and record the re-adoption in the minutes at each Annual General Meeting.

This can be recorded as:

- the Scout Council adopted the constitution this being the model constitution as set out in the current edition of Policy, Organisation & Rules with local additions to add context, the governance processes and rules laid out in POR and the model constitution have not been changed.

### 1.1 The Purpose of Scouting

Scouting in the UK is organised through The Scout Association. The Scout Association has a clear purpose: 'Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.'

The Scout Association's method of meeting the purpose of Scouting is through the balanced programme.

### 1.2 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.

### 1.3 Our Values

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

### 1.4 The Balanced Programme

The programme is everything we do as Scouts – it includes the activity badges, challenge badges and awards. This programme is planned by the section leadership teams in partnership with young people and provides a framework for the progression of informal learning, events and activities that covers everything that young people take part in from the ages of 4 to 25. The

programme is flexible and has room to adapt and accommodate the needs of the individuals in the section.

The balanced programme for all sections is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards support all aspects of Scouting, including the main themes: leadership, teamwork and personal development and through six tailored programme zones: community, global, beliefs and attitudes, outdoor and adventure, creative expression and fit for life. The programme is delivered in a balanced way that incorporates elements from each theme, to offer young people the most interesting and diverse experience.

## **1.5 Key Policies**

We follow and adhere to The Scout Association's key policies relating to:

- Equal Opportunities
- Privacy and Data Protection
- Religious
- Safeguarding
- Safety
- Vetting
- Youth Member Anti-Bullying

No order of importance or priority is implied - they are all equal. These can be found in the current edition of the Policy, Organisation & Rules of The Scout Association and [www.scouts.org.uk/about-us/policy](http://www.scouts.org.uk/about-us/policy)

## **1.6 Structure of the Scout Association**

Across the UK we're proud to be a single family of Scouts. But to make sure everyone gets the support they need, we are arranged in different groups and units across our regions and nations. Each is looked after by a volunteer manager (Lead Volunteer), who supports other volunteers to help young people gain skills for life.

The basic unit of organisation is the Scout Group. This is based in a local community and usually consists of a combination of one or more Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts sections. All sections in a Scout Group provide co-educational Scouting. Additionally, an Explorer Scout Unit may also be attached to a Scout Group.

A collection of Scout Groups form a Scout District. Within a Scout District there is also a number of Explorer Scout Units and Scout Network.

The District is led by the District Lead Volunteer who is supported by a District Team which supports volunteers and provides guidance and support to Scout Groups and their sections.

A number of Scout Districts are grouped together to form a Scout County. The County is led by the County Lead Volunteer who is supported by a County Team which supports volunteers and provides guidance and support to District Teams Explorer Scout Units, Scout Groups and their sections.

## **1.7 Registration of Scout Groups, Scout Districts and the Scout County**

A Scout Group, Scout District or Scout County 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 UK Headquarters. Registration renewal also requires the payment of the headquarters membership subscription and any District, and County membership subscriptions payable.

The registration, suspension, alteration or cancellation of registration of Scout Groups are matters for the District's Lead Volunteer and District Trustee Board. The registration, suspension,

alteration or cancellation of registration of Scout Districts are matters for the County's Lead Volunteer and County Trustee Board. The registration, suspension, alteration or cancellation of registration of Scout Counties are matters for the Region Lead and UK Commissioner for England and the National Trustee Board.

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

### **1.8 Our Aim (Public Benefit Statement)**

We are part of The Scout Association, the UK's biggest coeducational youth organisation. We help children and young adults reach their full potential and gain skills for life.

We actively engage and support our members in their physical, intellectual, social and spiritual development and to achieve their full potential as individuals, as responsible citizens, and as members of their local, national and international communities.

We operate within a framework of safety to enable young people to take part in adventurous activities safely. Our charitable objectives help young people learn by doing, share in spiritual reflection and take responsibility. Working together, they make choices, take part in new, challenging, and unique experiences, help others and live their Scout Promise.

In partnership with adults, young people take part in fun indoor and outdoor activities. Activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. We help young people to get jobs, save lives and even change the world by contributing to social change and making a positive contribution to society.

There's something for every young person. It's a great way to have fun, make friends, get outdoors, express creativity, and experience the wider world.

We believe that we've met the Charity Commission for England and Wales's public benefit criteria for both the advancement of education, and the advancement of citizenship and community development and being as diverse as the communities we serve.

### **Part 2: Management of South London Scouts**

South London Scouts is an administrative division within The Scout Association of the United Kingdom and part of the London Scout Region. It is an autonomous organisation responsible for providing programmes and support for their member Scout Districts in the London Boroughs of Wandsworth, Lambeth, Southwark, Lewisham and the Royal Borough of Greenwich. Subject to the policy and rules of The Scout Association.

South London Scouts is a not-for-profit organisation and is a Registered Educational Charity. 303883. The County is led by the County Lead Volunteer and is managed by the County Lead Volunteer, County Leadership Team and County Trustee Board. They are accountable to the County Scout Council for the satisfactory running of the County.

The County Lead Volunteer is assisted and supported by the County Leadership Team and County Trustee Board in supporting teams at all levels to deliver balanced programmes for the young people within the County.

### **Part 3: The County Scout Council**

The County Scout Council is the electoral body which has charity governance responsibility for Scouting in South London Scouts County. It is the body to which the County Trustee Board is accountable.

There are four categories of membership of the County Scout Council:

- i. Ex officio
- ii. Nominated
- iii. Co-opted (only for the County Scout Council)
- iv. Right of attendance

### **3.1 County Scout Council membership**

The ex officio members of the County Scout Council are:

- a. all adult members of the county team
- b. all adults with the following appointments in the Scout Districts in the County
  - o District Lead Volunteers
  - o District Youth Leads
  - o District Trustee Board Chair
  - o District Trustee Board Secretary
  - o District Trustee Board Treasurer
- c. representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum
- d. a representative of the County Explorer Scout Forum, selected from amongst the membership of the Forum
- e. a representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the County
- f. the Lead Volunteer for the Greater London Scout Region

The nominated members of the County Scout Council are drawn from these four categories:

- a. members nominated by District Scout Councils
- b. Explorer Scout members nominated by District Explorer Scout Meetings
- c. District Scout Network members nominated by the District Scout Network
- d. other supporters of the County appointed by the County Scout Council on the recommendation of the County Lead Volunteer and the County Trustee Board. They are not required to be members of the Scouts.

The number of persons nominated annually to the County Scout Council from each of the above categories is decided by the County Scout Council at their Annual General Meeting. The number of nominated members must not exceed the number of ex officio members.

Nominated members of the County Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

Co-opted members of the County Scout Council:

- a. The County Scout Council may co-opt members at their Annual General Meeting. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation. For example, Girlguiding, religious bodies, schools or Education Authorities, Parish or Local Authorities, and other youth organisations.
- b. Co-opted members are nominated by the County Lead Volunteer. They are not required to be members of the Scout Association.
- c. The number of co-opted members must not exceed the total of ex officio and nominated members.
- d. Co-opted (and other) members of Council have no membership status within Scouts as stated in POR.

Membership of the County Scout Council ends upon:

- a. the resignation of the Scout Council member
- b. the member no longer qualifying as a member of the Scout Council
- c. dissolution of the Scout Council
- d. the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

### 3.2 Annual General Meeting

The County Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- I. **undertake governance oversight by**
  - o adopting (or re-adopting) the constitution of the scout council
  - o confirming (or re-confirming) the dates of the county's financial year
  - o agreeing the number of members that may be elected to the county trustee board
- II. **agreeing the quorum for each of:**
  - o meetings of the County Scout Council
  - o meetings of the County Trustee Board
  - o meetings of any Sub-committees
- III. **review the previous year:**
  - a. receive and consider the county trustees' annual report and the annual statement of accounts prepared by the county trustee board
    - i. the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer
    - ii. the trustees' annual report and accounts presented to the county scout council must include the formal report prepared by the auditor, independent examiner, or scrutineer.
- IV. **make appointments:**
  - b. approve the County Lead Volunteer's nomination of the Chair of the trustee board
  - c. approve the County Lead Volunteer's nomination of members of the trustee board
  - d. elect a Secretary to the trustee board, or agree the trustee board's nomination of a Trustee Board Administrator
  - e. elect a Treasurer to the trustee board
  - f. elect trustees to the trustee board
  - g. approve the appointment (or re-appointment) of the County President(s) and Vice President(s)
  - h. appoint (or re-appoint) an auditor, independent examiner or scrutineer as required
  - i. elect a representatives of the County Scout Council, as per POR rule 6.5, to be nominated members of the Council of The Scout Association.
  - j. elect a representatives of the County Scout Council, as per rule 6.5, to be nominated members (18-24) on the Council of The Scout Association

### 3.3 The quorum for meetings of the County Scout Council

The quorum for meetings of the County Scout Council is 15, which must include the County Lead Volunteer or County Chair plus 2 other members of the current County Trustee Board.

### 3.4 Appointments and Elections

The positions of County Chair, County Secretary (if appointed as a trustee), and County Treasurer cannot be held by an appointed Section Team or Group, District or County Leadership Team member.

Members of the County Scout Council wishing to stand for election should make their intention known to the County Chair at least 21 days before the date of the meeting at which the election will take place. Only if no one has notified the County Chair in this way that they wish to stand for election to a particular position will people be allowed to put themselves forward at the meeting itself for that position.

Following each Annual General Meeting, the County Secretary must ensure that:

- 1) all nominated or elected trustees are recorded on the national membership system, as required by POR

- 2) a PDF copy of the annual report and accounts must be sent to the UK Headquarters within the 14 days following the County's annual general meeting 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](mailto:finance@scouts.org.uk). The Trustee annual report and accounts are filed as described in POR rule 5.5.

No individual can hold more than one nominated, elected or co-opted position on the County Trustee Board. Appointments on the County Trustee Board may be terminated by:

- The resignation of the holder
- The unanimous resolution of all other members of the County Executive Committee
- The expiry of the period of the appointment
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the County

All persons becoming members of the County Trustee Board must complete the Scout Association's adult appointments process which includes a Disclosure and Barring Service Check and Personnel Enquiry.

## **Part 4: The County Trustee Board**

### **4.1 Trustee Board – purpose**

The 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.

All members of the County Trustee Board are charity trustees.

### **4.2 The Responsibilities of the County Trustee Board**

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

The Scout County 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

And that the Scout County:

1. is operating compliant with Policy, Organisation & Rules (POR), including effective management of the key policies listed in chapter 2 - equal opportunities privacy and data protection, religious, safeguarding, safety, vetting, youth member anti-bullying policies.
2. ensures that young people are meaningfully involved in decision making at all levels
3. plan so that there are sufficient resources (funds, people, property and equipment) available to meet the planned work of each team in the County to enable the delivery of high quality programme and the youth training programme
4. has a positive image in the local community

The Trustee Board members must themselves collectively:

1. develop and maintain a risk register, including putting in place appropriate mitigations
2. ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County
3. maintain and manage:
  - a reserves policy (including a plan for use of reserves outside the 'minimum')

- an investment policy
- a public benefit statement for the County
- 4. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained
- 5. promote and support the development of scouting in the local area
- 6. ensure that effective administration is in place to support the work of the Trustee Board
- 7. appoint any administrators, advisers and co-opted members of the Trustee Board
- 8. ensure transparency of operation, including:
  - prepare and approve the annual accounts and arrange their sign-off of by an auditor, independent examiner or scrutineer as appropriate and as appointed by the County Scout Council at their Annual General Meeting (AGM)
  - prepare and approve the trustees' annual report (which must include the annual accounts)
  - present the approved trustees' annual report and annual accounts to the County Scout Council at the AGM
  - following the AGM, ensure that a copy of the trustee annual report and accounts is sent to the District Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it)
  - take responsibility for adherence to data protection legislation (GDPR), recognising that, dependent on circumstances, it will at different times act as a data controller and as a data processor
  - individually and collectively maintain confidentiality regarding appropriate trustee board business
- 9. where staff are employed:
  - act as a responsible employer in accordance with scouting's 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
- 10. provide any necessary support to the County Lead Volunteer, when required, to assist with the opening, change, merging or closing of Districts, and teams in the County
- 11. create sub-committees to manage the work it deems necessary ensuring that:
  - a. the purpose of each sub-committee is clear and has been agreed by the trustee board
  - b. ensure the appointment and management and operation of any sub-committees, including appointing a chair to lead the sub-committee
  - c. each sub-committee of the trustee board consists of members approved by the trustee board
  - d. the chair of the trustee board is an ex officio member of each sub-committee
  - e. the County Lead Volunteer is an ex officio member of each sub-committee
- 12. In support of effective governance:
  - a. the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County

#### **4.3 Trustee Board Membership**

- a. Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the County
- b. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- c. Certain people are disqualified from being charity trustees by virtue of the Charities Acts. (See POR). This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks
- d. All Trustees must complete training as specified in POR
- e. County Trustee Boards and any sub-committees should, wherever possible, have as full

voting members at least two people aged between their 18th and 25th birthdays

- f. The ex officio members of a County Trustee Board are:
  - i. The County Chair
  - ii. The County Lead Volunteer
  - iii. The County Youth Lead
  - iv. The County Secretary (if appointed as a Trustee)
  - v. The County Treasurer

Where there are joint role holders (e.g. for County Youth Lead), only one of the joint role holders should be an ex officio member of the County Trustee Board. This must be decided jointly by the role holders in consultation with the County Lead Volunteer and the County Chair

- g. The elected members of a County Trustee Board are persons elected at the County Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the County Scout Council at their AGM. There must be a maximum of six elected members
- h. The nominated members of a County Trustee Board are persons nominated by the County Lead Volunteer, in consultation with the County Chair. The nominations must be approved at the County Annual General Meeting. The number of nominated members must not exceed the actual number of elected members
- i. The co-opted members of a County Trustee Board are persons co-opted annually by the County Trustee Board. The number of co-opted members must not exceed the actual number of elected members.

Co-opted members should be co-opted annually at the first board meeting following the AGM. The Secretary must ensure that co-opted Board Members are recorded in the Board meeting minutes.

- j. The Lead Volunteer for the Greater London Scout Region has the right to attend meetings of the County Trustee Board
- k. The County's nominated member on the Council of The Scout Association and the County's nominated Youth Representative on the Council of The Scout Association attendance at Trustee Meetings is by invitation only (if and when necessary).
- l. The Chair, Secretary, and Treasurer roles should always be filled.
- m. If the Trustee Board Chair, Secretary (if appointed as a trustee) or Treasurer resigns before the next annual general meeting, filling the vacancy as soon as possible should be prioritized by the Trustees. All actions must be taken via a majority vote of the Trustees, with vacancies of the role of Chair also requiring agreement by the County Lead Volunteer. These appointments are short-term, until the next annual general meeting.

The Trustees must either:

  - a. appoint a current trustee to the role, or
  - b. co-opt a Trustee to take the role, subject to provisions in this constitution for co-opting Trustees
- n. There is no role of acting Chair, acting Secretary or acting Treasurer
- o. In extreme circumstances the County Lead Volunteer may act as Chair for a short period.

#### 4.4 Conflict of interest

A conflict of interest is when someone's judgement or actions are, or could be, affected by personal involvement or other interest relating to the matter at hand. This includes any circumstances that affect, or could be seen to affect, someone's independence or impartiality.

All trustees have a legal duty to act only in the best interests of their charity. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest.



Conflict of interest can lead to decisions that are not in the best interests of the charity and which are invalid or open to challenge. Conflicts of interest can also damage a charity's reputation or public trust and confidence in charities generally. These harmful effects can be prevented where individual trustees can identify conflicts of interest, and the trustee body can act to prevent them from affecting their decision making.

Subject to this definition of conflict of interest (quoted from POR), a trustee may be a member of more than one Trustee Board.

#### **4.5 The quorum for meetings of the County Trustee Board**

The quorum for meetings of the County Trustee Board is 5 voting members, one of whom must be the County Lead Volunteer or County Chair.

#### **4.6 Conduct of meetings**

The County Trustee Board should formally meet at least six times during each calendar year (not including the AGM of the County Scout Council).

At its Annual General Meeting, the County Scout Council must make a resolution defining a quorum for meetings of the County Trustee Board and its sub-Committees.

Ex officio, nominated, elected and co-opted members of the County Trustee Board are charity Trustees. Only members of a Trustee Board may vote in meetings of the County Trustee Board. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve of the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

#### **4.7 Procedure for Meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. 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.

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.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

#### **4.8 Sub-Committees**

The County Trustee Board may establish any sub-committees that it deems necessary, ensuring that:

- a) the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b) each sub-committee of the Trustee Board consists of members approved by the Trustee Board

Members of sub-committees are not Trustees unless they are members of the Trustee Board.

The County Lead Volunteer and the County Chair are ex-officio members of any sub-Committee of the County Trustee Board.

#### **4.9 The quorum for meetings of Sub-committees**

The quorum for meetings of Sub-committees of the County Trustee Board is 4, which must include the Sub-committee Chair plus 3 other members of the Sub-committee.

### **Part 5: Finance**

#### **5.1 Budgeting and Expenditure**

The County Trustee Board must ensure that proper financial planning and budgetary control is operated within the County.

The County Leadership Team Meeting must be consulted on the financial planning of the County's activities.

Membership fees paid by members of the county or fees paid for other activity within the County or on their behalf must be handed to the respective Treasurer or their nominee as soon as possible after receipt. Changes to membership fees charged by the County require the approval of the County Trustee Board.

The receiving Treasurer should make the necessary records and pay the money into the County bank account(s) as soon as practicable.

All expenditure not specifically planned within the County Trustee Board's budget must be approved by the County Trustee Board to ensure that any financial liability incurred can be met.

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 charity and not in a personal capacity.

#### **5.2 Bank Accounts**

All monies received by or on behalf of the 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 County.

The County bank account(s) will be operated by the County Treasurer and other persons authorised by the County Trustee Board.

The bank(s) at which the County 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.

All County account(s) will be operated by the County Treasurer and other members authorised by the County Trustee Board. A minimum of two unrelated persons authorised by the County Trustee Board must approve all withdrawals and payments.

Under no circumstances must any monies received by a County Team or supporter on behalf of the County be paid into a private bank account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the County Trustee Board or County Finance Sub-committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

Funds not immediately required must be transferred into a suitable investment account held in the name of the County.

County funds must be invested as specified by the Trustee Act 2000.

#### **5.4 Statement of accounts**

As a separate educational charity, the Trustee Board of the Greater London South County Scout Council is under a statutory obligation to keep proper books of account.

A statement of accounts, detailing all monies received or paid on behalf of the County, include all sections, committees, 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 County, including all Teams and Committees.

A copy of the annual report and accounts must also be sent to the Charity Commission for England and Wales within ten months of the financial year end

#### **5.5 Preservation of books of account**

The County Trustee Board is responsible for preserving the statements of account and all accounting records of the County.

Statements of account and all existing accounting records must be preserved for at least 6 years from the end of the financial year in which they are made, or for such longer period as may be required by HMRC or other relevant body.

#### **5.6 Payment of the membership subscription**

In order 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.

The amount of the membership subscription is decided annually by the UK Headquarters Board of Trustees.

In addition, to meet local costs, the County charges an annual membership subscription.

The County is responsible for the collection and payment of the UK Headquarters membership subscriptions and County membership subscriptions in accordance with the numbers returned on the annual census of membership return which is submitted in the first quarter of year.

Payment of annual membership subscriptions should be remitted to the County Treasurer not later than the date annually notified by the County.

National and County membership subscriptions are collected from Districts by a method decided by the County Finance Sub-committee and Trustee Board.

#### **5.7 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, all levels of the Scout movement has to support itself financially.
- b. The County is expected to generate sufficient funds to carry out their purpose, programme of activities, the County Development and Volunteer Support Services.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. 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.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - i. the proceeds of the activity go wholly to the work of the County or, in the case of joint activities with other levels of Scouting or organisations, that part of the proceeds allotted to the County is wholly applied to the work of the County

- ii. it does not encourage the habit of gambling.
- f. Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. 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.
- h. Where the reason for the fundraising is stated, the proceeds must only be used for that purpose.
- i. 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.
- j. Country Headquarters should 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.
- k. When participating in a joint project, terms should be agreed and recorded in a Memorandum of Understanding or non-legal agreement.
- l. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Support section of the Scouts website.
- m. If the County considers raising funds by means governed by any legislation as detailed in this constitution, the proposed activity must have the recorded approval of the County Trustee Board.
- n. Regard must be paid to the views of members 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.
- o. The promoter of any fundraising activity governed by legislation should be a member of the County Trustee Board.
- p. 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 County operates as practical.
- q. 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 Movement.
- r. The fact that the County is a registered charity must be stated in any advertising or fundraising promotional material.
- s. The County may not issue general appeals for funds. In exceptional circumstances the County must seek approval from UK Headquarters. Any permitted appeal must not exceed the boundaries of the County.
- t. The County may appoint a professional fundraiser. All legislation associated with fundraising must be fully complied with.

## 5.8 Grant Aid and Loans

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

- a. County applications for grants or loans from Local Authorities must be approved by the County Chair and the County Lead Volunteer before submission.
- b. County applications for grants or loans from UK Headquarters must have the approval of the County Chair and the County Lead Volunteer.
- c. 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.

- d. If changes are being planned about how grants may 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.

**Disposal of assets**

Disposal of County assets at amalgamation

- a) If two or more Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation
- b) The statement, together with all County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the County formed by the amalgamation
- c) If the receiving Treasurer considers it necessary, after consultation with the County Trustee Board, they may ask the County Trustee Board to appoint an appropriate person to examine the accounts.

Assets or liabilities remaining after closure

- a) Any assets or liabilities remaining after the closure of the County will automatically pass to the relevant Scout Council which may use or dispose of these assets at its absolute discretion.

**Part 6: This Constitution**

All changes to this constitution must be approved by a meeting of the Greater London South County Scout Council.

Minor changes can be provisionally approved by the County Trustee Board, and brought into effect pending full approval the County Scout Council.

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

This document is based on the Scout Association's "Modal constitution as detailed in Policy, Organisation and Rules" (POR). Where the two differ, this constitution has jurisdiction over the modal constitution.

When POR is updated, the relevant changes will be reviewed by the County Volunteer Services and past to the County Trustee Board, and the appropriate changes proposed to Greater London South County Scout Council's constitution if necessary.

For any matter not covered in this constitution, reference should be made to the current edition of the Policy, Organisation & Rules of the Scout Association (POR). The rules or recommendation made therein will then apply to Greater London South County Scout Council until consideration by the County Trustee Board and/or the constitution is amended.

Signed by:

Signature			
Name			
Position			
Date			

Signature			
Name			
Position			
Date			

**Revision History**

Version 1			
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