

# Chapter 3

## THE SCOUT GROUP

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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;
- functional units through which the design and delivery of the youth programme can be best achieved.

A Scout Group comprises one or more of any or all of the following: a Beaver Scout Colony; a Cub Scout Pack or a Scout Troop. 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 (see Rule 3.16).

### **Rule 3.1 Membership of the Scout Group**

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and POR: The Appointment Process).
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs and Scout Troops is open to males and females unless otherwise stipulated.
- h. Adult membership whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

### **Members**

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
  - Beaver Scouts, Cub Scouts, Scouts;
- n. Members must also pay any Country, County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the Promise appropriate for their new section.

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- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
  - wear the World Membership lapel badge.

### **Associate Members**

- r. Associate Members must pay any Country, County, District and Group membership Subscription determined locally.
- s. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- t. Associate Members are not required to make the Promise.
- u. Associate Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - receive benefits provided by any Group, District, and County to which the Member belongs.

### **Rule 3.2 Admission to membership**

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader, in accordance with The Scout Association's policies. In the case of a Sponsored Scout Group, this decision should also be subject to the recruitment policy (if any) defined in any sponsorship agreement.

*Guidance on Sponsored Groups can be found on our [website](#) .*

- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned. This decision must be made in accordance with The Scout Association's Policies.
- c. There may be situations where a Group does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner should work with the parents/carer to find an alternative Group.

### **Rule 3.3 Forfeit of membership**

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group and do not immediately join another Section.
- b. Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Explorer Scouts and Explorer Scouts to Network.

### **Rule 3.4 Transfer of membership**

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.
- c. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts and Scouts who are going to live abroad.

### **Rule 3.5 Annual Census**

- a. The number of Members and Associate Members must be returned in an annual census of the Group.

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- b. Whilst it is necessary for the Group to hold accurate records of the names and personal details of its Members and Associate Members and for adults to be accurately recorded on Compass (see Rule 14.12), it is not necessary for these to be passed to the District or County Secretary at the date of the annual census.

### **Rule 3.6 Mixed Membership**

- a. *This rule is left intentionally blank*
- b. *This rule is left intentionally blank*
- c. *This rule is left intentionally blank*
- d. *This rule is left intentionally blank*
- e. *This rule is left intentionally blank*
- f. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- g. Special situations are defined as being where:
- there are cultural or religious requirements for single sex working;
  - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group);
  - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

### **Rule 3.7 The Beaver Scout Colony**

#### **Size of Colony**

- a. The recommended maximum size for a Colony is 24 Beaver Scouts.
- b. This number may be exceeded with the agreement of the Group Scout Leader.
- When deciding on the Colony size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Colony.*

#### **Leadership**

- c. The operation of the Colony must be overseen by a Leader.
- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Colony meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.
- e. In the event of a Leader, Manager or Supporter not being able to attend the Colony meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.
- f. Other than two adults being present there is no minimum ratio of adults to Beaver Scouts set for regular indoor Colony meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Colony, which may vary depending on the programme.

*It is good practice to have a mixed leadership team.*

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- g. The recommended minimum ratio for both outdoor activities held away from the usual meeting place and nights away experiences is 1 adult to 6 Beaver Scouts plus the leader in charge. However as a minimum at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.7d and 3.7g or those required by the activity rules in chapter 9.

### **Age Range, Uniform and Programme**

- i. The core age range of the Beaver Scout Colony is from 6 years to 8 years. A young person may join at 5¾ years and remain until 8½ years (see also Rule 3.11b).
- j. Beaver Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- k. All Beaver Scouts should be offered a high quality balanced Programme, run in accordance with the Association's official publications for the Section.
- l. *This rule is left intentionally blank.*

### **Minimum Standards**

- m. The minimum standard for a Beaver Scout Colony is:
  - Operation overseen by a Leader (Rule 3.7c)
  - Two adults present (Rule 3.7d)
  - The delivery of a high quality balanced Programme (Rule 3.7k)
  - Opportunities for the members to take part in the decision making process.
  - The opportunity for every Beaver Scout to attend at least one nights away experience every year
- n. The District Commissioner, with the District Team, is required where necessary to assist Colonies to reach the minimum standards detailed above.
- o. If a Colony fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

## **Rule 3.8 The Cub Scout Pack**

### **Size of Pack**

- a. The recommended maximum size for a Pack is 36 Cub Scouts.
- b. This number may be exceeded with the agreement of the Group Scout Leader.

*When deciding on the Pack size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Pack.*

### **Leadership**

- c. The operation of a Pack must be overseen by a Leader.
- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Pack meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.

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- e. In the event of the Leader not being able to attend the Pack meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.
- f. Other than two adults being present there is no minimum ratio of adults to Cub Scouts set for regular indoor Pack meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Pack, which may vary depending on the programme.

*It is good practice to have a mixed leadership team.*

- g. The recommended minimum ratio for both outdoor activities held away from the usual meeting place and nights away experiences is 1 adult to 8 Cub Scouts plus the leader in charge. However as a minimum at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.8d and 3.8g or those required by the activity rules in chapter 9

### Age Range, Uniform and Programme

- i. The core age range of the Cub Scout Pack is from 8 years to 10½ years. A young person may join at 7½ years and remain in the Pack until their 11<sup>th</sup> birthday. For further flexibility see also Rule 3.11b.
- j. Cub Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10 (see also Rule 3.11b).
- k. All Cub Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.
- l. This rule is intentionally left blank

### Minimum Standards

- m. the minimum standard for a Cub Scout Pack is:
  - Operation overseen by a Leader.(Rule 3.8c)
  - Two adults present (Rule 3.8d)
  - The delivery of a high quality balanced Programme (Rule 3.8k)
  - Opportunities for the members to take part in the decision making process. Any forum or committee should have both Cub Scouts and Leaders working together.
  - The opportunity for every Cub Scout to attend at least one nights away experience every year.
- n. The District Commissioner, with the District Team is required where necessary to assist Packs to reach the minimum standards detailed above.
- o. If a Pack fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

## Rule 3.9 The Scout Troop

### Size of Troop

- a. There is no recommended maximum size for a Troop.
- b. This rule is intentionally left blank.

*When deciding on the Troop size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Troop.*

### Leadership

- c. The operation of the Troop must be overseen by a Leader.

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- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Troop meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.
- e. In the event of a Leader, Manager or Supporter not being able to attend a Troop activity, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed Getting Started or the equivalent.
- f. Other than two adults being present there is no minimum ratio of adults to Scouts set for regular indoor Troop meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Troop, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team.

- g. For outdoor activities held away from the usual meeting place and Nights Away experiences led by a Nights Away Permit holder, the recommended minimum ratio is 1 adult to 12 scouts. However as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.9d and 3.9g or those required by the activity rules in chapter 9.

### **Age Range, Uniform and Programme**

- i. The core age range of the Scout Troop is from 10½ years to 14 years. A young person may join at 10 years and remain until 14½ years. For further flexibility see Rule 3.11b.
- j. Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10 (see also Rule 3.11b).
- k. All Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.
- l. *This rule is intentionally left blank*

### **Minimum Standards**

- m. The minimum standard for a Scout Troop is:
  - Operation overseen by a Leader. (Rule 3.9b).
  - Two adults present (Rule 3.9c).
  - The delivery of an appropriate high quality balanced Programme (Rule 3.9k).
  - Opportunities for the members to take part in the decision making process. Any forum or committee should have both Scouts and Leaders working together.
  - The opportunity for every Scout to attend at least one nights away experience every year.
- n. The District Commissioner, with the District Team, is required where necessary to assist Troops to reach the minimum standards detailed above.
- o. If a Troop fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 years, it must be closed.

### **Rule 3.10 The Group Scout Active Support Unit**

- a. The Group Scout Leader, in consultation with the Group Executive Committee, may form a Group Scout Active Support Unit.
- b. The purpose of the Group Scout Active Support Unit is to provide a body through which adults provide active support to Scouting in the Group.



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- c. Further details of the Scout Active Support method of operation are available from the Scout Information Centre.
- d. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the Group Scout Active Support Unit is open to any person over the age of 18 years, including:
  - those holding appointments, who will be expected to give priority to the duties of their appointments;
  - Scout Network members will be expected to give priority to the duties of their appointments.
- e. The Group Scout Active Support Manager must be a Member, all other members of the Group Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- f. The Group Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement, agreed annually with the Group Scout Leader or nominee.
- g. The Group Scout Active Support Unit is led by the Group Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more Group Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- h. The following minimum standards are laid down for a Group Scout Active Support Unit:
  - **Leadership** – there should be an appointed Group Scout Active Support Manager.
  - **Activity** – the Group Scout Active Support Unit should provide active support to Scouting in the group, as detailed in the service agreement
- i. The Group Scout Leader and the District Commissioner, with the District Team, are required to assist Group Scout Active Support Units to reach the required standards.
- j. If a Group Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- k. If a Group Active Support Unit fails to reach the minimum standard for three years it must be closed.

### Rule 3.11 Section Flexibility

#### a. Integrated Sections

- i. An Integrated Section may consist of Beaver Scouts and/or Cub Scouts and/or Scouts, who work together as one Section.  

Note: an integrated Beaver Scout / Cub Scout section should not meet for more than two hours.
- ii. An Integrated Section may only be established with the prior approval of the District Commissioner.
- iii. Members of Integrated Sections take part in a Balanced Programme, make the Promise and wear the uniform appropriate to their Sectional age group.
- iv. The operation of Integrated Sections must follow the guidelines available from the Scout Information Centre.

#### b. Flexibility for Individual Members

- i. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.
- ii. It is the duty of the Scout Group to make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.
- iii. The Scout Group can request guidance from a network of volunteers supporting inclusion within Districts, Counties (Areas or Regions) and Countries, and from UK Headquarters.

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iv. Reasonable adjustments should respond to the needs of the individual and aim to remove any barriers or support access, by adapting;

- Physical features (eg. the meeting place)
- The way things are done (eg. age ranges, the Programme, routines)
- Support provided (eg. equipment, adapting communication, level of support)

v. What is reasonable for the Scout Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time.

vi. Making reasonable adjustments is an on-going duty and should be regularly reviewed.

vii. Permitting a young person with additional needs to be in a Section outside of the core age range may enable the individual to access Scouting. Where appropriate, this recommendation should be made in consultation with the primary caregiver, Section Leaders, Group Scout Leader and local Inclusion appointments, and should be approved by the District Commissioner. Under no circumstances can anyone aged 18 years or over, regardless of ability, remain in Beaver Scout Colony, Cub Scout Pack Scout Troop or Explorer Scout Unit.

viii. Scout groups, Districts and Counties (or Areas/ Regions) should seek guidance from Headquarters regarding reasonable adjustments disputes and allegations of discrimination.

*Note: information and guidance on supporting young people with additional needs and disabilities can be found on the Members Area of the website.*

### **Rule 3.12 Joint Units**

- a. A Joint Unit may consist of Rainbow Guides and Beaver Scouts; or Brownie Guides and Cub Scouts; or Guides and Scouts who work together in one Unit. As a single Unit, they share leadership and facilities.
- b. Joint Unit is open to Members of either Association. The age group for a Joint Unit should be in accordance with *Policy, Organisation and Rules* and *The Guiding Manual*, although local Commissioners may authorise some flexibility to assist in local circumstances.
- c. Members wear the relevant Scout Association or Girlguiding uniform as appropriate.
- d. All other requirements and Rules of each Association apply.

### **Types of Scout Group**

A Scout Group may be registered as an Open Scout Group, a Sponsored Scout Group, or a Joint Group.

### **Rule 3.13 The Open Scout Group**

- a. An Open Scout Group has no formal relationship with any other organisation and has a policy of unrestricted recruitment.

### **Rule 3.14 The Sponsored Scout Group**

- a. Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are contained on the webpage *Community Sponsorship* available by clicking [here](#)
- b. A Sponsored Scout Group can be sponsored by an organisation approved by Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.
- c. Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of Her Majesty's Forces.

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- d. In the case of a Sponsored Scout Group which is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring Organisation.
- e. Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Executive Committee and the Sponsoring Authority.
- f. No restriction on recruitment may be made which contravenes the provisions of any law.
- g. The organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.
- h. In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See Chapter 15 for further information)

#### **Rule 3.15 Joint Scout/Guide Groups**

- a. Joint Scout and Guide/Guide and Scout Groups are recognised and supported by The Scout Association and Girlguiding.
- b. Joint Groups should be registered with each Association simultaneously and be fully integrated into the normal District, Division and County structures.
- c. The registration of existing and new Joint Groups require the approval of the relevant Commissioners of both Associations.
- d. The detailed operating arrangements for Joint Groups are a matter for local agreement.
- e. Each unit within the Group should follow the relevant Association's member programme for the Section.

#### **Rule 3.16 Partnerships with Explorer Scout Units**

- a. Explorer Scout Units are part of a District provision.
- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- d. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.
- e. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- f. The District Explorer Scout Commissioner should ensure that:
  - the Partnership Agreement sets out clearly the links between the Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources.
  - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- g. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.
- h. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

*Further information and examples of Partnership Agreements can be obtained from the Members Resources area of the website.*

#### **Rule 3.17 The Formation and Registration of Scout Groups**

- a. Application for the registration of a Scout Group must be made to the District Commissioner by:
  - the prospective Group Scout Leader, in the case of an Open Scout Group;
  - the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group;

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- the prospective Section Leader in the case of a Group which will consist of a single Section.
- b. The District Commissioner and the District Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed Group will be run properly;
  - suitable Leaders can be found;
  - the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section):
    - accepts the Association's policies, rules and procedures;
    - undertakes to form a Group Scout Council and a Group Executive Committee as soon as possible but in any case not later than three months after the date of registration;
    - will give due emphasis to the key policies of the Association (see Chapter 2);
    - will initiate a programme of training in accordance with the training policy of the Association;
    - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.
- c. If the District Commissioner and the District Executive Committee refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to the appropriate Country Headquarters, through the County Commissioner.
- d. If registration is recommended, Headquarters will issue a Certificate of Registration and send this via the District Secretary to the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section).
- e. Notification of registration will be sent by Headquarters to the County Secretary and Country Headquarters if appropriate.
- f. Groups in which the Scout Troop is a Sea or Air Scout Troop may adopt the title Sea Scout Group or Air Scout Group as appropriate.

### **Rule 3.18 Annual Renewal of Registration**

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters.
- c. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, County and Country Membership Subscriptions payable.

### **Rule 3.19 Changes in Registration**

- a. If it is required to change the registration of a Group or to amalgamate with another Group, Form C2 must be submitted to Headquarters by the District Secretary.
- b. Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration.
- c. Such changes are made with the approval of the District Commissioner after consultation with the District Executive Committee and the Sponsoring Authority, if appropriate.

### **Rule 3.20 Suspension of Registration**

- a. Suspension of registration is a purely temporary measure.
- b. A Group may have its registration suspended by the District Commissioner, or the District Executive Committee. The suspension must be approved by the County Commissioner or County Executive.
- c. In exceptional circumstances Headquarters may suspend the registration of a Group. This must be done in consultation with the County Commissioner.

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- d. Suspension of registration may also be a consequence of the suspension of the District.
- e. In such a case the County Commissioner may direct that Groups will not be suspended but attached to a neighbouring District or to the County as appropriate. <sup>SV</sup>
- f. In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- g. During suspension no member of the Group may wear uniform or badges.
- h. If the Group Executive Committee is included in the suspension, this must be specified and the District Executive Committee will be responsible for the administration of Group property and finance during the period of suspension.
- i. The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.
- j. A District Commissioner or District Executive Committee who suspends a Group must report the matter with full details to the County Commissioner. They must also notify the County Secretary, the Sponsoring Authority and the appropriate Country Headquarters.
- k. The County Secretary must report the circumstances as soon as possible to the County Executive Committee.
- l. The District Commissioner should consult their Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

### **Rule 3.21 Cancellation of Registration and the Closure of Sections within a Group**

- a. The registration of a Scout Group may be cancelled by Headquarters:
  - on the recommendation of the District Commissioner and the District Executive Committee, following a meeting specially convened;  
At such a meeting, the Scouters concerned, the Group Chair and the Sponsoring Authority, if any, are entitled to be heard;
  - if registration is not renewed at the time of the required annual renewal of registration;
  - if the registration of the District is cancelled.
- b. When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. Any Section within a Group may be closed by the District Commissioner and the District Executive Committee acting together, following consultation with the Sponsoring Authority, if any.
- d. The membership of each Member of the closed Section will cease automatically, unless membership of another Section or Group is arranged as directed by the District Commissioner.
- e. A Scout Group cannot exist unless it has a current registration with Headquarters.
- f. 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.
- g. Individual or several Members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- h. In the event of all the Members leaving, the District will close the Group and cancel its registration.
- i. In the event that not all the Members leave, it will be a decision for the District Commissioner and District Executive Committee as to whether to close the Group or try to keep it running with a reduced membership.

## Chapter 3 THE SCOUT GROUP

### Rule 3.22 Management of the Scout Group

- a. A Scout Group is created and operated as an educational charity.
- b. 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.
- c. A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.
- d. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the high quality balanced Programme for young people within the Group.

### Rule 3.23 The Constitution of the Scout Group

In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.

#### a. 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:
  - Scouters;
  - Group Scout Active Support members (including the Group Scout Active Support Manager and Group Scout Active Support Co-ordinators – if appointed);
  - Colony, Pack and Troop Assistants ;
  - Skills Instructors;
  - Administrators;
  - Advisers;
  - Patrol Leaders;
  - all parents of Beaver Scouts, Cub Scouts and Scouts;
  - the Sponsoring Authority or its nominee;
  - 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 (if stated in a Partnership Agreement);
- ii. The District Commissioner and District Chair 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:
  - 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 Group Treasurer;
  - elect certain members of the Group Executive Committee;
  - appoint an auditor or independent examiner or scrutineer as required.

## Chapter 3 THE SCOUT GROUP

### **b. The Group Executive Committee**

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to: <sup>SV</sup>
  - Comply with the Policy, Organisation and Rules of The Scout Association
  - 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 to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
  - Promote and support the development of Scouting in the local area.
  - Manage and implement the Safety Policy locally
  - Ensure that a positive image of Scouting exists in the local community.
  - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the 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 Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
  - Maintain confidentiality with regard to appropriate Executive Committee business.
  - Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
  - Ensure line management responsibilities for employed staff are clearly established and communicated.
- iii. The Group Executive Committee consists of: <sup>SV</sup>

#### **Ex-officio Members**

- The Group Chair;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Explorer Scout Leader (if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function);
- The Sponsoring Authority or its nominee;
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

#### **Elected Members**

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;

## Chapter 3 THE SCOUT GROUP

- the actual number must be the subject of a resolution by the Group Scout Council.

### **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.

### **Co-opted Members**

- persons co-opted annually by 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 Chair have the right of attendance at meetings of the Group Executive Committee.

#### iv. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The Group Scout Leader and the Group Chair will be ex-officio members of any sub-Committee of the Group Executive Committee.
- Any fundraising committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.

#### v. Additional Requirements for Charity Trustees: <sup>SV</sup>

- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.
- Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act
- Some Groups may also need to register as a charity. (See Rule 13.3).<sup>SV</sup>

### **c. The Group Scouters' Meeting**

i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chair, all Section Leaders and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement.

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.

### **d. 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 chair does not have a casting vote and the matter is taken not to have been carried.

iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-Committees.



## Chapter 3 THE SCOUT GROUP

### Rule 3.24 Administrators and Advisers

- a. The Group Chair and the Group Scout Leader must be able to work in partnership.
- b. To assist the formation of this partnership the Group Chair is nominated by the Group Scout Leader. The appointment should not be held by a Leader, Manager or Supporter.
- c. The appointment of the Group Chair is approved by the Group Scout Council at its Annual General Meeting.
- d. Every effort should be made to find a Group Chair. Only in extreme circumstances may the Group Scout Leader act as Group Chair for a short period.
- e. The Group Secretary and Group Treasurer are elected by the Group Scout Council at the Annual General Meeting every year. Neither appointment may be held by a Leader, Manager or Supporter.
- f. No individual should hold more than one of the appointments of Group Chair, Secretary or Treasurer of the same Executive Committee. Neither can these appointments be combined in anyway.
- g. Other Administrators and Advisers may be appointed by the Group Executive Committee with the approval of the Group Scout Leader as per POR: The Appointment Process.
- h. Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the Group 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 Group.
- i. The appointment and termination of all Group Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

### Rule 3.25 Minimum Age for Appointments

- a. To hold a adult appointment in a Scout Group a person must have reached the age of 18.

### Rule 3.26 The Appointment of Adults

- a. No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and POR: The Appointment Process).
- b. A Personal Enquiry (including where relevant a criminal records disclosure check) will always be required for any person aged 18 or over who meets **any** of the following criteria: <sup>SV</sup>
  - wishes to become a Member or Associate member (for members of Scout Network - see 3.26m below); or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty day period) or more frequently; or
  - will have unsupervised access to young people.
- c. For the purposes of 3.26b above “unsupervised” means not being within sight and hearing of another adult who holds a valid criminal records disclosure check.
- d. Where any of the conditions in 3.26b above are met and the individual does not otherwise hold a role requiring a disclosure (see POR: The Appointment Process), the individual must be recorded as an Occasional Helper on Compass and a Personal Enquiry (including a criminal records disclosure check) undertaken.
- e. Certain roles will require a criminal records disclosure check every five years.

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- f. A new criminal records disclosure check is not normally required if the individual is simply moving from one role to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial role, that they have a valid criminal records disclosure check and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- g. Where roles requiring a criminal records disclosure check (see POR: The Appointment Process) are held in more than one legal jurisdiction (i.e. England and Wales; Scotland; Northern Ireland) separate criminal records disclosure checks must be carried out in all the jurisdictions in which those roles are held.
- h. A Personal Enquiry is initiated by adding the appropriate role to Compass. This should be done as soon as the individual concerned has agreed to take on a role.
- i. When completing a Personal Enquiry accurate information about the individual must be given.
- j. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- k. Occasional Helpers (including parents) who are required to undertake a Personal enquiry (see 3.26a and 3.26b) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (available from [www.scouts.org.uk](http://www.scouts.org.uk)). The appropriate on-line or paper based criminal records disclosure check application process must then be followed. <sup>SV</sup>
- l. Section leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.
- m. Members of Scout Network are required to undertake a Personal Enquiry without a criminal records disclosure check (by being added to Compass as a member of the relevant District Scout Network). If members of Scout Network assist with or supervise members of a younger Section, they must be appointed to an appropriate role (such as an Occasional Helper, Section Assistant or Leader) and undertake the relevant appointment process (including undertaking a criminal records disclosure check).

**Rule 3.27** *This rule is intentionally left blank*

**Rule 3.28** *This rule is intentionally left blank*

**Rule 3.29** *This rule is intentionally left blank*

**Rule 3.30** *This rule is intentionally left blank*

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**Rule 3.34** *This rule is intentionally left blank*

#### **Rule 3.35 The Appointment of Young Leaders**

##### **Young Leaders (Explorer Scouts)**

- a. For rules on the Appointment of Young Leaders see Rule 4.37.
- b. *This rule is intentionally left blank*
- c. *This rule is intentionally left blank*
- d. *This rule is intentionally left blank*
- e. *This rule is intentionally left blank*

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**Rule 3.36** *This rule is intentionally left blank*

**Rule 3.37** *This rule is left intentionally blank*

**Rule 3.38** *This rule is left intentionally blank*

**Rule 3.39** *This rule is left intentionally blank*

**Rule 3.40** *This rule is left intentionally blank*

### **Rule 3.41 Limitation on the number of Appointments held**

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. The Group Scout Leader may not hold any other appointment in the Scout Group other than Training Adviser.

### **Rule 3.42 Responsibilities of Appointments in the Scout Group**

#### **a. The Group Scout Leader**

- i. The Group Scout Leader is responsible to the District Commissioner for:
  - the development of Scouting in the Group's catchment area;
  - promoting and maintaining the Policy of the Association;
  - The local management of the Safety Policy together with the Group Executive;
  - ensuring that all adults working within the Scout Group (including members of any Group Scout Active Support Unit) are appropriate persons to carry out the tasks given them;
  - the continuity and development of training in Sections of the Group;
  - ensuring all adults in the Group are appropriately trained;
  - maintaining effective communication with the District Commissioner, District Explorer Scout Commissioner, Scout Active Support Units, the local authority youth service, and other organisations whose advice and support could assist the Group;
  - acting as Chair of the Group Scouters' Meeting;
  - encouraging co-operation among the Scouters of the Group;
  - nominating the Group Chair. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated;
  - matters relating to the admission and membership of Beaver Scouts, Cub Scouts, Scouts and members of the Scout Active Support Unit in the Group;
  - agreeing the service agreement of any Group Scout Active Support Units and reviewing them annually;
  - building and maintaining a good relationship with the Group's immediate community;
  - building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority;
  - all other matters specified in these Rules for Group Scout Leaders.

#### **b. The Assistant Group Scout Leader**

- i. An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader.
- ii. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.

#### **c. Group Scout Leader (Acting)**

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- i. If a Group Scout Leader appointment is or becomes vacant the District Commissioner will appoint an Group Scout Leader (Acting) as a temporary measure or will perform these duties himself.
- ii. The District Commissioner must give priority to filling the vacancy as soon as possible.

### d. **The Section Leader**

- i. The Section Leader is responsible for planning and implementing a high quality balanced Programme for the Section, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Section Leaders, Section Assistants and Skills Instructors.
- ii. It is a Leader's responsibility actively to encourage transfer between the Sections.

### e. **Assistant Section Leader**

- i. The responsibilities of an Assistant Section Leader are specified by the Section Leader, who should have regard to the desirability of developing the Assistant's leadership potential.
- f. *This rule is left intentionally blank*
- g. *This rule is left intentionally blank*
- h. *This rule is left intentionally blank*
- i. *This rule is left intentionally blank*

## **Rule 3.43 The Training of Adults**

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to that appointment.
- b. For roles that require a Wood Badge a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules.
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
  - Module 1 – *Essential Information*
  - Module 2 – *Personal Learning Plan*and either:
  - Module 3 – *Tools for the Role (Section Leaders)*or
  - Module 4 – *Tools for the Role (Managers and Supporters)*
- d. Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.
- e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.

*Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.*
- g. Following the successful validation of the modules on the *Personal Learning Plan*, a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.

*Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.*
- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

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*For more information about Adult Training see the publication 'The Scout Association's Adult Training Scheme' available from the Scout Information Centre.*

### **Rule 3.44 Adult Responsibility for the Programme**

- a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, and Troops.
- b. Leaders should take account of the additional needs of individual members, the Youth programme, badges and awards and the Section's method as outlined in current Section handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

### **Rule 3.45 Young People's Responsibility for the Programme**

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. There should be effective operation of the Colony, Pack and Troop Forum, and the Patrol System.

### **Awards and Badges**

Requirements of Section awards and badges are found in the Association's official publications for the Section.

**Rule 3.46** *This rule is intentionally left blank*

**Rule 3.47** *This rule is left intentionally blank*

### **Rule 3.48 Finance and the Scout Group**

Certain Rules in this Section do not apply, without modification, in parts of the British Isles outside England and Wales. <sup>SV</sup>

- a. Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Act (presently Charities Act 2011) apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.
- d. The Group Scouters' Meeting must be consulted on the financial planning of the Group's activities.
- e. All expenditure not specifically delegated to the Group Scouters' Meeting or Section Leaders must be approved by the Group Executive Committee to ensure that the Group can meet any liability so incurred.
- f. 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.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The Group must ensure that signed copies of the annual report and accounts are sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the Group Treasurer must also send a copy of the latest statement of accounts to the County Treasurer or Headquarters.

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### THE SCOUT GROUP

- j. If the Group is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator if the regulator's rules require it, within ten months of the financial year end.
  - k. The annual statement of accounts must account for all monies received or paid on behalf of the Group, including all Sections, Committees and the Group Scout Active Support Unit.
  - l. If the annual gross income or expenditure is above the limits laid down in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from [www.scouts.org.uk](http://www.scouts.org.uk).
  - m. If the gross annual income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
  - n. If the Group is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
  - o. A permanent endowment is an asset, e.g. a property held by the Group, which may not be sold or disposed of.
  - p. The particulars of the trustees in whom such assets are vested also must be shown.
  - q. The annual statement of accounts must be in the format of one of four model annual statements available for download from [www.scouts.org.uk](http://www.scouts.org.uk). These models are suitable for:
    - receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;
    - receipts and payments accounts for a multi fund unit i.e. where there are special funds in addition to a general fund;
    - accruals (SOFA) accounts for a single fund unit. Guidance and templates available from [www.charityscorp.org](http://www.charityscorp.org)
    - accruals (SOFA) accounts for a multi fund unit. Guidance and templates available from [www.charityscorp.org](http://www.charityscorp.org)
- The appropriate model will depend upon the gross annual income in the financial year and whether the Group has any special funds whose use is restricted to particular purposes rather than the general purposes of the Scout Group.
- r. At each Annual General Meeting of the Group Scout Council an auditor, independent examiner or scrutineer, as appropriate must be appointed.
  - s. Each Group can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.
  - t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 2011.
  - u. A report to the trustees (the Group Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions* as appropriate to a scrutineer, an independent examiner or an auditor.
  - v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Accounting and Audit Requirements for Group, Districts, Counties/Areas and Scottish Regions*.

#### **Rule 3.49 Funds administered by Sections and the Group Scout Active Support Unit**

- a. Each Section or Group Scout Active Support Unit must itself administer sums allocated to it by the Group Executive Committee.

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### THE SCOUT GROUP

- b. Subscriptions paid by or on behalf of Members of each Sections or Group Scout Active Support Unit members must be handed to the Group Treasurer or their nominee as soon as possible after receipt.
- c. The Group Treasurer should make the necessary records and pay the money into the Group bank account(s) as soon as practicable.
- d. Each Section and Group Scout Active Support Unit must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of three months.

#### **Rule 3.50 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 members 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. <sup>SV</sup>
- 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.

#### **Rule 3.51 Disposal of Group Assets at Amalgamation**

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

#### **Rule 3.52 Disposal of Group Assets at Closure**

- a. If a Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure.
- b. 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.
- c. The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Subject to Rule 13.7, 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. <sup>SV</sup>

## Chapter 3

### THE SCOUT GROUP

- e. 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.
- f. 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 County Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The District Executive Committee is responsible for preserving the statements of account and all accounting records of the Group.

#### **Rule 3.53 Preservation of Books of Account**

- a. 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.

#### **Rule 3.54 Payment of the Membership Subscription**

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription. <sup>SV</sup>
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees. <sup>SV</sup>
- c. In addition, to meet local costs, the local Scout Country, County and the local Scout District may charge a membership subscription.
- d. Every Scout Group is responsible for the collection and payment of the Headquarters Membership Subscriptions and any Country, County and District Subscriptions in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to the District Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from Members or their parents by a method decided by the Group Executive Committee.
- g. The Group is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

#### **Rule 3.55 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Groups are expected to generate sufficient funds to carry out their own programme of activities.
- 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:



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- the proceeds of the activity go wholly to the work of the Group or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group is wholly applied to the work of the Group;
  - 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. The Scout association operates a number of National Corporate Partnerships, for a list please visit, <http://scouts.org.uk/what-we-do/become-a-partner/>. Any fundraising activity that may include a body from this list has to be approved, pre agreement, by TSA HQ. Please submit an enquiry email to [corporate.partnerships@scouts.org.uk](mailto:corporate.partnerships@scouts.org.uk) and a member of the team will reply.

#### **Rule 3.56 Joint Fundraising Projects**

- a. 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.
- b. 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.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

#### **Rule 3.57 Fundraising and the Law**

- a. 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 may be obtained from the Fundraising section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>.

#### **Rule 3.58 Lotteries and Gaming**

- a. If a Group considers raising funds by means governed by any legislation as detailed at Rule 3.57, the proposed activity must have the recorded approval of the Group Executive Committee and Sponsoring Authority, if any, and of the District Chair.
- b. Regard must be paid to the views of parents 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.
- c. The promoter of any fundraising activity governed by legislation should be a member of the Group Executive Committee.
- d. Scout Groups in the areas adjacent should be informed of the proposed activity. The fundraising activity should as far as practicable be carried out within the Group's catchment area.
- e. Any advertising material used must conform with the requirements of the Acts and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the Group is a registered charity, this fact must be stated in any advertising material.

#### **Rule 3.59 Appeals for Funds**

- a. Groups may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the District Executive Committee. The District Executive Committee must consult the County Commissioner and Country Headquarters before giving approval.

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- c. Any permitted appeal must not exceed the boundaries of the District in which the Group is located.

#### **Rule 3.60 Professional Fundraisers**

- a. Groups may not appoint a professional fundraiser without the approval of the District and County Executive Committees who will ensure that the requirements of the legislation are fully complied with.

#### **Rule 3.61 Grant Aid and Loans**

- a. Provided that a Group raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the District Chair and the County Commissioner before Submission.
- c. Applications for grants or loans from Headquarters must have the approval of the Group Chair and the District Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the Group and the District Commissioner if the latter so directs.
- e. 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.