

RULES and STANDING ORDERS of

_____ Scout Group
Scouting Ireland

These are the Rules and Standing Orders for _____ Scout Group (“the Scout Group”). The Scout Group is a Scout Group of Scouting Ireland. Scout Groups are the local and primary level of organisation of Scouting Ireland and are registered with Scouting Ireland in accordance with the Constitution and Rules of Scouting Ireland.

1. Aims and Objectives

- 1.1. The Scout Group has the same aims and objectives as Scouting Ireland.
- 1.2. Scouting Ireland is a voluntary, uniformed, non-formal educational movement for young people. It is independent, non-political, open to all without distinction of origin, race, creed, gender, sexual orientation, or ability, in accordance with the purpose, principles and method conceived by the Founder, Robert Baden-Powell and as stated by the World Organisation of the Scout Movement.
- 1.3. The aim of Scouting Ireland is to encourage the physical, intellectual, character, emotional, social, and spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.
- 1.4. Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:
 - 1.4.1. Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
 - 1.4.2. Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
 - 1.4.3. The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
 - 1.4.4. The provision of opportunities for leadership and responsibility.
 - 1.4.5. Learning by doing.
 - 1.4.6. Encouragement of activity in small groups.
 - 1.4.7. An award scheme, which encourages participation in its full range of activities and provides recognition of individual and group achievements.
 - 1.4.8. Symbolic Framework.

1.5. The Scout Principles.

The principles of Scouting Ireland are enshrined in the Scout Promise and the Scout Law and they include:

1.5.1. Adherence to spiritual principles, loyalty to the faith that expresses them and acceptance of the duties resulting therefrom.

1.5.2. Loyalty to one's community in harmony with the promotion of peace, understanding and cooperation.

1.5.3. Responsibility for the development of one's self.

1.5.4. Participation in the development of society with recognition and respect for the dignity of one's fellow beings and for the integrity of the natural world.

1.5.5. Use of a method of progressive self-education, known as the Scout Method, comprising programmes adapted to the various age groups.

2. Registration with Scouting Ireland

2.1. The Scout Group is registered with Scouting Ireland.

2.2. The Scout Group registers each year with Scouting Ireland by completing the annual registration form and forwarding same together with the appropriate registration fees to the National Secretary of Scouting Ireland.

2.3. The Programme Sections are registered with Scouting Ireland in accordance with the Rules of Scouting Ireland. Applications for the first registration of a Programme Section will be subject to the conditions required for application by Scouting Ireland. The application is made by a Group Scouter on behalf of the Scout Group Council.

2.4. In the event that a Scout Group is unable to continue in operation or where the Scout Group materially contravenes the Constitution or Rules of Scouting Ireland Scouting Ireland may remove the Scout Group from its register.

2.5. Before the Scout Group is formally dissolved in accordance, the Scout Group Executive must inform and seek instructions in relation to all property of any kind, including bank accounts, held or vested in or on behalf of a Scout Group from the Scouting Ireland County Commissioner. The Scout Group Council shall then take all steps as directed to deal with such property.

2.6. In the event of the closure of a Programme Section the Group Leader or, in the absence of a Group Leader, the Scout Group Council must notify the Scouting Ireland County Commissioner.

2.7. The National Management Committee of Scouting Ireland may suspend or cancel the registration of the Scout Group where it fails to comply with the Constitution and Rules of Scouting Ireland.

3. Organisation

3.1. The Scout Group is administered by the Scout Group Council.

3.2. The Scout Group consists of Programme Sections.

3.3. The Programme Sections operate Youth Programmes developed by Scouting Ireland for appropriate age ranges within the Scout Group.

4. The Scout Group Council

4.1. The Scout Group Council is responsible for the administration and support of Scouting in the Scout Group.

4.2. The functions of the Scout Group Council are, inter alia:

4.2.1. To plan and co-ordinate all activities of the Scout Group;

4.2.2. To control and allocate finance and maintain proper accounts;

4.2.3. To ensure that the Programme Sections operate the Youth Programme in accordance with the Aim, Principles and Method of Scouting Ireland;

4.2.4. To implement the Youth & Adult Involvement Policy of Scouting Ireland;

4.2.5. To provide support to the Group Scouters in the delivery of the Youth Programme within the Programme Section;

4.2.6. To consider and approve nominations and proposals for submission to the Scout County Board, the Scout County Management Committee and the National Council as appropriate;

4.2.7. To facilitate the training of all Group Scouters;

4.2.8. To recruit suitable individuals to membership of Scouting Ireland and make nominations for appointment as Group Scouters;

4.2.9. To form a Parents & Friends Support Group;

4.2.10. To co-ordinate a social programme for adult members as desired.

4.3. The functions of the Scout Group Council are carried out by the Scout Group Executive Team and the Scout Group Programme Team.

5. The Annual General Meeting of the Scout Group Council.

5.1. The Scout Group Council shall hold an Annual General Meeting.

5.2. The Agenda for the Annual General Meeting of the Scout Group Council shall include the following:

- (a) The approval of the report of the Group Leader.
- (b) The approval of the report of the Group Secretary.
- (c) The approval of the accounts prepared by the Group Treasurer.
- (d) The approval of the report of the Group Quartermaster / Bo'sun.
- (e) The appointment of the Group Chairperson, Group Secretary, Group Treasurer, the Group Spiritual/Religious Advisor/Chaplain and the Group Quartermaster / Bo'sun.
- (f) When necessary the nomination of the Group Leader and the Deputy Group Leader(s).

6. Meetings of the Scout Group Council

6.1. The Scout Group Council will agree a set of Standing Orders.

6.2. Every member of the Scout Group Council shall have one vote. The chairperson holds a casting.

6.3. The members of the Scout Group Council shall include:

6.3.1. The Group Leader;

6.3.2. Deputy Group Leader(s);

6.3.3. Up to three Programme Scouters from the Beaver Scouts, Cub Scouts, Scouts, Venture Scouts and three members elected by the Rover Scouts;

6.3.4. The Group Chairperson;

6.3.5. The Group Secretary;

6.3.6. The Group Treasurer;

6.3.7. Group Spiritual/ Religious Advisors/ Chaplains;

6.3.8. The Group Quartermaster/ Bo'sun;

6.3.9. Up to three other members of Scouting Ireland co-opted by the Group Council annually for purposes agreed by the Scout Group Council;

6.3.10. The Group Trainer;

6.3.11. A representative from the Scout Section;

6.3.12. A representative from the Venture Scout Section;

6.3.13. A representative from the Rover Scout Section;

6.4. Group Scouters may attend meetings of the Scout Group Council.

6.5. Other persons may attend meetings of the Scout Group Council subject to the approval of the Scout Group Council.

7. The Scout Group Executive Team

7.1. The Scout Group Executive Team carries out the administrative functions of the Scout Group Council and manages and oversees its finances and assets.

7.2. The functions of the Scout Group Executive Team are, inter alia:

7.2.1. To control and allocate finance and maintain proper accounts;

7.2.2. To safeguard the property (real and personal) of the Scout Group on behalf of the Scout Group Council;

7.2.3. To ensure that books of account are maintained and an annual report is produced;

7.2.4. To carry out the duties of Charity Trustees;

7.2.5. To form a Parents & Friends Support Group.

8. Meetings of the Scout Group Executive Team

8.1. The Scout Group Executive Team shall agree a set of Standing Orders.

8.2. Every member of the Scout Group Executive Team shall have one vote. The chairperson holds a casting vote.

8.3. The members of the Scout Group Executive Team shall include:

8.3.1. The Group Chairperson;

8.3.2. The Group Secretary;

8.3.3. The Group Treasurer;

8.3.4. The Group Quartermaster / Bo'sun; and

8.3.5. The Group Leader.

9. The Scout Group Programme Team

9.1. The Scout Group Programme Team carries out the support duties of the Scout Group Council and supports the Programme Sections.

9.2. The functions of the Scout Group Programme Team are, inter alia:

9.2.1. To ensure that the Programme Sections operate the Youth Programme in accordance with the Aim, Principles and Method of Scouting Ireland;

9.2.2. To plan and co-ordinate all the activities of the Programme Sections of the Scout Group;

9.2.3. To implement the Youth & Adult Involvement Policy of Scouting Ireland;

9.2.4. To provide support to the Group Scouters in the delivery of the Youth Programme within the Programme Section;

9.2.5. To facilitate the training of all Group Scouters;

9.2.6. To recruit suitable individuals to membership of Scouting Ireland and make nominations for appointment as Group Scouters;

9.2.7. To co-ordinate a social programme for adult members as desired.

10. Meetings of the Scout Group Programme Team

10.1. The Scout Group Programme Team shall agree a set of Standing Orders.

10.2. Every member of the Scout Group Programme Team shall have one vote. The chairperson holds a casting vote.

10.3. The members of the Scout Group Programme Team shall include:

10.3.1. The Group Leader;

10.3.2. Deputy Group Leader(s);

10.3.3. Up to three Programme Scouters from the Beaver Scouts, Cub Scouts, Scouts, Venture Scouts and three members elected by the Rover Scouts;

10.3.4. Group Spiritual/ Religious Advisors/ Chaplains;

10.3.5. The Group Quartermaster/ Bo'sun;

10.3.6. Up to three other members of Scouting Ireland co-opted by the Group Council annually for purposes agreed by the Scout Group Council;

10.3.7. The Group Trainer;

10.3.8. A representative from the Scout Section;

10.3.9. A representative from the Venture Scout Section;

10.3.10. A representative from the Rover Scout Section;

11. Group Scouters

- 11.1. The following individual Appointments are collectively known as Group Scouters: (a) The Group Leader; (b) Deputy Group Leader; (c) Programme Scouter. (d) Group Trainer.

12. The Group Leader

- 12.1. The Group Leader is a Scouter nominated by the Scout Group Council, recommended by the County Commissioner and appointed by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee of Scouting Ireland.
- 12.2. The Group Leader is appointed for a term of three years and is eligible for reappointment by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee upon the nomination of the Scout Group Council and recommendation of the County Commissioner for one further term of three years. On the expiry of the second three year term, the Group Leader may be reappointed by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee for subsequent one year terms subject to the approval of the Scout Group Council and the County Commissioner.
- 12.3. The Appointment of Group Leader may be cancelled, withdrawn or suspended by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee on the recommendation of the Scout Group Council or the County Commissioner or where the Group Leader fails to undertake the relevant Group Leader Training as set out by the National Adult Resources Committee of Scouting Ireland.
- 12.4. The duties and functions of the Group Leader include:
- 12.4.1. To ensure that the Scout Group Council, the Programme Sections and the Group meets its responsibilities to Scouting in the Scout Group and the community;
 - 12.4.2. To ensure that the Programme Sections meets their responsibilities to the Scout Group and to Scouting Ireland;
 - 12.4.3. To represent the Scout Group Council at meetings of the Scout Group Executive and the Scout County Management Committee;
 - 12.4.4. To co-ordinate and support the Youth Programme in operation by the Programme sections to achieve a continuity in the youth programme offered by the Scout Group;
 - 12.4.5. To approve the nomination by the Scout Group Council of Programme Scouters for appointment by the County Commissioner.

13. The Deputy Group Leader and Group Trainer

- 13.1. A Deputy Group Leader is a Scouter nominated by the Scout Group Council, recommended by the County Commissioner and appointed by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee of Scouting Ireland.

- 13.2. The Deputy Group Leader holds his/her appointment concurrently with the Group Leader in office at the time of appointment.
- 13.3. The Appointment of Deputy Group Leader may be cancelled, withdrawn or suspended by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee of Scouting Ireland on the recommendation of the Scout Group Council or the County Commissioner or where the Deputy Group Leader fails to undertake the relevant training as set out by the National Adult Resources Committee of Scouting Ireland.
- 13.4. The Deputy Group Leader assists a Group Leader in carrying out the duties and functions of a Group Leader in addition to any other duties and functions as directed by the Scout Group Council.
- 13.5. The Group Trainer holds his/her Appointment concurrently with the Group Leader in office at the time of Appointment.

14. Programme Scouters

- 14.1. Programme Scouters are Scouters nominated by the Scout Group Council, approved by the Group Leader and the County Commissioners, and appointed by the Chief Commissioner Adult Resources on behalf of the National Management Committee of Scouting Ireland.
- 14.2. The name of the part of the Youth Programme, which the Scouter delivers, will appear on the Appointment.
- 14.3. Any change of Appointment of a Group Scouter from one Programme Section to another or from the role of Deputy Group Leader or Group Trainer is subject to the approval of the Group Leader.
- 14.4. The Scouting Ireland County Commissioner may cancel, withdraw or suspend the Appointment of Programme Scouter from a Scouter either on the recommendation of the Group Leader or otherwise.

15. The Group Officers

- 15.1. The Scout Group Council appoints the Group Chairperson, the Group Secretary, the Group Treasurer and the Group Quartermaster / Bo'sun.
- 15.2. The Group Secretary is the Secretary of the Scout Group and inter alia has the following duties:
 - 15.2.1. To keep a register of all members of the Scout Group and ensures that the Scout Group and its members are registered with Scouting Ireland;
 - 15.2.2. To record decisions made by the Scout Group Council;
 - 15.2.3. To ensure that meetings of the Scout Group Council are properly summoned in accordance with the Standing Orders of the Scout Group Council.

- 15.3. The Group Treasurer is the Treasurer of the Scout Group and prepares the accounts of the Scout Group.
 - 15.4. The Group Quartermaster / Bo'sun is responsible for the maintenance of equipment belonging to the Scout Group and keeps a Register of all equipment.
 - 15.5. The Scout Group Council in consultation with the Scout County Management Committee sets out other duties of the Group Secretary, the Group Treasurer and the Group Quartermaster / Bo'sun.
16. The Group Spiritual/ Religious Advisor/ Chaplain
- 16.1. The Scout Group Council should appoint Group Spiritual/Religious Advisors/Chaplains.
 - 16.2. The Group Spiritual/Religious Advisor/Chaplain assists with the spiritual development of the Scout through the Youth Programme delivered by the Scout Group.
17. The Parents & Friends Support Group
- 17.1. The Parents & Friends Support Group shall provide support and assistance to the Scout Group and is responsible to the Scout Group Council.
 - 17.2. The Parents & Friends Support Group shall hold an Annual General Meeting for all parents of members and friends of the Scout Group.
 - 17.3. The Group Treasurer is the Treasurer of the Parents & Friends Support Group.
18. Finances and accounts
- 18.1. All monies received by any member on behalf of the Scout Group shall be lodged to an account held by a recognised financial institution bearing the name of the Scout Group. Every account operated on behalf of the Scout Group shall have at least two signatories who should be mandated by the Scout Group Executive. The Group Treasurer shall be a signatory on all such accounts.
 - 18.2. The Scout Group Council shall prepare accounts annually.
 - 18.3. No addition, alteration or amendment shall be made to this sub -section of the Rules unless the same shall have been previously approved in writing by the Revenue Commissioners.
 - 18.3.1. If upon the winding up or dissolution of the Scout Group there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Scout Group. Instead, such property shall be given or transferred to Scouting Ireland or where Scouting Ireland does not exist to and institution or institutions having main objects similar to the main objects of Scouting Ireland. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its

or their members to an extent at least as great as is imposed on Scouting Ireland under or by virtue of this sub- section of these Rules.

18.3.2. The income and property of the Scout Group shall be applied solely towards the promotion of its aim as set forth in these Rules. No portion of the Scout Group's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Scout Group.

18.3.3. No member of the Scout Group Council shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However, nothing shall prevent any payment in good faith by the body of:

18.3.3.1. reasonable and proper remuneration to any member of the Scout Group (other than a member of the Scout Group Executive Team) for any services rendered to the Scout Group;

18.3.3.2. interest at a rate not exceeding 5% per annum on money lent by members of the Scout Group to the Scout Group;

18.3.3.3. reasonable and proper rent for premises demised and let by any member of the Scout Group (including any member of the Scout Group Executive Team) to the Scout Group;

18.3.3.4. reasonable and proper out-of-pocket expenses incurred by any member of the Scout Group Council in connection with their attendance to any matter affecting the Scout Group.

18.3.4. The Scout Group, through the Group Treasurer, shall submit its annual accounts to the County Treasurer.

18.3.5. The Scout Group Council through the Scout Group Executive Team shall be responsible for all Group property. The Scout Group Executive Team on behalf of the Scout Group Council should maintain an up to date register of all Group property and equipment.

18.3.6. All property, real or personal of the Scout Group shall be deemed to be held for the benefit of the Scout Group and its aims and objectives. Such property should be vested in appropriate Trustees. Where property is vested in persons other than the trust company service for Scouting Ireland it should be set out in a formal Declaration of Trust which should be held by the Group Secretary and a copy sent to the National Secretary of Scouting Ireland.