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Ref: Issue 10 – Governance Bulletin (March 2017)

13th March 2017

Dear Scouts and Scouters,

This year at the meeting of the National Council, there are a series of rule changes proposed to restructure the Scout Group Council in order to comply with the Charities legislation in both the Republic of Ireland and Northern Ireland.

Registering Scout Groups as Charities ensures that the Scout Group remains in control of its own activities and finances. These documents are designed to facilitate that and ensure the independence of the Scout Group is maintained. The Scout Group is the key element in Scouting Ireland's Strategy. The Scout Group is the key area where Scouting is delivered and the Scout Group has a clear role to deliver Scouting within its Community and to build capacity for the future.

There are two key documents relating to the Scout Group and how it will function into the future. These are the Scout Group Constitution and the Scout Group Life documents.

The purpose of the Scout Group Constitution (governing document) is to set out what a Scout Group is, how it delivers on the Aims & Objectives of Scouting Ireland and who has control for the activities and finances of the Scout Group. There is a requirement in each jurisdiction for a charity to have a governing document.

Within the Scout Group Constitution, it sets out who the members of the Scout Group Council are, their functions and who they are elected by at the Annual General Meeting of the Scout Group.

The document relating to Scout Group Life sets out options for sub committees and teams that operates within the Scout Group. Scout Groups have to choose for themselves the option that suits them in order for Group Life to work effectively. There is flexibility within these options for the Group itself to make choices that best suit its own circumstances.

Yours in Scouting

Ollie Kehoe
National Secretary

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16

CONSTITUTION of

_____ Scout Group

Scouting Ireland (NI version – revised 16 Feb 2017)

This is the constitution 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; 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.
- 1.2. 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. Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:
 - 1.3.1. Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
 - 1.3.2. Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
 - 1.3.3. The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
 - 1.3.4. The provision of opportunities for leadership and responsibility.
 - 1.3.5. Learning by doing.
 - 1.3.6. Encouragement of activity in small groups.
 - 1.3.7. An award scheme, which encourages participation in its full range of activities and provides recognition of individual and group achievements.
 - 1.3.8. Symbolic Framework.

1.4. The Scout Principles

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

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

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

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

1.4.4. 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.

1.4.5. 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.

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, the Scout Group Council must seek advice from Scouting Ireland in relation to all property of any kind, including bank accounts, held or vested in or on behalf of a Scout Group.

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 Scouting Ireland's 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. The Scout Group Council

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

3.2. The members of the Scout Group Council shall, where possible, be:

3.2.1. The Group Leader;

3.2.2. The Group Chairperson;

3.2.3. The Group Secretary;

3.2.4. The Group Treasurer;

3.2.5. The Group Quartermaster/ Bo'sun; and

3.2.6. Not more than two other members of Scouting Ireland, over the age of 18 years, elected at the Annual General Meeting of the Scout Group.

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

3.3.1. To oversee and co-ordinate all activities of the Scout Group;

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

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

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

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

3.3.6. 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;

3.3.7. To facilitate the training of all Group Scouters;

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

3.3.9. To form a Parents & Friends Support Group;

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

4. The Annual General Meeting of the Scout Group.

4.1. The Scout Group Council shall convene an Annual General Meeting of the Scout Group.

4.2. The Agenda for the Annual General Meeting of the Scout Group shall consist of the following:

4.2.1. The approval of the report of the Group Leader.

4.2.2. The approval of the report of the Group Secretary.

- 4.2.3. The approval of the accounts prepared by the Group Treasurer.
 - 4.2.4. The approval of the report of the Group Quartermaster / Bo'sun.
 - 4.2.5. The nomination for appointment of the Group Chairperson, Group Secretary, Group Treasurer, the Group Spiritual/Religious Advisor/Chaplain and the Group Quartermaster / Bo'sun.
 - 4.2.6. When necessary, the nomination of the Group Leader and the Deputy Group Leader(s).
 - 4.2.7. Any other recommendations to the Scout Group Council.
- 4.3. Those entitled to vote at the Annual General Meeting of the Scout Group shall be:
- 4.3.1. The Group Leader;
 - 4.3.2. Deputy Group Leader(s);
 - 4.3.3. Up to three Programme Scouters from the Beaver Scouts, Cub Scouts, Scouts, Venture Scouts and three members elected by the Rover Scouts;
 - 4.3.4. The Group Chairperson;
 - 4.3.5. The Group Secretary;
 - 4.3.6. The Group Treasurer;
 - 4.3.7. Group Spiritual/ Religious Advisors/ Chaplains;
 - 4.3.8. The Group Quartermaster/ Bo'sun;
 - 4.3.9. The Group Trainer;
 - 4.3.10. A representative from the Scout Section;
 - 4.3.11. A representative from the Venture Scout Section;
 - 4.3.12. A representative from the Rover Scout Section.

5. Meetings of the Scout Group Council

- 5.1. The Scout Group Council will agree a set of Standing Orders.
- 5.2. Every member of the Scout Group Council shall have one vote. The chairperson holds a casting vote.

6. The Programme Sections and Youth Involvement Team

- 6.1. The Scout Group consists of Programme Sections.
- 6.2. The Programme Sections operate Youth Programmes developed by Scouting Ireland for appropriate age ranges within the Scout Group.

- 6.3. The Group Leader oversees and co-ordinates the activities of the Programme Sections and ensures that the policies and programme of Scouting Ireland are observed and operated within the Programme Sections. For such purposes the Group Leader may convene teams of Group Scouters as necessary.
- 6.4. The number of teams required by the Group Leader (aided by the Deputy Group Leader(s) as may be appropriate for the size of the Scout Group) is a matter for the Group Leader. There is a degree of flexibility and the teams and the number of them will vary from Scout Group to Scout Group. Ultimately the Group Leader has the responsibility to ensure that the functions of the Group Leader as set out below are carried out and ultimately therefore it is for the Group Leader to enlist the help of others in that regard as may be required.
- 6.5. The Group Leader oversees the implementation of the Youth and Adult Involvement Policy of Scouting Ireland. For such purposes the Group Leader should facilitate the convening of a Group Scout Forum.

7. Group Scouters

7.1. The following individual Appointments are collectively known as Group Scouters:

- (a) The Group Leader;
- (b) Deputy Group Leader;
- (c) Programme Scouter.;
- (d) Group Trainer.

8. The Group Leader

- 8.1. The Group Leader is a Scouter nominated by the Scout Group, recommended by the County Commissioner and appointed by the Chief Commissioner (Adult Resources) on behalf of the National Management Committee of Scouting Ireland.
- 8.2. 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 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 and the County Commissioner.
- 8.3. 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 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.

8.4. The duties and functions of the Group Leader include:

8.4.1. To ensure that the Scout Group, the Programme Sections and the Group meets their responsibilities to Scouting in the Scout Group and in the community;

8.4.2. To ensure that the Programme Sections meets their responsibilities to the Scout Group and to Scouting Ireland;

8.4.3. To represent the Scout Group Council at meetings of the Scout County Management Committee;

8.4.4. 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;

8.4.5. To approve the nomination by the Scout Group Council of Programme Scouters for appointment by the County Commissioner.

9. The Deputy Group Leader and Group Trainer

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

9.2. The Deputy Group Leader holds his/her appointment concurrently with the Group Leader in office at the time of appointment.

9.3. 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 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.

9.4. 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.

9.5. The Group Trainer holds his/her Appointment concurrently with the Group Leader in office at the time of Appointment.

10. Programme Scouters

10.1. 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.

10.2. The name of the part of the Youth Programme, which the Scouter delivers, will appear on the Appointment.

- 10.3. 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.
- 10.4. 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.

11. The Group Officers

- 11.1. The Scout Group Council appoints the Group Chairperson, the Group Secretary, the Group Treasurer and the Group Quartermaster / Bo'sun.
- 11.2. The Group Secretary is the Secretary of the Scout Group and inter alia has the following duties:
- 11.2.1. 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;
 - 11.2.2. To record decisions made by the Scout Group Council and the Annual General Meeting of the Scout Group;
 - 11.2.3. To ensure that meetings of the Scout Group Annual General Meeting and the Scout Group Council are properly summoned in accordance with the Standing Orders.
- 11.3. The Group Treasurer is the Treasurer of the Scout Group and prepares the accounts of the Scout Group.
- 11.4. The Group Quartermaster / Bo'sun is responsible for the maintenance of equipment belonging to the Scout Group and keeps a Register of all equipment.
- 11.5. 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.

12. The Group Spiritual/ Religious Advisor/ Chaplain

- 12.1. The Scout Group Council should appoint Group Spiritual/Religious Advisors/Chaplains.
- 12.2. The Group Spiritual/Religious Advisor/Chaplain assists with the spiritual development of the Scout through the Youth Programme delivered by the Scout Group.

13. The Parents & Friends Support Group

- 13.1. The Parents & Friends Support Group shall provide support and assistance to the Scout Group and is responsible to the Scout Group Council.
- 13.2. The Parents & Friends Support Group shall hold an Annual General Meeting for all parents of members and friends of the Scout Group.

13.3. The Group Treasurer is the Treasurer of the Parents & Friends Support Group.

14. Finances and accounts

14.1. 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 Council. The Group Treasurer shall be a signatory on all such accounts.

14.2. The Scout Group Council shall prepare accounts annually.

14.3. 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.

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

14.4.1. reasonable and proper remuneration to any member of the Scout Group (but not a member of the Scout Group Council or connected person) for any services rendered to the Scout Group;

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

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

14.4.4. reasonable and proper out-of-pocket expenses in connection with their attendance to any matter affecting the Scout Group.

14.4.5. The definition of a connected person for the purposes of sub-clause 14.4.1 above means: (i) a child, parent, grandchild, grandparent, brother or sister; (ii) a spouse or civil partner; (iii) a spouse or civil partner or any person included in (i); (iv) a business partner; (v) an institution controlled by a member of the Scout Group Council or by any person in (i) to (iv) above or by any combination of persons referred to in this sub-clause; (vi) a body corporate in which a member of the Scout Group Council or any person in (i) to (iv) above has a substantial interest or in which any combination of persons referred to in this sub-clause has a substantial interest.

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

14.6. The Scout Group Council shall be responsible for all Group property. The Scout Group Council should maintain an up to date register of all Group property and equipment.

14.7. 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.

15. Amendments and Dissolution

15.1 No addition, alteration or amendment shall be made to these Rules which would make the Scout Group no longer a charity at law.

15.2 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 any 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.

SCOUTING IRELAND

DRAFT POLICY – Group Life – options for a Scout Group

The Scout Group Plan

For a Scout Group to co-ordinate what is needed within the Scout Group, the Scout Group should have an annual plan. This is a vital element to ensure everyone is agreed with the way forward. One such way to achieve this, is the Scout Group QSE process. The Scout Group may employ other methods of designing a plan, but the result of having an agreed plan is what is important. From the plan, which should be Programme driven, will come a large element of the Scout Group budget, the equipment investment programme, the recruitment plan, the training plan and other smaller areas as needed. The plan requires input from both youth members and adult members in order to succeed.

The plan requires sign off by the Scout Group Council, who will have participated in its design just as all other Scouters and Youth Members in the Scout Group. Any issues that members of the Scout Group Council may have with the plan, will have been aired and discussed at the Scout Group plan design stage.

In order to deliver on the Scout Group Plan, the Scout Group Council should set up a number of Sub Committees as needed. Below are some options for these Sub Committees:

Scout Group Programme Committee

The purpose of the Scout Group Programme Committee is to ensure that the Youth Programme is operated effectively to the best ability of the Scout Group and to provide for the support of Youth Programme within the Scout Group across all programme sections.

For the Scout Group to function effectively, the relationship between the Scout Group Council and the members of the Scout Group Programme Committee is a vital relationship that should remain positive and healthy always. The aims, principles and ethos of Scouting Ireland should guide all members of the Scout Group Programme Committee in their deliberations.

The members of the Scout Group Programme Committee could include:

- a) The Group Leader and/or Deputy Group Leader(s)
- b) An equal number of youth member representatives from the Scout, Venture Scout and Rover Scout Programme Sections, where possible.
- c) An equal number of Programme Scouters from each of the Programme Sections within the Scout Group, where possible
- d) The Quartermaster / Bo'sun
- e) The Scout Group Trainer
- f) Others as agreed by the Scout Group Council

The functions of the Scout Group Programme Committee are:

- To ensure that the Youth Programme is operated effectively to the best ability of the Scout Group
- To provide for the support of Youth Programme within the Scout Group across all programme sections
- To ensure that the Programme Sections operate the Youth Programme in accordance with the Aim, Principles and Method of Scouting Ireland
- To co-ordinate the training of all Group Scouters and youth members as required
- The Scout Group Programme Committee shall provide for the expression of views of the youth representatives of each programme section. It shall also provide for the formulation of recommendations from all members, recognising that such fora in Scouting provide a dual opportunity for both adult and youth members to discuss issues of interest to them and to make recommendations on these.
- To report to the Scout Group Council through the Group Leader

The Scout Group Programme Committee should meet at least four times a year under the leadership of the Group Leader.

Ad-hoc or Smaller Committees / Team options

Some examples that a Scout Group may need to set up

- Social Team – to co-ordinate a social programme for Adult members of the Scout Group
- Large Event Team – to co-ordinate the Scout Group's involvement in any large scale event involving a number of Programme Sections such as a Community event like the St. Patrick's Day parade
- Specialist Programme Teams – such as Water Activities, where certification requirements exist
- Other teams as required

Group Council Sub Committees

- Minibus / Transport Committee
- Scout Den / Property Committee

The Parents and Friends Support Group is defined elsewhere within the rules, but their clear role is vital to the support of the Scout Group and its fundraising activities.