



**3rd Chalkwell Bay
Sea Scout Group**

Group Constitution

1. Introduction

The **3rd Chalkwell Bay Sea Scout Group** was founded in 1931; it is part of **The Scout Association** and is a [registered charity](#).

The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II. These Charters give authority to the Bye Laws of the Association, which are approved by Her Majesty's Privy Council. The Bye Laws give authority for the Rules printed in Policy, Organisation and Rules.

The charity shares the same governing document as The Scout Association which is detailed in the latest version of [Policy, Organisation and Rules \(POR\)](#).

A clearly defined Partnership Agreement exists between the Group and Southend West Scouts and any reference to Explorer Scouts, Section Leader, Section Team Members, Adult Members or Section within this document shall explicitly include the relevant members of the **Endeavour (3rd Chalkwell Bay) Explorer Scout Unit**.

The District Commissioner appoints the Group Scout Leader to manage all aspects of the Group to ensure it runs effectively, promoting growth and development. In addition, the Group Scout Leader is appointed as a District Explorer Scout Commissioner for Endeavour ESU.

As a **Royal Yachting Association** Recognised Training Centre, the Group operates in accordance with the Association's [Guidance Notes for Training Centres](#).

Her Majesty Queen Elizabeth II recognised the Group in 2020 with the **Queen's Award for Voluntary Service (QAVS)** for *'Providing outstanding opportunities, challenge and adventure to the young people of Leigh-on-Sea'* as recorded in [The Gazette issue 63013](#).

The Group has maintained recognition with the **Royal Navy** through the RN Recognition Scheme and is affiliated to the Leigh-on-Sea Branch of the **Royal British Legion**.

2. Policy & Procedure

2.1. Key Policies

The Group shares the same key policies as its governing organisations.

2.1.1. The Scout Association

- [Equal Opportunities Policy](#)
- [Privacy and Data Protection Policy](#)
- [Religious Policy](#)

- [Safeguarding Policy](#)
- [Safety Policy](#)
- [Vetting Policy](#)
- [Youth Member Anti-Bullying Policy](#)

2.1.2. Royal Yachting Association

- [Equality, Diversity & Inclusion](#)
- [Environment & Sustainability](#)
- [Anti-Bribery](#)
- [Safeguarding Children and Adults at Risk](#)
- [Safety Management](#)

2.2. Group Documents

The delivery of these policies are through the adoption of guidance issued by both Associations and the development of the following Group documents:

- Policy
- Standard Operating Procedures
- Risk Assessments
- Emergency Action Plan

3. Governance Structure

This element of the constitution describes the role, membership and operation of the Scout Council, and the Trustee Board. It is primarily as published in POR 5.4 Constitution for a Group, District or County but has been redacted to be Group specific and detail local variations where required.

3.1. The Group Scout Council

The Group Scout Council is the body which has charity responsibility for Scouting in the Group. The Trustee Board is accountable to the Scout Council for the governance of the charity. The Group Scout Council has no Trustee responsibilities.

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

There are four categories of membership of each Group Scout Council:

- a. Ex officio
- b. Nominated
- c. Right of attendance.

A Secretary must ensure that nominated Group Scout Council Members are recorded in the minutes of the Group Scout Council meeting which is normally the Annual General Meeting.

3.1.1.Membership

The ex officio members of the Group Scout Council are:

- a. all adult members of the Group – see Group roles listed in POR Chapter 16 Roles Table
- b. all Patrol Leaders of the Troops in the Group
- c. parents or carers of Beavers, Cubs and Scouts
- d. Explorers, as stated in the Partnership Agreement
- e. parents and carers of Explorers, as stated in the Partnership Agreement
- f. the District Commissioner
- g. the District Trustee Board Chair.

The nominated members of the Group Scout Council are:

- a. Explorer Young Leaders working within the Group
- b. parents or carers of Explorer Young Leaders working within the Group
- c. members of the Leigh Creek Guzzlers Association.

The County Commissioner has the right of attendance at meetings of the Scout Council.

Membership of the Group Scout Council ends upon:

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

3.1.2.Group Scout Council – Annual General Meeting

The Group Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

The Annual General Meeting must:

- a. Undertake governance oversight
 - o adopt (or re-adopt) the constitution of the charity
 - o note the dates of charity's financial year
 - o agree the number of members that may be elected to the Trustee Board
 - o agree the quorum for each of:
 - meetings of the Scout Council
 - meetings of the Trustee Board
 - meetings of any sub-Committees.
- b. Review the previous year
 - o receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board.

The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer.

The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c. Make appointments

- o approve the Group Scout Leader's nomination of the Chair of the Trustee Board
- o elect a Secretary to the Trustee Board.
- o elect a Treasurer to the Trustee Board
- o elect Trustees to the Trustee Board
- o approve the Group Scout Leader's nomination of members of the Trustee Board
- o approve the appointment (or re-appointment) of any Presidents or Vice Presidents
- o appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.

3.1.3. Group Scout Council – Conduct of Meetings

Only members as defined above may vote at meetings of the Group Scout Council.

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.

3.1.4. Group Scout Council – Quorum

The Group Scout Council has made a resolution defining a quorum for decisions made when it meets. A quorum requires the presence of:

- Group Chair, Group Secretary or Group Treasurer
- Group Scout Leader or Deputy Group Scout Leader
- Two additional Trustees
- Two Section Leaders
- Ten other members.

3.2. The Trustee Board

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Group is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

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

Members of the Trustee Board must act collectively as charity trustees of the charity, and in the best interests of the charity's members.

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

- a. the charity is well managed:
 - o carrying out its purposes for the public benefit
 - o complying with the charity's governing document and the law
 - o managing the charity's resources responsibly
- b. is operating compliant with POR, including effective management of the Key Policies listed above
- c. ensuring young people are meaningfully involved in decision making at all levels
- d. there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, including delivery of the high quality programme and resource requirements of the training programme
- e. conveying a positive image of the Group in the local community.

The Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c. maintain and manage:
 - o a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - o an investment policy for the charity
 - o a public benefit statement for the charity
- d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained
- e. promote and support the development of Scouting in the local area.
- f. ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee
- g. ensure that effective administration is in place to support the work of the Board
- h. appoint any Administrators, Advisers and co-opted members of the Board
- i. ensure transparency of operation, including:
 - o prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting
 - o prepare and approve the Trustees' Annual Report (which must include the Annual Accounts)
 - o present the approved Trustees' Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting (AGM)

- o following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- j. take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- k. individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- l. where staff are employed:
 - o act as a responsible employer in accordance with Scouting's values and relevant legislation
 - o ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - o ensure that appropriate specific personnel insurance is in place

The Trustee Board must also provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group.

The Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- a. the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b. each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- c. the Chair of the Trustee Board is an ex officio member of each sub-committee
- d. the Group Scout Leader is an ex officio member of each sub-committee

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

3.2.1.Membership

Subject to the conflict of interest rules (see POR: Chapter 16 and the definition of 'conflict of interest' in the definitions chapter), a Trustee may be a member of more than one Trustee Board.

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

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

3rd Chalkwell Bay is a registered charity.

All Trustees must complete training as specified in POR (see POR: Rule 16.2.1 and the Roles Table.)

The Trustee Board will have at least one Trustee, but where possible two, aged between their 18th and 25th birthdays.

- a. The ex officio members of the Board are:
 - o The Group Chair
 - o The Group Secretary
 - o The Group Treasurer
 - o The Group Scout Leader
 - o The Deputy Group Scout Leader
 - o All persons with a Section Leader role in the Beaver, Cub and Scout Sections (subject to that Section Leader confirming to the AGM that they are willing to be an ex officio member of the Group Trustee Board.)
 - o The Explorer Leader as stated in the Partnership Agreement (subject to that Section Leader confirming to the AGM that they are willing to be an ex officio member of the Group Trustee Board.)
- b. The elected members of a Group Trustee Board are persons elected by the Group Scout Council at the Group Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Group Scout Council at their AGM. There must be a maximum of six elected members.
- c. The nominated members of a Group Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. The nominations must be approved at the Group Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d. The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e. The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

3.2.2.Trustee Board – Conduct of Meetings

Only members as defined above may vote in the specified meetings.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.

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

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members

must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

3.2.3. Trustee Board – Quorum

The Group Scout Council has made a resolution defining a quorum for decisions made by this meeting that requires the presence of:

- Group Chair, Group Secretary or Group Treasurer
- Group Scout Leader or Deputy Group Scout Leader
- Two other ex-officio members
- Three elected or nominated members.

3.3. Trustee Board Sub-Committees

The Trustee Board currently establishes one sub-committee, all of which consist of members nominated by the Committee.

The Group Scout Leader and the Chair of the Trustee Board are ex-officio members of any sub-committee.

The conduct of any sub-committee meeting is to be the same as Trustee Board meetings.

The Quorum will require 75% of any sub-committee's membership.

3.3.1. Holding Trustees

The Holding Trustees are a team of four individuals responsible for holding the title to land, property and investments. They are appointed *under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed,*

Holding Trustees are not charity trustees; they can't make decisions about the management of the charity or its property, and must follow the lawful directions of the Trustee Board.

4. Operational Structure

4.1. The Group Leadership Team

The Group Leadership Team (GLT) helps volunteers across all Sections to work well together and feel motivated. They make sure the Group is respected and supported in their local community.

It is led by the Group Scout Leader.

It provides operational leadership and management to all aspects of the Group, ensuring that opportunities to develop are proactively followed. It is responsible to the Trustee Board for any financial decisions made and must ensure that all activity, whether programme based or otherwise is legal and follows TSA and Group Policy.

The details of tasks set for the GLT are detailed currently in the Team Descriptions guidance on the TSA website.

4.1.1.Membership

- Group Scout Leader
- Deputy Group Scout Leader
- Team Leaders of each Section Team
- Team Leaders of any sub-teams of the Group Leadership Team
- Other volunteers in the team are called Leadership Team Members.

4.1.2.Group Leadership Team - Conduct of Meetings

Any meeting of the Group Leadership Team is chaired by the Group Scout Leader or Deputy Group Scout Leader and supported by the Administration and Communication Sub Team Leaders.

Section Leaders and Programme Sub Team leaders join every meeting with other Support Sub Team Leaders joining on an ad hoc basis.

Where a vote is required for a financial or other reasons, only members as defined above may vote in the specified meetings.

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.

4.1.3.Group Leadership Team - Quorum

The Group Scout Council has made a resolution defining a quorum for decisions made by this meeting that requires the presence of Group Scout Leader or Deputy Group Scout Leader and three Section Team or Programme Sub Team Leaders.

4.2. Section Teams

The Section Team plans, delivers, and runs high-quality programmes safely. They make sure all young people can take part in the programme and gain skills for life. They also help young people work towards their Top Awards.

With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.

A Section Team is led by a Section Leader.

The Group consists of five Section Teams:

- Beaver Scouts
- Cub Scouts
- Renown Sea Scouts
- Solebay Sea Scouts
- Endeavour Explorer Sea Scouts (as defined in the partnership agreement).

Meetings held by these Teams are chaired by the Section Leader with the Group Scout Leader having the right of attendance.

4.2.1.Membership

- Section Leader;
- Section Team Members;
- Young Leaders.

4.3. Group Leadership Sub Teams

Sub-teams have a specific area of focus within the overall scope of the Group Leadership Team. They are established by the Group Scout Leader.

Further information on team responsibilities can be found in the associated documents.

A Sub Team is led by a Sub Team Leader.

Meetings held by these Teams are chaired by the Section Leader with the Group Scout Leader having the right of attendance.

4.3.1.Programme Sub Teams

- Dauntless (Network)
- Intrepid (Boating)
- Events

4.3.2.Support Sub Teams

- Administration
- Building Project
- Communications and Information Management
- Finance
- Premises and Facilities
- Reserves
- Stores and Logistics

4.3.3.Joint Sub Team with 4th/6th Leigh on Sea, Sea Scout Group

- Old Leigh Regatta

5. Associated Documents

The Scout Association's Policy, Organisation & Rules is the governing document¹.

- Partnership Agreement: Endeavour ESU
- Group Organisation Chart
- Membership and Task Documents
 - Trustee Board

¹ Available at <https://www.scouts.org.uk/por>

- Holding Trustee Sub- Committee
- Group Leadership Team
- Section Team
- Dauntless (Network) Team
- Intrepid (Boating) Team
- Events Team
- Administration Team
- Building Project Team
- Communications and Information Management Team
- Finance Team
- Premises and Facilities Team
- Reserves Team
- Stores and Logistics Team
- Old Leigh Regatta Team

6. Document Management

The Group Constitution is owned by the Group Scout Council.

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Document Author: Daniel Parsons

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6.1. Change Management

Version	Issue Date	Major Changes
2.0	10 January 2024	First Edition replacing previous versions