



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 Lead Volunteer appoints the Group Lead Volunteer to manage all aspects of the Group to ensure it runs effectively, promoting growth and development. In addition, the Group Lead Volunteer supports the District with the management of 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 Late Majesty Queen Elizabeth II recognised the Group in 2020 with the **Queens Award for Voluntary Service** 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 has 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

3.1. Preamble

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

3.2. Charitable Objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

3.3. The Group Scout Council and the Group Trustee Board

The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments.

The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

The Group Scout Council has no Trustee responsibilities.

3.3.1. Group Scout Council Membership

a) The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts as detailed in Rule 5.3.3.1:

- all adult members of the Group
- all Patrol Leaders of the Troops in the Group
- all parents of Beavers, Cubs and Scouts in the Group
- all Explorers, as stated in the Partnership Agreement between the Unit, the Group and the District
- all parents of Explorers as stated in the Partnership Agreement between the Unit, the Group and the District
- the District Lead Volunteer
- the District Chair

b) The Group Scout Council may appoint some members, on the recommendation of the Group Lead Volunteer and the Group Trustee Board. See Rule 3.3.4. The appointed members of the Group Scout Council are:

- Explorer Young Leaders working within the Group
- parents or carers of Explorer Young Leaders working within the Group

- c) The Group Scout Council may appoint some community members. See Rule 5.3.3.5.
The appointed members of the Group Scout Council are:
- members of the Leigh Creek Guzzlers Association.
- d) The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- e) Appointed Group Scout Council Members are recorded in the minutes of the Group Scout Council meeting. Scout Council members (whether ex officio or appointed or community) are not be recorded as Scout Council Members on The Scout Association's membership system.

3.3.2.Group Trustee Board Membership

The members of the Group Trustee Board are:

- a) The ex officio role is defined in Rule 5.3.4.5(a). This role is:
- Group Lead Volunteer
- b) Appointed Trustees (including Chair and Treasurer)

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed names from the Trustee Board.

The Trustee Board sets the appointed number of Trustees at eleven. These are made from the following:

- Chair
- Treasurer
- Secretary
- Deputy Group Lead Volunteer
- Two Section Team Leaders
- 18-25 Member
- Two Parent Representatives
- Guzzler Member
- Community Member

- c) Co-opted members are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer
- d) The Group has no Sponsoring Authority.

3.4. Group Scout Council – Annual General Meeting

The Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

The AGM must:

- a) Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Group (see Rule 5.3)
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council
 - agreeing the maximum total number of members of the Group Trustee Board, which is twelve ex officio, appointed and co-opted members with an option for the Trustee Board of appointing an additional two co-opted members
 - agreeing the quorum for future meetings of the Group Scout Council, which is:
 - Chair or Group Treasurer
 - Group Lead Volunteer or Deputy Group Lead Volunteer
 - Two additional Trustees
 - Two Section Leaders
 - Ten other members
- b) Review the previous financial year by
 - receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
 - receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.
- c) Make appointments
 - appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.

- appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
- approve the appointment of the Group President and Group Vice Presidents, and note current appointees
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

3.5. Group Trustee Board – Purpose

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

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

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

The Group 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
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.
- c) young people are meaningfully involved in decision making at all levels the Group has 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 (Rule 4.3.7)

The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group. The Explorer Unit's operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement.

- c) maintain and manage:
 - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
 - an investment policy for the charity
 - 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 Group is properly protected and maintained
- e) ensure the appointment and management and operation of any sub team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees.
- f) ensure that effective administration is in place to support the work of the Group Trustee Board
- g) appoint any co-opted members of the Group Trustee Board
- h) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is filed as described in Rule 5.7.2.2
- i) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- j) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- k) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

l) where staff are employed:

- act as a responsible employer in accordance with the Scouts' values and relevant legislation
- ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated ensure that appropriate specific personnel insurance is in place

3.5.1.Trustee Board Sub-Teams

A Group Trustee Board may create sub-teams it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-team it appoints:

- a. Its purpose is governance-focused and not operational
- b. its members are agreed and approved by the Group Trustee Board
- c. the Chair of the Trustee Board is an ex officio member
- d. the Group Scout Leader is an ex officio member

Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board.

All sub-team members must be recorded on the membership system.

3.5.1.1. Holding Trustee Sub-Team

This is a team of 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 cannot make decisions about the management of the charity or its property, and must follow the lawful directions of the Trustee Board.

3.6. Group Scout Council – Conduct of meetings

The Group Scout Council meets at their AGM Rule 5.4.4. It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, Rule 16.9.2 must be followed, thus rendering an additional meeting unnecessary.

A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

Only Group Scout Council members, as defined in Rule 5.4.3.4 may vote in Group Scout Council meetings.

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see Rule 5.4.4.3).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

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.

To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

3.7. Group Trustee Board – Conduct of meetings

Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting of the Group

Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

Only members of a Group Trustee Board as defined in Rule 5.4.3 may vote in its meetings.

The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

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

To discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the Trustees of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

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 Lead Volunteer.

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 Lead Volunteer
- Deputy Group Lead Volunteer
- 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 Lead Volunteer or Deputy Group Lead Volunteer 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 Lead Volunteer 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
 - Holding Trustee Sub-Team
 - 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.

Document Lead: Group Scout Council

Document Author: Daniel Parsons

Document Date: 20 November 2024

Document Review: **30 September 2025**

6.1. Change Management

Version	Issue Date	Major Changes
2.0	10 January 2024	First Edition replacing previous versions
3.0	20 November 2024	Governance Section replace based on POR Rule 5.4

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