

## 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 Fellowships. 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 responsibilities or involvement within Scouting until the appropriate enquiries have been made.
- 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 a member of a Group, District and County (as appropriate). They also become a 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 5¼ 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;
  - those adults with Warranted Appointments;
  - Associate Members and other adults who opt to be Members.
- n. Members must also pay any County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- 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. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:
  - Members of the Scout Fellowship;

- Section Assistants;
- Group Skills Instructors holding Certificates of Appointment;
- Group Advisers;
- Other adults who opt to be Associate Members.

Associate Members must also pay any 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;
  - wear the Associate's lapel badge.

*Note: Group Chairmen, Secretaries, Treasurers and other Group trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

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

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.

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

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.

### **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.
- b. A list of the names and addresses of Members in the Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.

### **Rule 3.6 Mixed Membership**

- a. All Scout Groups registered after 1<sup>st</sup> January 2000 are required to be open to male and female membership except in special situations.
- b. Scout Groups registered before 1<sup>st</sup> January 2000 may have either mixed or single sex membership as decided by the Group Scouters' Meeting following the suggested consultation process available from the Scout Information Centre.
- c. If a Group has decided on mixed membership in one of the Sections, there must be the opportunity for Members (male and female) to progress to the next Section(s) within the Group.
- d. Single sex Sections may exist within a mixed Group.
- e. Once a decision has been taken to have a mixed membership Section(s) within a Scout Group, under the provisions of the Sex Discrimination Act, the decision is not reversible.
- f. From 1 January 2007 all Scout Groups will be 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.

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*Guidance to those Groups wishing to have mixed membership is available from the Scout Information Centre.*

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

- a. The Beaver Scout Colony normally comprises a maximum of 24 Beaver Scouts.
- b. However, to meet local circumstances this total number may be increased, either in the short or long term, based on agreement between the Group Executive Committee and the District Commissioner.
- c. Such local flexibility should take into account the recommended number of adults to Beaver Scouts ratio. The ratio is:
  - indoor activities - 1 adult to 6 Beaver Scouts;
  - outdoor activities – 1 adult to 4 Beaver Scouts;
  - sleepovers – must at all times have a minimum of 3 adults with a ratio of 1 adult to 4 Beaver Scouts plus the leader in charge.
- d. Colonies may be subdivided into small groups or teams sometimes called Lodges.
- e. If the membership is mixed (see Rule 3.6) it is good practice to have at least one male and one female Leader. Guidance to Beaver Scout Colony Leaders with mixed membership is available from the Scout Information Centre.
- f. The age range of the Beaver Scout Section is from 5¾ years to 8 years old. There is flexibility at the upper end of the age range to 8½.
- g. Beaver Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- h. The following minimum standards are laid down for Beaver Scout Colonies:
  - **Leaders** - there should be at least two adults in the Colony, at least one of whom must hold a Warrant. It is strongly recommended that both adults should hold a Warrant.
  - **Training** - the training of Beaver Scouts must be in accordance with the Association's official publications for the Section.
  - **Progress** - The Colony leadership team is responsible for organising a balanced and progressive programme for all young people in the Colony.

- i. The District Commissioner, with the District Team, is required where necessary to assist Colonies to reach the required standard.
- j. If a Colony fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- k. If a Colony fails to reach the minimum standard for three years it must be closed.

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

- a. The Cub Scout Pack normally comprises a maximum of 36 Cub Scouts.
- b. To meet local circumstances this maximum number may be increased, either in the short or long term, with the agreement of the Group Scout Leader and the District Commissioner.
- c. Such local flexibility should take into account an appropriate adult to Cub Scout ratio. The ratio is:
  - indoor activities – 2 adults one of whom must hold a Warrant;
  - outdoor activities (e.g. visits, outings, pack holidays and any other activities where the management of the Cub Scout Pack may require close supervision) - 1 adult to 6 Cub Scouts plus the leader in charge.
- d. The Pack is sub-divided into Sixes, each of which consists of a Sixer, a Secondar and up to four other Cub Scouts.
- e. If the membership is mixed (see Rule 3.6) it is good practice to have at least one male and one female Leader. Guidance to Cub Scout Pack Leaders with mixed membership is available from the Scout Information Centre.
- f. The age range of the Cub Scout Section is from the 8<sup>th</sup> birthday to the age of 10½ years with six months flexibility at the upper end of the age range.
- g. Sixers are appointed by the Cub Scout Leader. Seconders, who are the Sixers' assistants and deputies, are appointed by the Cub Scout Leader in consultation with the Sixer concerned.
- h. The Pack Leadership Forum consists of Leaders of the Pack, the Sixers and, if desired, the Seconders or other members of the Pack.

- i. The Forum is used for discussing ideas for Pack events, programme and other matters that may affect the Pack. It should be an informal meeting to seek views and opinions.
- j. Cub Scouts wear the approved uniform, with distinguishing emblems and scarves as described in the Chapter 10.
- k. The following Minimum Standards are laid down for Cub Scout Packs:
  - **Leaders** - there should be at least two adults in the Pack, at least one of whom must hold a Warrant.
  - **Training** - the training of Cub Scouts must be in accordance with the Association's official publications for the Section.
  - **Pack Expedition** - there should be at least one whole day Pack expedition each year.
- l. The District Commissioner, with the District Team, is required where necessary to assist Packs to reach the required standard.
- m. If a Pack fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- n. If a Pack fails to reach the minimum standard for three years it must be closed.

### Rule 3.9 The Scout Troop

- a. The Scout Troop may consist of a number of Patrols. Each Patrol consists of a Patrol Leader, an Assistant Patrol Leader and up to six other Members.
- b. If the membership is mixed (see Rule 3.6) it is good practice to have at least one male and one female Leader. Guidance to Scout Troop Leaders with mixed Membership is available from the Scout Information Centre
- c. The age range of the Scout Section is from 10½ to 14 years old. There can be flexibility at the lower age to 10 years old and at the upper age to 15 years old
- d. Patrol Leaders are appointed by the Scout Leader in consultation with the Troop Leadership Forum and Members of the Patrol concerned.
- e. Assistant Patrol Leaders are appointed by the Patrol Leader with the approval of the Scout Leader and the Troop Leadership Forum.

- f. A Senior Patrol Leader may be appointed by the Scout Leader after consultation with the Troop Leadership Forum
- g. The Troop Leadership Forum may consist of the Patrol Leaders or older members of the Troop, led by the Senior Patrol Leader if one is appointed. Scouters are members of the Troop Leadership Forum.
- h. The Forum arranges the programme of Troop activities and attends to Troop administration and expenditure.
- i. The Patrol Forum is a meeting of all the Members of the Patrol called by the Patrol Leader to discuss Patrol matters.
- j. Scouts wear the approved Scout, Sea Scout or Air Scout uniform with distinguishing emblems and scarves as described in Chapter 10.
- k. The following minimum standards are laid down for Scout Troops:
  - **Leaders** - there should be at least two adults for the Troop, at least one of whom must hold a Warrant.
  - **Training** - the training of Scouts must be in accordance with the Association's official publications for the Section.
  - **Camping** - every Member of the Troop must have the opportunity of attending at least one Patrol or Troop camp every year.
- l. The District Commissioner, with the District Team, is required where necessary to assist Troops to reach the required standard.
- m. If a Troop fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- n. If a Troop fails to reach the minimum standard for three years it must be closed.

### Rule 3.10 The Group Scout Fellowship

- a. The Group Scout Leader, in consultation with the Group Executive Committee, may form a Group Scout Fellowship.
- b. The purpose of the Group Scout Fellowship is to provide a body through which adults provide active support to Scouting in the Group.
- c. Further details of the Scout Fellowship method of operation are available from the Scout Information Centre.

- d. Subject in all cases to the enquiry procedure, membership of the Group Scout Fellowship 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.
- e. All members of a Group Scout Fellowship must be at least Associate Members. They may also become Members by making the Scout Promise.
- f. The Group Scout Fellowship is responsible for its own composition, organisation, programme and administration in accordance with a remit agreed annually with the Group Scout Leader.
- g. The remit may provide for this function to be exercised by a Committee elected by the Group Scout Fellowship members and consisting of the Chairman of the Group Scout Fellowship and such other Members as they may decide.
- h. The following minimum standards are laid down for Group Scout Fellowships:
- **Leadership** – there should be a properly elected Chairman of the Group Scout Fellowship.
  - **Activity** - the Group Scout Fellowship should provide active support to Scouting in the Group.
- i. The District Commissioner, with the District Team, is required where necessary to assist Group Scout Fellowships to reach the required standards.
- j. If a Scout Fellowship 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 Scout Fellowship fails to reach the minimum standard for three years it must be closed.

*Further information is contained within the 'Scout Fellowship File' available from the Scout Information Centre.*

### **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**

When necessary, due to a young person's special needs, the District Commissioner may, on the recommendation of the Assistant County Commissioner (Special Needs) or County Adviser, permit a young person to be in a Section outside of the normal age range. This permission should be logged on a simple form and be subject to annual review.

*A factsheet and supporting forms are available from the Scout Information Centre.*

### **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. A 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 UK uniform as appropriate.
- d. All other requirements and Rules of each Association apply. Detailed operation of the Joint Unit should be in accordance with the separate publication *Joint Units: Advice and Information* available from the Scout Information Centre.

### **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.

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**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 within the factsheet *Community Sponsorship* available from the Scout Information Centre.
- 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.
- 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 UK.
- 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 Scout Information Centre.*

**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;
  - 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, and County 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 is a purely temporary measure.
- b. A Group may have its registration suspended by the District Commissioner, or the District Executive Committee.
- c. Suspension may also be a consequence of the suspension of the District.
- d. 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.
- e. In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- f. During suspension no member of the Group may wear uniform or badges.
- g. 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.
- h. 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.

- i. 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.
- j. The County Secretary must report the circumstances as soon as possible to the County Executive Committee.
- k. 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 Chairman 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.

**Rule 3.22 Management of the Scout Group**

- a. 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.
- b. 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.
- c. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the progressive training scheme for young people within the Group.

**Rule 3.23 The Constitution of the Scout Group**

The following represents an ideal Constitution for a Scout Group 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 Fellowship members;
  - 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 Chairman 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:
- approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - approve the Group Scout Leader's nomination of the Group Chairman 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.
- b. The Group Executive Committee**
- i. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:
- the maintenance of the Group's property and equipment;
  - the raising of funds and the administration of the Group's finance;
  - the insurance of persons, property and equipment;
  - Group public occasions;
  - assisting with the recruitment of Leaders and other adult support.
- ii. The Group Executive Committee consists of:
- Ex Officio Members**
- The Group Chairman;
  - The Group Secretary;
  - The Group Treasurer;
  - The Group Scout Leader;

- The Assistant Group Scout Leader;
- All Section Leaders;
- The Group Scout Fellowship Chairman;
- The Explorer Scout Leader (if stated in a Partnership Agreement);
- The Sponsoring Authority or its nominee.

#### **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.

#### **Elected Members**

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;
- the actual number must be the subject of a resolution by the Group Scout Council.

#### **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 Chairman have the right of attendance at meetings of the Group Executive Committee.
- iii. Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent of at least one Member of each of the Sections in the Group.
- iv. The Group Executive Committee may establish any sub-Committees that it deems necessary.
- v. The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.
- vi. Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader may serve on such a fund raising sub-Committee.

- vii. A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.
- viii. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.
- ix. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- x. Charity trustees are responsible for complying with all the legislation applicable to charities.
- xi. Some Groups may also need to register as a charity. Scout Groups registered as a charity in England and Wales will be required to make an annual return to the Charity Commission. See Rule 13.3.

**c. The Group Scouters' Meeting**

- i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chairman, all Section Leaders and Assistant Leaders and the Chairman of any Group Scout Scout Fellowship. (*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 chairman 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.

**Rule 3.24 Administrators and Advisers**

- a. The Group Chairman and the Group Scout Leader must be able to work in partnership.
- b. To assist the formation of this partnership the Group Chairman is nominated by the Group Scout Leader. The appointment should not be held by a Scouter.
- c. The appointment of the Group Chairman is approved by the Group Scout Council at its Annual General Meeting.
- d. Every effort should be made to find a Group Chairman. Only in extreme circumstances may the Group Scout Leader **act** as Group Chairman 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 Scouter.
- f. No individual should hold more than one of the appointments of Group Chairman, Secretary or Treasurer.
- g. Other Administrators and Advisers may be appointed by the Group Executive Committee with the approval of the Group Scout Leader.
- 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 Warrant or other adult appointment (Section Assistant, Skills Instructor or Group Adviser) in a Scout Group a person must have reached the age of 18.

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**Rule 3.26 The Appointment of Adults**

- a. No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.
- The enquiries must include a Personal Enquiry (see Introduction) to Headquarters as described below, in the case of a person who:
- wishes to become a Member or Associate Member;
  - will have substantial unsupervised access to young people;
  - will have involvement with the handling or management of funds.
- b. An enquiry is not necessary if the individual is simply moving from one appointment to another, provided the procedures have been followed for the initial appointment, and the person's service has been continuous.
- c. The District Secretary must forward the Personal Enquiry to Headquarters without delay, following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.

**Rule 3.27 Types of Appointment**

- a. There are three types of adult appointment
- a Provisional Appointment which is made locally
  - a Warranted Appointment which is made by Headquarters upon local recommendation
- or
- a local appointment
- b. A local appointment may be:
- An appointment which is made locally (other than an elected appointment)
- or
- an appointment which is the result of a local election or approval of a nomination (an elected appointment)

**Rule 3.28 Provisional Appointments**

Provisional Appointments are for those adults seeking a Warranted Appointment for the first time or, in some cases, changing warranted roles.

- a. Provisional Appointments are made locally and expire five months from the date of issue.

- b. During the period of the Provisional Appointment four processes must take place:
- a Personal Enquiry
  - the relevant *Getting Started* modules must be completed
  - a *Personal Learning Plan* must be produced
  - the adult must attend a meeting with the appropriate Appointments sub-Committee
- c. A Provisional Appointment may only be renewed once by the District Commissioner in consultation with the appropriate Appointments sub-Committee.
- d. Holders of Provisional Appointments must not have unsupervised access to young people until a satisfactory final response from Headquarters to the Personal Enquiry has been received.
- e. Ultimate responsibility for ensuring the processes in b) are completed, including ensuring that minimum safety standards are met, rests with the Group Scout Leader for Leaders in the Group and with the District Commissioner for Group Scout Leaders during the Provisional Appointment period.

**Rule 3.29 Warranted Appointments**

- a. Warranted Appointments are made by Headquarters following a local recommendation by the person or body specified in the table below.
- b. No recommendation may be made to Headquarters until the District Commissioner is satisfied that:
- any consultation or approval required for the appointment (see table below) has been undertaken or obtained
  - a satisfactory final response from Headquarters to the Personal Enquiry has been received
  - the relevant *Getting Started* modules have been completed
  - a *Personal Learning Plan* has been produced
- c. Warrants will be dated by Headquarters from the date requested by the Scout District.

**The procedure for Warranted Appointments in the Scout Group**

<b>Appointment</b>	<b>Recommended to Headquarters by</b>	<b>With the approval of</b>	<b>In consultation with</b>	<b>After consideration and approval by Appointments sub-Committee</b>
Group Scout Leader	District Commissioner	Sponsoring Authority *	Group Chairman and Group Scouters	District
Assistant Group Scout Leader	Group Scout Leader	Sponsoring Authority *	-	District
Group Scouter	Group Scout Leader	Sponsoring Authority *	-	District

\* if specified in the current Sponsorship Agreement

**Rule 3.30 Local Appointments (non-elected)**

a. Local appointments (other than elected appointments) are made by the person or body specified in the table below. Such

appointments do not take effect until all the approvals and any consultation required by the table have been undertaken or obtained.

**The procedure for local (non elected) appointments in the Scout Group**

<b>Appointment</b>	<b>Appointed by</b>	<b>With the approval of</b>	<b>In consultation with</b>	<b>After consideration and approval by Appointments sub-Committee</b>
Group Administrator	Group Executive Committee	Group Scout Leader & Sponsoring Authority *	-	District
Group Adviser	Group Executive Committee	Group Scout Leader & Sponsoring Authority *	-	District
Adventurous Activity Authorisation	District Commissioner / County Commissioner	-	County Assessor	District
Colony/Pack/Troop Assistant	Section Leader	Group Scout Leader & Sponsoring Authority *	District Commissioner	District
Skills Instructor	Section Leader	Group Scout Leader & Sponsoring Authority *	District Commissioner	District

\*if specified in the current Sponsorship Agreement

**Rule 3.31 Local Appointments (elected)**

a. Local elected appointments are made by the electoral body specified in the table below.

Such appointments do not take effect until all approvals and any consultation required by the table have been obtained.

### The procedure for local elected appointments in the Scout Group

Appointment	Appointed by	Consideration and approval of	In consultation with	After consideration by Appointments sub-Committee
Group Chairman	Nominated by GSL	Group Scout Council	Sponsoring Authority *	District
Group Secretary	Group Scout Council		-	District
Group Treasurer	Group Scout Council	-		District
Group Scout Fellowship Chairman	Elected by Scout Fellowship members	GSL and Sponsoring Authority *	-	-

\*if specified in the current Sponsorship Agreement

#### **Rule 3.32 The Procedure For Appointing Adults in the Group**

- a. Also refer to the booklet *The Appointment of Adults* available from the Scout Information Centre.
- b. A person may apply for a:
  - Warrant;
  - change of Warranted Appointment;
  - local appointment;
  - change of a local appointment.
- c. All applications for an appointment must be made on Form AA. The applicant must complete and sign Form AA after being made aware, by the Group Scout Leader or appropriate Commissioner of the :
  - Purpose and Method of the Association;
  - Fundamentals of Scouting;
  - Religious Policy;
  - Equal Opportunities Policy;
  - Safety Policy;
  - Child Protection Policy;
  - Anti-Bullying Policy;
  - responsibilities and commitments of the appointment;
  - training obligations of the appointment;
  - procedure for the appointment of adults.
- d. The completed Form AA must be sent to the District Secretary. Upon receipt of the Form AA the Secretary will:
  - ensure that any enquiries required are completed;
  - obtain any references required;

- arrange for the applicant to meet the appropriate Appointments sub-Committee as soon as possible.

Additionally, for applications for Warranted Appointments, once a satisfactory initial response from Headquarters to the Personal Enquiry has been received, the District Secretary must:

- issue a Provisional Appointment with an expiry date five months from the date of issue;
  - inform the County or Local Training Manager (depending on local training arrangements) that a Provisional Appointment has been issued.
- e. If the applicant's character and antecedents are not known, or if the applicant is returning to Scouting locally after a period of absence, the District Secretary must arrange for at least two references in writing to be obtained to ascertain the person's suitability. References must be obtained using Form RF.
  - f. In the event that the referee has given any indication that the applicant may not be suitable for an appointment, the District Secretary must contact the referee in confidence to establish further details.
  - g. In the event of such references establishing that the person is not suitable for an adult appointment, full details must be sent by the District Secretary to the Records Manager at Headquarters in a letter marked Private and Confidential. The District Commissioner must be informed.

- h. An adult may not be appointed where a current report from a professional or statutory source suggests that the individual is not a 'fit and proper' person to hold a position in Scouting.
- i. The District Secretary will make the following available to the District Appointments sub-Committee before they meet the applicant:
- confirmation that enquiries have been made in accordance with the enquiry procedures;
  - any report received from Headquarters in reply to any Personal Enquiry;
  - the information gathered on Form AA;
  - the information gathered on Form RF.
- j. The District Commissioner and the District Appointments sub-Committee must each and separately be satisfied that:
- the applicant is at least 18 years old;
  - all consultations or approvals required by these Rules have been undertaken or obtained;
  - the applicant is suitable in all respects to undertake the responsibilities of the proposed appointment;
  - the applicant has the necessary qualifications to carry out the duties of the appointment;
  - the applicant understands and accepts the Purpose and Method of the Association;
  - the applicant understands any Adult Training obligations which apply to the appointment;
  - the applicant agrees to abide by the Policies and Rules of the Association.
- k. All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are 'fit and proper' persons.
- l. In all cases of doubt concerning the suitability of an individual the responsible Commissioner and Appointments sub-Committee must err on the side of caution and not appoint. The welfare and safety of young people must be the over-riding factor.
- m. If the Appointments sub-Committee supports an application for a Warrant, the District Secretary must wait until a satisfactory final response from Headquarters to the Personal Enquiry has been received and the applicant has completed the *Getting Started* Adult Training modules.
- n. Once the District Secretary is satisfied that these requirements have taken place, the completed Form AA should be sent to Headquarters, who will issue a Warrant.
- o. On receipt of the Warrant, the District Secretary records the appointment in the appropriate records, and passes it to the District Commissioner for presentation.
- p. If the Appointments sub-Committee supports an application for any other appointment, the District Secretary records the appointment in the appropriate records, issues the appropriate Certificate of Appointment (if required) and passes it to the appropriate Commissioner or Leader for presentation.
- q. If the Appointments sub-Committee does not support the application, the District Secretary will inform the District Commissioner who, if accepting the sub-Committee's conclusion, must submit, with the Secretary, a full report to Headquarters, marked Private and Confidential.
- r. If the District Commissioner does not accept the conclusion of the Appointments sub-Committee, the application must be considered and reviewed by the District Executive Committee.
- s. In the event of the District Commissioner not agreeing with the District Executive Committee's decision, the matter must be referred to the County Commissioner whose decision must be accepted as final by all parties.
- t. In exceptional circumstances Headquarters may, in consultation with the responsible District or County Commissioner, refuse to issue a warrant.

### **Rule 3.33 Presentation of Warrants and Certificates of Appointment**

- a. Warrants must be presented by the District Commissioner or, exceptionally, by a Deputy or Assistant, as soon as possible after receipt.
- b. At the presentation the Leader is invested and makes or reaffirms the Scout Promise when receiving the Warrant.
- c. Certificates of Appointment (including Provisional Appointments) must be presented by or on behalf of the appropriate person as soon as possible after appointment.

- d. If the holder of a Certificate of Appointment is or wishes to become a Member of the Movement, they should be invested and make or reaffirm the Scout Promise when receiving the Certificate.
- e. In the case of a Provisional Appointment the holder cannot be invested until their Warrant is issued.

**Rule 3.34 Adult Training Obligations**

- a. The holders of Warrants are required to complete satisfactorily appropriate Adult Training within three years or the Warrant will lapse.
- b. All adults in Warranted roles must have an up to date first aid certificate (a minimum of First Response) at the time of Warrant renewal. This should be recorded as part of the appointment review. Adults are encouraged to maintain a first aid certificate at all times.
- c. Section Assistants are encouraged to participate fully in Adult Training. Module 1 *Essential Information* and Module 3 *Tools for the Job (Section Leaders)* are compulsory requirements.
- d. Skills Instructors are encouraged to participate fully in Adult Training. Module 1 *Essential Information* is a compulsory requirement.
- e. Administrators and Advisers are encouraged to participate in appropriate Adult Training. Module 1 *Essential Information* is a compulsory requirement.
- f. All Warranted Appointments, Non-warranted Appointments, Administrators, members of Scout Fellowship and other helpers with unsupervised access to young people must complete Module 1 *Essential Information*.

**Rule 3.35 The appointment of Section Assistants, Skills Instructors, Young Leaders and Administrators**

**a. Section Assistants**

- i. Section Assistants may be appointed as:
  - Colony Assistants;
  - Pack Assistants;
  - Troop Assistants.
- ii. Section Assistants are appointed by the Section Leader, with the approval of the Group Scout Leader, subject to the approval of the District Commissioner.
- iii. The procedures for the appointment of adults above must be followed.

- iv. Section Assistants responsibilities and the duration of appointment are specified by the Section Leader at the time of appointment.
- v. Section Assistants may not carry any responsibility for the management of the Scout Group or Section.
- vi. Section Assistants are issued with a Certificate of Appointment which is subject to a five-year review. Section Assistants are not issued with a Warrant.
- vii. Section Assistants are encouraged to participate fully in Section Adult Training. Module 1 *Essential Information* and Module 3 *Tools for the Job (Section Leaders)* are compulsory requirements.

**b. Skills Instructors**

- i. Skills Instructors are appointed and retired by the District Commissioner.
- ii. Skills Instructors may work with the District, a Group or a Section, subject to the approval of the Appointments sub-Committee.
- iii. The procedures for the Appointment of Adults above must be followed.
- iv. Skills Instructors are issued with a Certificate of Appointment which will specify the skill. Warrants are not issued.
- v. Skills Instructors are encouraged to participate fully in Section Adult Training. Module 1 *Essential Information* is a compulsory requirement.
- vi. The District Secretary must maintain a record of all current Skills Instructors in the District.

**c. Young Leaders (Explorer Scouts)**

- i. Explorer Scouts may become Young Leaders in the Beaver Scout, Cub Scout and Scout Sections.
- ii. Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme.
- iii. A young person under the age of 18 years working with another Section must not have unsupervised access to youth Members.
- iv. All Young Leaders are members of a Young Leaders' Explorer Scout Unit (see also Chapter 4).
- v. Members of Girlguiding UK and other young people undertaking the Service Section of The Duke of Edinburgh's Award may work with the Beaver Scout, Cub Scout or Scout Sections, with the agreement of the Section Leader, for a fixed period of time.

- vi. These young people should also complete training similar to Young Leaders.
- vii. These young people are not Young Leaders and therefore not members of a Young Leaders' Explorer Scout Unit and do not have access to the wider Explorer Scout provision.

**d. The Group Chairman**

- i. The Group Chairman is nominated by the Group Scout Leader and the appointment is approved by the Group Scout Council at its AGM.
- ii. The office of Group Chairman may not be held by a Warranted Leader

*Further information for the Group Chairman can be found in the publication 'Supporting the Group Chairman' available from the Scout Information Centre.*

**e. The Group Secretary and Treasurer**

- i. The Group Secretary and Treasurer are elected by the Group Scout Council at the AGM.

*Further information for the Group Secretary and the Group Treasurer can be found in the publications 'Supporting the Group Secretary' and 'Supporting the Group Treasurer' available from the Scout Information Centre.*

**f. The Group President**

The role of the Group President is to encourage the well-being of Scouting in the Group.

*Please refer to the factsheet FS330080 Guidelines for the Appointment of Group / District / County/Area Honorary Presidents available from the Scout Information Centre.*

**Rule 3.36 Warrant and Appointments Reviews**

**a. Warrant Reviews**

- i. Subject to the other provisions of these rules Warrants remain valid until the fifth anniversary of the date of issue unless an earlier date is inserted on the Warrant before presentation.
- ii. Warrants must be reviewed at the specified time in accordance with the procedures and criteria prescribed in this Rule and thereafter at five-yearly intervals.
- iii. The review period may be reduced by the District Commissioner in consultation with the District Appointments sub-Committee.

- iv. The Warrants of Group Scouters (other than Group Scout Leaders) must be reviewed by the District Commissioner, the Group Scout Leader and the District Appointments sub-Committee acting together.

- v. Group Scout Leader Warrants must be reviewed by the District Commissioner and the appropriate Appointments sub-Committee acting together.

**b. Local Appointment Reviews**

- i. Subject to the other provisions of these Rules appointments of Colony, Pack, and Troop Assistants, Skills Instructors, Administrators (other than those subject to annual re-appointment or re-election) and Advisers remain valid until 31 March following the fifth anniversary of the date of appointment, unless the appointment is made for a shorter period.

- ii. The above appointments must then be reviewed thereafter at five-yearly intervals. This review period may be reduced by the District Commissioner in consultation with the District Appointments sub-Committee.

- iii. Adventurous Activity Authorisations remain valid until the fifth anniversary of the date of issue, unless the Authorisation is given for a shorter period.

- iv. Authorisations must then be reviewed thereafter at five-yearly intervals. This review period may be reduced by the District Commissioner in consultation with the District Appointments sub-Committee.

**c. The Review Process for appointments at Group Level (other than Group Scout Leaders)**

- i. The District Appointments sub-Committee will send the Review Form AR to the Group Scout Leader at a time no less than three months before the individuals appointment is due to be reviewed.
- ii. The District Appointment sub-Committee will notify the appointment holder that their appointment is due to be reviewed.
- iii. The Group Scout Leader will carry out the review and record details as required on Form AR, including the recommended outcome of the review.
- iv. After the review has been held the Group Scout Leader will return the completed Form AR to the District Appointments sub-Committee.

- v. The District Appointments sub-Committee and District Commissioner consider the completed Form AR and reach a decision on the review of the appointment.
- vi. The District Appointments sub-Committee keeps a record of the decision.

**d. The Review Process for Group Scout Leaders**

- i. The District Appointments sub-Committee will send the Review Form AR to the District Commissioner (or their nominee) at a time no less than three months before the Group Scout Leader's appointment is due to be reviewed.
- ii. The District Appointment sub-Committee will notify the Group Scout Leader that their appointment is due to be reviewed.
- iii. The District Commissioner (or their nominee) will carry out the review and record details as required on Form AR, including the recommended outcome of the review.
- iv. After the review has been held the District Commissioner (or their nominee) will return the completed Form AR to the District Appointments sub-Committee.
- v. The District Appointments sub-Committee considers the completed Form AR and reaches a decision on the review of the appointment.
- vi. The District Appointments sub-Committee keeps a record of the decision.

**Rule 3.37 Changes in Appointments within the Scout District**

- a. The appointments of Leaders and Assistant Leaders within the Scout District may be changed by the District Commissioner and the District Appointments sub-Committee subject to the approval of the Group Scout Leader and the Sponsoring Authority, if any.
- b. When a change is made to these appointments a Provisional Appointment for the new role should be issued, with a maximum length of five months. During this period the following must take place:
  - a new *Personal Learning Plan* must be created;
  - the relevant *Getting Started* modules should be completed (if applicable).

- c. When the above have been completed the District Secretary or Appointments Secretary must enter the new appointment on the Leader Warrant, amend the District records and notify the Records Department at Headquarters of the change.

**Rule 3.38 Ceasing to hold an Appointment**

- a. An appointee may resign an appointment by notifying the Group Scout Leader or District Commissioner.
- b. On ceasing to hold an appointment, for whatever reason, an appointee must surrender the Warrant or Certificate of Appointment to the District Secretary.
- c. If the adult's service has been satisfactory, the District Secretary or Appointments Secretary will cancel the Warrant or Certificate of Appointment and return it to the adult concerned.
- d. In the case of a Warranted Appointment the District Secretary will complete a Form CS, which requires the signature of the District Commissioner, and send it to Headquarters.
- e. In the case of a Leader with satisfactory service who has resigned due to moving out of the District, the Secretary enters the adult's new address on Form CS if known.
- f. On receipt of the Form CS, Headquarters will cancel the Warrant.
- g. If the adult's service has been unsatisfactory, the cancelled Warrant or Certificate of Appointment will be sent to Headquarters with a Form CS via the County Commissioner.

**Rule 3.39 Cancellation or Non-renewal of Warranted and Provisional Appointments**

- a. The District Commissioner and the District Appointments sub-Committee, acting together, may cancel or not renew any local appointment or recommend to Headquarters that a Warrant be cancelled or not renewed on one or more of the following grounds, that:
  - the appointee acquiesces when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
  - the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including *Ongoing* learning;
  - the appointment is not to be renewed following review;

- the appointee has ceased or failed to perform the duties of the appointment satisfactorily;
- it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
- it becomes evident that the appointee is not a 'fit and proper' person in respect of the Association's Policies and Rules;
- the adult does not hold a current first aid certificate (a minimum of First Response);
- the appointee is likely to bring the name of the Association into disrepute;
- the appointment should be terminated following the closure of a Group or a Section within a Group.

Additionally, in the case of Provisional Appointments, that:

- the appointee has failed to complete the requirements of the Provisional Appointment.
- b. In exceptional circumstances Headquarters may, in consultation with the responsible District or County Commissioner, cancel or refuse to renew a warrant.

#### **Rule 3.40 Cancellation or Non-Renewal of Administrator and Adviser Appointments**

- a. The appointment of Administrators and Advisers may be cancelled by the Group Scout Leader and Group Executive Committee, acting together, on one or more of the following grounds:
- the appointee acquiesces when notified that a recommendation is to be made for the cancellation of the appointment;
  - the appointment is not to be renewed when reviewed;
  - it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
  - it becomes evident that the person is not 'fit and proper' to carry out their duties on behalf of the Group Scout Council;
  - the appointee has failed to satisfactorily complete Adult Training appropriate to the appointment.
- b. In exceptional circumstances Headquarters may, in consultation with the responsible District or County Commissioner, cancel or refuse to renew an appointment.

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

- a. No Leader 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;
  - ensuring that all adults working within the Scout Group (including members of any Group Scout Fellowship) are 'fit and proper' 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, the Scout Fellowship, the local authority youth service, and other organisations whose advice and support could assist the Group;
  - acting as Chairman of the Group Scouters' Meeting;
  - encouraging co-operation among the Scouters of the Group;
  - nominating the Group Chairman. 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 Fellowship in the Group;

- agreeing the remits of any Group Scout Fellowships 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)**
- i. If a Group Scout Leader appointment is or becomes vacant the District Commissioner will appoint an Acting Group Scout Leader as a temporary measure.
  - ii. The District Commissioner must give priority to filling the vacancy as soon as possible.
- d. **The Beaver Scout Leader**
- i. The Beaver Scout Leader is responsible for planning and implementing a Balanced Programme for the Beaver Scout Colony, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Beaver Scout Leaders, Colony Assistants and Skills Instructors.
  - ii. It is a Leader's responsibility actively to encourage transfer between the Sections.
- e. **Assistant Beaver Scout Leader**
- i. The responsibilities of an Assistant Beaver Scout Leader are specified by the Beaver Scout Leader, who should have regard to the desirability of developing the Assistants leadership potential.
- f. **The Cub Scout Leader**
- i. The Cub Scout Leader is responsible for planning and implementing a Balanced Programme for the Cub Scout Pack, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Cub Scout Leaders, Pack Assistants and Skills Instructors.
- ii. It is a Leader's responsibility actively to encourage effective transfer between the Sections.
- g. **Assistant Cub Scout Leader**
- i. The responsibilities of an Assistant Cub Scout Leader are specified by the Cub Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.
- h. **The Scout Leader**
- i. The Scout Leader is responsible, in conjunction with the Troop Leadership Forum, for planning and implementing a Balanced Programme for the Scout Troop, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Scout Leaders, Troop Assistants and Skills Instructors.
  - ii. It is a Leader's responsibility actively to encourage transfer between Sections and to maintain links with local Explorer Scout Leaders.
- i. **Assistant Scout Leader**
- i. The responsibilities of an Assistant Scout Leader are specified by the Scout Leader, who should have regard to the desirability of developing the Assistants leadership potential.
- Rule 3.43 The Training of Adults**
- a. The acceptance of an appointment or Warrant involves an obligation to undertake training appropriate to that appointment or Warrant.
  - b. For Warranted roles, 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 Job (Section Leaders)*
 or
    - Module 4 – *Tools for the Job (Managers)*
  - d. Once the Warrant 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 Warrant.
- 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.

*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 special needs of individual Members, the Balanced Programme, Activity and other badges where appropriate, 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. Effective operation of the Pack Leadership Forum, the Patrol System and Troop Leadership Forum are essential.

#### **Awards and Badges**

Requirements of Section awards and badges are found in the Sectional handbooks as are the requirements for other Challenges, Badges and Awards.

#### **Rule 3.46 Group Awards**

- a. These Awards may be worn by the entire Group.
- b. The International Friendship Award, the Group Environment Award and the Group Faith Award aim to bring Scouts in all Sections together as effective working units.
- c. The Awards also encourage friendships and develop links. These links are both internal and external to the Group. Emphasis is placed on inter-Sectional co-operation and activity.
- d. Further details of the Awards are contained in the Sectional handbooks.

#### **Rule 3.47 Members with Special Needs**

- a. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.
- c. Leaders with members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties, Countries and at Headquarters.

#### **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.

- a. Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts 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 considered and approved.
- 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.
- j. If the Group is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners 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 Fellowship.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross 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 may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for:
- receipts and payments accounts for a single fund unit ie where there are no special funds whose use is restricted;
  - receipts and payments accounts for a multi fund unit ie where there are special funds in addition to a general fund;
  - accruals (SOFA) accounts for a single fund unit;
  - accruals (SOFA) accounts for a multi fund unit.
- r. The appropriate model will depend upon the gross 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.
- s. At each Annual General Meeting of the Group Scout Council an auditor, independent examiner or scrutineer, as appropriate must be appointed.
- t. Each Group can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- u. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- v. A report to the trustees (the Group Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- w. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.
- Rule 3.49 Funds administered by Sections and the Group Scout Fellowship**
- a. Each Section or Scout Fellowship must itself administer sums allocated to it by the Group Executive Committee.

- b. Subscriptions paid by or on behalf of Scout Fellowship 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 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 persons 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 may only be invested in authorised funds or in special schemes organised by the Scout County which have been approved by Headquarters.
- 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, he 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. 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.
- 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.

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**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 the Inland Revenue or H.M. Customs and Excise.

**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 Committee of the Council of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Committee of the Council.
- c. In addition, to meet local costs, the local Scout 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 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 Committee of the Council applies to the whole of the United Kingdom.
- i. The Committee of the Council 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. Fund raising 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 fund raising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fund raising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - 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.

**Rule 3.56 Joint Fund Raising Projects**

- a. Joint fund raising 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 fund raising activity.

**Rule 3.57 Fund Raising and the Law**

- a. All fund raising 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 Scout Information Centre.

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**Rule 3.58 Betting, Gaming and Lotteries**

- a. If a Group considers raising funds by means governed by the provisions of the Lotteries and Amusements Act 1976 and the Gaming Act 1968 or any legislation replacing these Acts, the proposed activity must have the recorded approval of the Group Executive Committee and Sponsoring Authority, if any, and of the District Chairman.
- 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 fund raising involving participation on payment of stakes.
- c. The promoter of any fund raising activity governed by the Acts should be a member of the Group Executive Committee.
- d. Scout Groups in the areas adjacent should be informed of the proposed activity. The fund raising 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.
- c. Any permitted appeal must not exceed the boundaries of the District in which the Group is located.

**Rule 3.60 Professional Fund Raisers**

- a. Groups may not appoint a professional fund raiser 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 Chairman and the County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the District Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the District Chairman and of the County Commissioner if the latter so directs.