

Constitution of Scout and Guide Bands



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0845 300 1818

Introduction

This is the second edition of the factsheet which updates that coded FS 120214 and dated March 95. It attempts to lay down a standard operating procedure for this type of Scout and Guide co-operative effort.

Further editions may be issued in the light of experience and changes in the requirements of the two Associations. Publication of further editions will be announced in SCOUTING Magazine, Talking Points and the Activities Newsletter.

Formation

No steps should be taken towards the formation of a Scout and Guide Band without the provisional consent of the responsible Scout and Guide Commissioners. When the preliminary arrangements are complete the responsible Commissioners will decide whether to recommend approval to their respective Executive Committees.

On formation, details must be passed to The Guide Association Country or Regional Headquarters with the names and units of the Guide Members.

Membership

Membership of the band should be open to any bona fide Members of the feeder units of the Scout and Guide Associations. A Brownie Guide who has passed her ninth birthday may be permitted to join the band if she is able to cope with the playing and marching involved. A Cub Scout who is working towards transfer to the Scout Troop may be permitted to join the band if capable of coping with the playing and marching

involved. The maximum age for membership of the band is the twenty-sixth birthday.

There should be no more than 25% of total band membership aged 18 years and over.

Uniform

Members of a Scout and Guide Band must wear the uniform of their parent Association. Members of a Scout and Guide Band may wear the same colour neckerchiefs which may be different from the feeder units.

Members of Scout and Guide Marching Bands are allowed to wear appropriate activity dress when taking part in some classes of competition, e.g. showmanship. Correct Scout or Guide uniform is to be worn to collect any awards at such competitions. Unless authorised by the responsible Commissioners, correct Scout and Guide uniform is to be worn on all other public appearances.

Leadership

Before the Scout and Guide Band is formed the responsible Commissioners must be satisfied that there is adequate leadership to satisfy the needs of both Associations. The minimum requirements are a Scouter in Charge and a Guider in Charge appointed by the responsible Commissioners. If technically qualified one of these may be the designated Bandmaster, if not, a separate Bandmaster must be appointed.

The Scouter and Guider in Charge are responsible for the day to day running of the band, and the welfare of the Scout and Guide Members, ensuring that they take a full part in their parent unit's activities.

The Scout Information Centre

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The Bandmaster is responsible for the teaching and training of the band members in instrument playing, drill and display, choice of repertoire and choice and care of instruments. A Bandmaster may be either an Appointed Leader of either Association or an Instructor with full or associated membership. Appointment inquiry procedures must be completed in all cases.

Constitution of Management Committee

Name

The Committee shall be known as the (title) Scout and Guide Management Committee.

Purpose

The purpose of the committee is to manage the assets of the (title) Scout and Guide Band on behalf of the (name) Scout Group, the (name) Guide Unit and the (name) Brownie Guide Unit. (Add names of other Scout/Guide Units involved.)

Membership

- Ex-officio

The Group Scout Leader and the Guide District Commissioner or their nominees shall be ex-officio members.

- Nominated

The Scout Group and Guide District Executive Committees shall each nominate annually by (date) four (or other agreed number) members of the committee. Each nominated member shall serve for a period of three years and may be re-nominated for a further period of two years.

- Co-opted

The committees shall have power to co-opt up to three additional persons as members.

- Officers

Chairman

The Chairman shall be a person agreed between the Group Scout Leader and the Guide District Commissioner.

Secretary and Treasurer

The Committee at its first meeting in every year shall appoint a Secretary and a Treasurer to hold office for a period of one year.

Conduct of Meetings

- Quorum

A quorum shall be (four members) present. Decisions are made by a majority of votes. In the event of an equal number of votes being cast, the Chairman does not have a second or casting vote, and the resolution is not to be taken as carried.

- Finance

A band account shall be opened in the name of (name) Scout and Guide Band Management Committee. Cheques drawn on it must be signed by at least two (of the four) signatories nominated by the committee. (It is usual for the Treasurer to be one of those nominated, but it is unwise for them to have to be one of the signatories on every cheque.)

- Income and Expenditure

The committee must inform the Scout Group Executive Committee and the Guide District Executive Committee by 31st December of each year of its estimated financial position for the following financial year, including the contribution expected to be made or the budgeted requirement for income from Scout and Guide funds. In either case, equal amounts shall be contributed to or required from Scout and Guide funds.

- Fund Raising

If the committee appoints a fund raising sub-committee, the sub-committee may have a float of not more than £100. All funds raised above this amount, which may be retained for future events, must be paid in immediately to the Management Committee band account.

- Liability

The committee must not enter into contracts creating future liability for sums exceeding the amount of money in its hands or due from the Executive Committees without the express authorisation of both Executive Committees.

Powers

The committee shall be responsible for all equipment purchased on behalf of the (name) Scout and Guide Band. A proper inventory of all such equipment must be maintained. Such equipment is the property of the Scout and Guide Band and hence the Scout and Guide Associations. No equipment may be transferred to another organisation without the approval of the

Headquarters of the Scout and the Guide Associations.

- The committee may appoint sub-committees to carry out special functions if it thinks appropriate.
- The committee is responsible for the general upkeep of the assets of the Scout and Guide Band.
- The committee, with the approval of the Group Scout Leader and Guide District Commissioner, may be responsible for other functions identified locally.

Alterations and Winding Up

The Group Scout Leader and Guide District Commissioner, together, may at any time dissolve the committee.

- No alterations shall be made to this Constitution unless approved by a majority of at least two thirds of the members of the committee and by each of the Executive Committees of the Scout Group and Guide Local Association.

Note: This model has been drafted for a committee intending to manage a Scout and Guide Band or a Scout Group and one or more Guide Units. Appropriately amended, it is equally suitable for a committee to manage a Scout and Guide Band for a Scout District and Guide Division/District, or Scout and Guide Counties.