



Policy on Closed and Inactive Groups

Definitions

An Inactive Group is a Scout Group which has less than 5 registered Youth Members.

A Closed Group is a Scout Group which has no registered Youth or Adult Members.

Purpose of Policy

To establish the procedures and responsibilities for dealing with Inactive and Closed Groups.

Actions on a Group becoming Inactive

The securing of the custody of the assets of Scouting Ireland is of the utmost importance.

When a Group becomes Inactive the County Commissioner (support by the Provincial Support Staff) is responsible for the completion of the SIF18-10 Inactive Group Form within 4 weeks of the Group becoming Inactive.

A copy of the form should be sent to National Office for the attention of the National Secretary and the National Treasurer. Details of the Group's Bank Accounts (including reconciled Bank Balance); details of Group Property and a full and complete Inventory of all Group Equipment should accompany the completed SIF18-10.

Bank Accounts: The signatures on the Bank Account should be changed to be the County Commissioner and County Treasurer.

Group Property: Property should be vested in the Scout Foundation. The County Commissioner should ensure that adequate insurances are in place.

Group Equipment: The County Commissioner should ensure that secure storage and insurance arrangements are in place for all equipment.

Actions on a Group Closing

The orderly winding up of the Groups' affairs and the securing of the custody of the assets of Scouting Ireland are of the utmost importance.

When a Group Closes the County Commissioner (support by the Provincial Support Staff) is responsible for the completion of the SIF16-07 Closed Group Form within 4 weeks of the Group Closing.

A copy of the form should be sent to National Office for the attention of the National Secretary and the National Treasurer. Details of the Group's Bank Accounts (including reconciled Bank Balance);

details of Group Property and a full and complete Inventory of all Group Equipment should accompany the completed SIF16-07.

Bank Accounts: All outstanding bills should be paid and all Bank accounts should be Closed and the remaining funds should be sent to the National Treasurer where the funds will be maintained in the "Closed Groups Fund".

Group Property: Property should be vested in the Scout Foundation. The National Secretary should ensure that adequate insurances are in place.

Group Equipment: The County Commissioner should assess the likelihood of the Group re-opening within 18 months of the date of closure. If the County Commissioner assesses the Group is likely to re-open then the County Commissioner should ensure that secure storage and insurance arrangements are in place for the equipment pending the re-opening of the Group. The County Commissioner should work with the National Treasurer to pay any storage or insurance costs from the funds held in the Closed Group Funds from the Group.

If the County Commissioner assesses the Group is unlikely to re-open within 18 months or if 18 months has elapsed and the Group has not re-opened the County Management Committee should fairly distribute the equipment across the Scout County.

Group remains Inactive for two years

When a Group remains Inactive at two consecutive census dates the Groups Bank Accounts and Group Equipment should be treated as if the Group has Closed (see above).

Closed Group Funds held by Scout Counties

All monies held by Scout Counties from Groups' which have previously Closed should be transferred by the County Treasurer to the National Treasurer where the funds will be maintained in the "Closed Groups Fund". The date the Group was Closed should be notified to the National Treasurer.

Management of Property

The management of Property relating to a Closed Group will be the responsibility of the relevant Trust Company in which the Property was vested. If a decision is taken to dispose of the property and disposal proceeds (net of any disposal costs; loan repayments etc) will be transferred to the Closed Group Fund.

The Closed Group Fund

Funds relating to a Group which has previously Closed will be maintained in the Closed Group Fund for a period of six years (from the date of closure) to support any the Scout Group should it re-open. Funds held relating to the re-opened Group up to €3,000 will be paid directly to the re-opened Scout Group within four weeks of the New Group Form (SIF15-07) been received by the National Secretary. Funds held in excess of €3,000 will be paid to the Scout Group to an agreed schedule to be proposed by the National Treasurer in consultation with the Provincial Commissioner, County Commissioner and Group Leader and approved by the National Management Committee.

Where a Group remains Closed for 6 years; subject to agreement by the National Management Committee funds relating to the Group will become available to support directly the development of scouting. In certain circumstances the National Management Committee may choose to leave the funds in the Closed Group Fund at the end of 6 years where it deems there exists a strong possibility of the Scout Group re-opening within 3 years.