



**SSAGO**

*Student Scout and  
Guide Organisation*

## ***Policy Document:***

Clubs which are not  
Affiliated with a University  
(March 2013)

## 1. Introduction

In order for a SSAGO club to be affiliated with a university, usually through a students' union, the club must have a certain number of members (which varies depending on the policy of the students' union in question). A club must have five members to affiliate with National SSAGO. The discrepancy in these membership numbers may lead to the situation where a club is affiliated with National SSAGO but not a university. This policy document covers the day to day running and constitutional obligations of clubs which are in this situation.

## 2. Financial Obligations

### 2.1 Bank Accounts

Any bank accounts held by the society must have two signatories at minimum but preferably three. Where possible the chairperson, secretary and treasurer of the club should act as the signatories. The bank account must be a dual authorised account which requires two signatures to complete a transaction.

### 2.2 Debt

The club will not go into debt for any reason. If debt occurs then a suitable repayment scheme will be arranged by the National Executive Committee to ensure all debt is repaid. Where money is required to cover start-up costs (eg. publicity material) the club is advised to apply to the development fund to avoid falling into debt. Further information on the development fund may be found in the policy document 'SSAGO Development Fund'.

### 2.3 Budgets and Accounts

A draft budget for the academic year must be submitted to the National Treasurer at the start of the academic year for review. A copy of the club's accounts, completed to date, must be submitted to the National Treasurer by the last day of November, March and June or on completion of the academic year's activities, to allow a review of the club's spending to be undertaken.

## 3. Dissolution of the Club

### 3.1 Distribution of Assets

The National Executive Committee must be informed, in writing, of the dissolution of any clubs. National SSAGO will take control of all of the club's assets and the National Treasurer will arrange for the assets to be suitably distributed. Alternative plans created by the club for the distribution of assets must be discussed with and approved by the National Executive

Committee. A suitable example is the donation of assets to a local Scout or Guide group.

### 3.2 Constitutional Obligations

The constitution of the club must include a dissolution clause which allows the National SSAGO Treasurer to take control of all the club's assets, including any bank accounts held by the club, upon dissolution. There may be an additional clause which states any plans for the distribution of the club's assets (if approved by the National Executive Committee).

## 4. Insurance

It is the responsibility of the club's committee to ensure that all members of the club are insured during club activities and when travelling to and from these activities. All members of SSAGO are covered by Scouting Insurance. Factsheet 27: 'SSAGO Insurance' should be referred to for further details of the insurance cover.

## 5. Conflicting Policy

Where the policies outlined in this document conflict with other SSAGO policies, this policy document will take precedence.

## 6. Upon Affiliation with a University

If a club affiliates with a students' union the policy outlined in this document no longer applies to the club. However, the club is still required to follow rules and guidelines covered in other SSAGO policy documents.