



The Church Lads' & Church Girls' Brigade (CLCGB)

The Rules (Constitution)

Charity No. 276821

Company No. 139596

The Church Lads' & Church Girls' Brigade
National Headquarters
St. Martin's House
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Contents

- 1 Name
- 2 Object
- 3-5 Membership
- 6-25 Organisation
 - 6-12 The Company
 - 13-15 The Battalion
 - 16-18 The Composite Battalion
 - 19-21 The Diocesan Regiment
 - 22-24 The Composite Regiment
 - 25 The Region
- 26-42 Governance
 - 28-36 Brigade Council
 - 37-39 Staff and Finance Committee
 - 40-41 National Headquarters
 - 42 Hierarchical Overview
- 43-48 Officers
- 49-52 Status of Companies and Formations
- 53-57 Finance
- 58 Uniform
- 59 Brigade Session
- 60-62 Associate Groups
- 63 Use of Title
- 64 Interpretation of the Rules
- 65-66 Health & Safety and Safeguarding
- 67-68 Appendices
 - 67 Additional Policies
 - 68 Additional Forms

Name

1. The organisation shall be called "The Church Lads' and Church Girls' Brigade" (hereinafter called "the CLCGB").

Object

2. The object of the CLCGB shall be to extend the Kingdom of Christ among boys and girls and to encourage faithful membership of the Anglican Communion. To achieve its object, the CLCGB:
 - a. Is open to children and young people of all faiths and none.
 - b. enables children and young people to enjoy fun, faith and fellowship whilst aiding their social and moral development. It allows them to grow in confidence, develop their skills and abilities, teaches them the importance of teamwork, and helps them show care and concern for others, their communities, and their environment.
 - c. creates a caring and safe environment for children and young people under the guidance of positive, caring, and supportive adult role models.
 - d. encourages children and young people to explore their spirituality and respond to the Christian faith.

Membership

3. Membership of the CLCGB shall consist of the following:
 - a. The President ex-officio during the tenure of appointment.
 - b. The members of Brigade Council.
 - c. All Officers (including Chaplains and Assistant Chaplains) and Warrant Officers on their appointment by Brigade Council.
 - d. Members, by admission:
 - i. "The Martins" aged 4 to 7 years.
 - ii. "Y Team" aged 7 to 10 years.
 - iii. "JTC" aged 10 to 13 years.
 - iv. "Seniors" aged 13 to 21 years.
 - v. "Young Leaders" aged 18 to 21 years.
4. Applicants for membership shall declare their willingness to obey the Rules and Regulations of the CLCGB before admission. Such applicants may, at the

discretion of the Incumbent, be admitted formally at a service in Church.

5. Honorary Membership may be bestowed upon helpers of the CLCGB at the discretion of Chaplains of Companies, by Officers commanding higher formations, or by Brigade Council.

Organisation

The Company

6. The Company shall be the parochial unit of the CLCGB and shall be formed in a parish and enrolled by Brigade Council at the request of the Incumbent.
7. Separate Companies of boys and girls may be enrolled, or continue to be recognised, within one parish but for the purposes of these Rules all Companies within one parish shall be regarded as a single parochial unit.
8. Each Company shall divide its young members into groups:
 - a. The Martins
 - b. Y Team
 - c. JTC
 - d. Seniors
 - e. Young Leaders
9. Brigade Council encourages the enrolment of Companies in connection with Missions, Schools, Institutions, or extra-parochial organisations, in which case "the Administrative Head" should be read for "the Incumbent".
10. Brigade Council may sanction the existence of an extra-parochial unit that exists within a parish where it is not possible for the unit to be part of the parish youth work until such time as the company is re-established as a parochial unit. Whilst the company exists as an extra-parochial unit "the Administrative Head" should be read for "the Incumbent".
11. The Chaplaincy of the Company
 - a. The Incumbent of the parish shall be ex-officio the Chaplain of the parochial unit formed in their parish. They may at their discretion, and in consultation with the Officer in Charge and the Staff Chaplain, nominate Assistant Chaplains for appointment by Brigade Council.
 - b. In the case of a Company formed in connection with Missions, Schools, Institutions or extra-parochial organisations where the Administrative Head is not in Holy Orders, the Officer in Charge shall, in consultation with the Staff Chaplain, nominate a Chaplain and, if they so desire, Assistant Chaplain for appointment by Brigade Council.

- c. All Chaplains shall be ordained ministers or laypersons holding a Licence or Permission to Officiate within the Church of England or a church in communion with the Church of England.

12. The Command of the Company

- a. The Incumbent shall nominate the Officer to command their parochial unit, who shall be approved by the Battalion Commander and the Commanding Officer of the Regiment where appropriate (except in the case of an unattached Company) and appointed by Brigade Council.
- b. In the work of the Company, it shall be the duty of the Officer in Command to seek to establish the closest co-operation with the Incumbent and the Church or other organisation of which the Company is a part.
- c. The Incumbent may also nominate, at their discretion, one or more Officers, Warrant Officers and Helpers to be similarly appointed.
- d. The Incumbent may initiate proceedings to dismiss any Officer, Warrant Officer or Helper in the Company by consulting the Commanding Officer of the diocesan formation. If the two nominating authorities (i.e. the Incumbent of the parish and the diocesan Commanding Officer) together request the dismissal of an individual, Brigade Council shall cancel the appointment.
- e. In the event of a dispute, the Bishop of the Diocese shall be requested to appoint an independent arbiter whose recommendations shall be accepted by Brigade Council.

The Battalion

- 13. Where there are three or more active Companies in a diocese, they shall form a Battalion unless there are impracticalities such as geographic dispersion when they shall be unattached.

14. The Chaplaincy of the Battalion

- a. A Battalion Chaplain shall be nominated by the Chaplains and Officers of the Battalion except that the Chaplain of a Diocesan Battalion shall be nominated by the Bishop of the Diocese in consultation with the Chaplains and Officers and appointed by Brigade Council.
- b. A Battalion Chaplain may nominate an Assistant Chaplain, or Chaplains, from amongst the Chaplains of their Battalion, or amongst the clergy in the area of the Battalion, for appointment by Brigade Council.

15. The Command of the Battalion

- a. Without a Regiment - i.e. a Diocesan Battalion. The Officer Commanding a Diocesan Battalion shall be nominated by the Bishop of the Diocese, consulting with the Officers and Chaplains of the Battalion, and appointed by Brigade Council.
- b. Within a Regiment. The Officer Commanding a Battalion within a Regiment shall be nominated by the Chaplains and Officers of the Battalion and appointed by Brigade Council.
- c. The normal tenure of office shall be not more than four years, renewable once only. Further renewals only by special permission of Brigade Council.

The Composite Battalion

16. The Composite Battalion shall comprise a group of Companies drawn from two or more dioceses where each diocese has insufficient Companies to create a Diocesan Battalion.
17. A Battalion Chaplain shall be nominated by the Chaplains and Officers of the Battalion and appointed by Brigade Council.
18. The Officer Commanding a Composite Battalion shall be nominated by the Chaplains and Officers of the Battalion and appointed by Brigade Council.

The Diocesan Regiment

19. Where there are three or more Battalions in a diocese, they will be grouped together to form a Regiment and shall also include all unattached Companies in that Diocese.
20. The Command of the Diocesan Regiment
 - a. The Officer Commanding a Diocesan Regiment shall be nominated by the Bishop of the Diocese, consulting with the Chaplains and Officers of the Diocesan Regiment and appointed by Brigade Council.
 - b. The Regimental Commander shall nominate a Regimental Staff for appointment by Brigade Council. The normal tenure of office shall be four years, renewable once only except by special permission of Brigade Council.
21. The Chaplain of the Diocesan Regiment
 - a. The Bishop of the Diocese shall be ex-officio Chaplain of the Diocesan Regiment. Where they are unwilling or unable to accept the Regimental Chaplaincy, Brigade Council shall ask them to nominate a

Regimental Chaplain whom it shall then appoint, in consultation with the Staff Chaplain and Officers and Chaplains of the Regiment.

The Composite Regiment

22. The Composite Regiment shall comprise a group of Battalions drawn from two or more dioceses. This may be because each diocese has insufficient Companies to create a Diocesan Regiment.
23. A composite Regimental Chaplain shall be appointed by the Archbishop having consulted with Regimental Staff.
24. A composite Regimental Commander will be appointed by the Archbishop of Armagh (Primate of all Ireland), and can only be dismissed by the same.

These two appointments will be noted and recorded by Brigade Council.

The Region

25. Diocesan formations shall be grouped within five Regions
 - a. North West: The Dioceses of Blackburn, Carlisle, Chester, Liverpool, Manchester, and Sodor & Man.
 - b. North East: The Dioceses of Durham, Leeds, Newcastle, Sheffield, Southwell & Nottingham, and York.
 - c. Midlands: The Dioceses of Birmingham, Coventry, Derby, Ely, Hereford, Leicester, Lichfield, Lincoln, Norwich, Peterborough, St. Edmundsbury & Ipswich, and Worcester.
 - d. South & Wales: All Dioceses of the Church of Wales, and the Church of England Dioceses of Bath & Wells, Bristol, Canterbury, Chelmsford, Chichester, Exeter, Gloucester, Guildford, London, Oxford, Portsmouth, Rochester, Salisbury, Southwark, St. Albans, Truro, and Winchester.
 - e. Ulster: All Dioceses of the Church of Ireland.

Governance

26. The Church Lads' Brigade and The Church Girls' Brigade were formed as Incorporated Societies (limited by guarantee under the Companies Acts) in 1893 and 1923, respectively. The two Brigades amalgamated in 1978. The governance and property of the present Brigade are vested in Brigade

Council.

27. Brigade Council shall submit to the Annual General Meeting of the CLCGB at the conclusion of every financial year an Annual Report and Statement of Accounts.

Brigade Council

28. The CLCGB is a charity registered as a limited company. The governing body, which is drawn from within and without the CLCGB is Brigade Council whose members are trustees.
29. Brigade Council is responsible for strategic planning, overseeing the CLCGB's finances, appointing salaried staff and approving changes to the Rules.
30. Membership of Brigade Council shall consist of:
- a. Ex-officio. The Governor, who shall also be Chairperson of Brigade Council, the Deputy Governors, the Honorary Treasurer, the Brigade Chaplain, and the Regimental Commanders.
 - b. Elected. Two members shall be elected by the membership of the CLCGB in each of the five Regions. One of the members from each Region shall be between the ages of 16 and 24 inclusive at the time of their election.
 - c. Co-opted. Members shall be co-opted by Brigade Council on the nomination of the Governor to ensure representation for persons with special responsibilities within the CLCGB, or individuals from outside the CLCGB with specialist experience or qualifications to give Brigade Council a broader perspective. At least one of these shall be a clergy representative.
31. The term of membership of Brigade Council shall be four years.
- a. Ex-officio members remain on Brigade Council for the duration of their time in office.
 - b. Elected representatives are eligible to stand for two consecutive terms after which, they are ineligible to stand for four years. After this four year break, they are re-eligible to stand for election.
 - c. The membership of co-opted members shall be reviewed at the end of their four year term. At this point, Brigade Council can either
 - i. Dissolve the co-opted position.
 - ii. Seek to replace the member, whilst retaining the co-opted position.
 - iii. Continue the membership for a further four year term.

32. Elections to Brigade Council

- a. To be eligible to be elected to Brigade Council, the member shall be a Chaplain, Officer or Warrant Officer on the strength of an active unit in a diocesan formation in the British Isles.
- b. A member of Brigade Council who has ceased to retain eligibility shall cease to be a member of Brigade Council and will thus create a vacancy.
- c. The elections of elected members and those co-opted members who are subject to a selection process shall be organised by National Headquarters
- d. Where there is more than one diocesan formation in a Region the regional representatives shall be drawn from different formations even though several members from one formation may have individually received more votes than any other members in the Region

33. A member who has missed three consecutive meetings will be contacted formally for an explanation and asked if they wish to retire from Brigade Council. Their term of office can be terminated at the discretion of Brigade Council.

34. Powers of Brigade Council

- a. Brigade Council is empowered by its Articles of Association to delegate any of its powers and duties to any of its members or to any committee; to implement rules and regulations for the direction of those to whom it may delegate any of its powers, and subsidiary regulations dealing with the work of the CLCGB. It may also withdraw or alter any such delegation of its powers and duties and amend the Rules of the CLCGB.
- b. Brigade Council shall have the power to appoint employed staff as are required for the effective management of the CLCGB and the promotion of the Object, on such terms and conditions as are deemed desirable.
- c. Brigade Council shall in general have power to determine the policy of the CLCGB and shall have power to carry out the ordinary business of the CLCGB.
- d. Brigade Council can appoint such sub-committees as it shall require from time to time comprising such persons as it shall think fit.
- e. Brigade Council can enrol Companies, Battalions and Regiments (diocesan or composite).

- f. Brigade Council can grant, at its discretion, commissions, ranks and appointments to Officers (Chaplains and Executive) and warrants and appointments to Warrant Officers. The ages of Officers and Warrant Officers shall be:
 - i. Officers - not less than 18 years of age
 - ii. Warrant Officers - not less than 18 years of age, but Probationary Warrant Officers who have enrolled on young leaders training may be appointed at age 16

Adult leaders who are appointed as Officers in the CLCGB are normally drawn from within the Parish and, if possible, they shall be regular attendants of the Church of England or other Episcopal Church in communion with the Church of England.

- g. Brigade Council can issue such Regulations and Instructions as it shall deem best for the welfare of the CLCGB.
- h. Brigade Council can transfer to the Retired List such Officers and Warrant Officers or approve their continued service as it shall determine.
- i. Brigade Council can suspend or disband any Company or higher formation at its discretion.
- j. Brigade Council can suspend or remove from the CLCGB any individual member at its discretion.
- k. Brigade Council can appoint a Committee of Enquiry from within or without membership of the CLCGB as it shall deem advisable to enquire into any matter concerning any unit, formation or individual member of the CLCGB; which Committee shall make its report to Brigade Council in writing.
- l. Brigade Council can appoint a Committee, from within or without membership of the CLCGB, to hear any complaint or grievance from or against any individual member of the CLCGB.
- m. Each member of Brigade Council shall have only one vote upon any question or resolution raised or considered at any meeting of Brigade Council. In the event of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

35. Meetings of Brigade Council

- a. There shall be preferably three meetings per year, but not less than two, of Brigade Council.

- b. The meetings of Brigade Council shall be at intervals of not less than one month from each other.
- c. The quorum of every meeting of Brigade Council shall be ten members.
- d. In the event of there not being a quorum present at any meeting of Brigade Council such meeting shall stand adjourned for one month, the members entitled to be present thereat shall be duly circularised and those members present at the adjourned meeting shall constitute a quorum.
- e. Brigade Council shall have the power to invite such persons not being members to its meeting as it shall consider necessary or desirable.

36. Resolutions to Brigade Council

- a. Resolutions passed by Regiments or Battalions may be sent to National Headquarters provided they are accompanied by a copy of the notice and agenda of the meeting, the record of attendance, and the votes cast.
- b. Resolutions complying with the provisions of paragraph a. above, including those implying amendment to these Rules, shall be placed on the agenda of the next meeting of Brigade Council.

The Staff and Finance Committee

- 37. A standing committee which shall be referred to as the Staff and Finance Committee consisting of the Governor (who shall also be Chairperson), the Deputy Governors, the Honorary Treasurer, the Brigade Chaplain and up to two other members of Brigade Council.
- 38. The additional two members on the Staff and Finance Committee shall be appointed by Brigade Council.
- 39. The Staff and Finance Committee shall meet as circumstances demand and to make such decisions on matters affecting the salaried staff of the CLCGB and the CLCGB's finances as may be necessary.

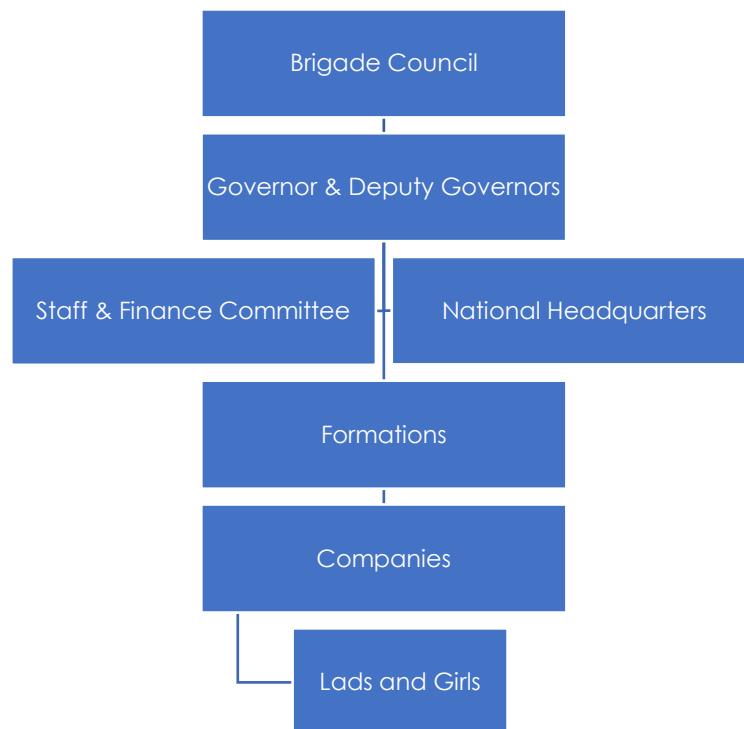
National Headquarters

- 40. National Headquarters coordinates the day-to-day business of the CLCGB and deals directly with Companies on most administrative and routine matters. The chain of command through formations is generally reserved for policy matters.

41. National Headquarters is responsible to Brigade Council.

Hierarchical Overview

42. A diagram showing the hierarchical overview of the CLCGB.



Officers

43. Ranks of Officers within the CLCGB may be conferred only by Brigade Council and is subject to the CLCGB Regulations concerning the Certificate of Leadership and the experience required for any rank or appointment.

44. When Officers vacate their appointments for any reason, they may, at the discretion of Brigade Council, be transferred to the Retired List, with the retired rank of their last appointment. If they return to the Active List by re-appointment and commission, they shall receive such rank as their appointment requires.

45. All Officers and Warrant Officers on ceasing to hold any appointment in the CLCGB for any reason may, at the discretion of Brigade Council, be transferred to the Retired List of Officers and Warrant Officers.

46. National Headquarters shall keep a register of Officers and Warrant Officers who, for any reason, have been transferred by Brigade Council to the Retired

List.

47. Individuals on the Retired List shall be permitted to wear the uniform of their rank (with the addition of the letter 'R' placed below the rank badges) on occasions such as Church parades, dinners, displays and social functions.
48. Officers and Warrant Officers on the Retired List may, if duly nominated, be re-appointed to active employment by Brigade Council for a permanent or temporary term.

Status of Companies and Formations

49. An Unattached Company
 - a. An Unattached Company or parochial unit is one that Brigade Council for any reason shall judge unsuitable to be attached to a Battalion.
 - b. A Company or Companies of a Battalion that, having fallen below the limit of three companies, ceases to exist as a Battalion and shall be unattached.
 - c. Such Unattached Companies shall be attached for administration purposes to diocesan formations already existing, or Brigade Council may make any other provision deemed suitable.
50. Understrength Units
 - a. Where a Company, Battalion or Regiment is not of the strength required by these Rules, it shall cease to remain on the register of Active Units at National Headquarters, unless permitted by Brigade Council to continue, in which case it shall be termed an Understrength Unit which shall be permitted to continue temporarily in the hope of its recovering the strength required.
 - b. Whilst the unit remains Understrength its Officers and Warrant Officers shall not be qualified to vote in elections to Brigade Council or stand for election.
51. Dormant Companies
 - a. A Company which has temporarily ceased its activities may be dormant for a period not exceeding one year when it will be disbanded unless it has been restored to the Nominal Role of Active companies.
52. Company Closure
 - a. In the event of a Company being considered for closure, the Incumbent or other person acting as Chaplain to a company, shall

notify Brigade Council.

- b. Following discussions with the Incumbent, the Company Officer in Charge and the Formation Commander, Brigade Council will authorise its closure but not before having pursued all other possibilities.
- c. On the disbandment of a Company, all monies and properties shall be transferred to the Church Lads' and Church Girls' Brigade to be held in trust by it for a period of six years to be employed for the benefit of the Company if it be re-enrolled within that period. Upon re-enrolment 50% of funds will be transferred to the Company's new bank account with the remainder being held by the Church Lads' and Church Girls' Brigade for local development work.
- d. If the Company has not been re-enrolled within six years the monies and the property so held in trust shall become the property of the Church Lads' and Church Girls' Brigade, to be employed by it for the benefit of the CLCGB at the discretion of Brigade Council.

Finance

- 53. The CLCGB financial year shall be from 1st September to 31st August.
- 54. Every Company shall make an annual contribution to the General Fund of the CLCGB. The amount of such contributions shall be determined by Brigade Council.
- 55. All monies belonging to the CLCGB, as distinct from individual Companies and Formations, shall be under the control of Brigade Council who shall, from time to time, make appropriate arrangements for opening and operating bank accounts in the name of the CLCGB. All investments, properties and other assets belonging to the CLCGB shall be vested or registered in the name of the CLCGB or, alternatively, in the name of a Bank Nominee Company to be held by such Company to the order of Brigade Council.
- 56. Every account or fund held by a Company or a Formation shall be shown on an Annual Statement of Accounts. These Accounts shall be submitted for approval to the Annual General Meeting of the Company or Formation and thereafter a certified copy shall be sent to National Headquarters.
- 57. There shall be a minimum of two signatures required to operate any Bank Account, Building Society Accounts, or any investment of funds in which any monies of the CLCGB are deposited. The two signatories shall not be related.

Uniform

58. Every member shall wear such uniform as shall be decided by Brigade Council.

Brigade Session

59. The Brigade Session shall be from 1st September to 31st August.

Associate Groups

60. Associate Group(s) may be formed comprising members of the CLCGB and others for the purpose of giving support, guidance, advice, funding and assistance to the work of the Brigade. The Terms of Reference shall be as proposed by the Group and approved by Brigade Council.

61. Members of any Associate Group who are not members of the CLCGB shall be deemed "Associate Members" of the Brigade. They shall have no voting rights in any meetings of the CLCGB other than meetings of the Associate Group.

62. Associate Groups may include; CLCGB Historical Group, Parents Group and Former Members/Supporters Group.

Use of Title

63. No member of the CLCGB shall be permitted to use any title conferred by the CLCGB except for its purpose in the CLCGB.

Interpretation of the Rules

64. In the event of there being any dispute or question arising in connection with the interpretation of these Rules, the same shall be considered by Brigade Council, whose decision shall be final.

Health & Safety and Safeguarding

65. Please see separate, dedicated Health and Safety Policy

66. Please see separate, dedicated Safeguarding Policy, including reporting processes

Appendices

67. Additional Policies

Policy Name	Year
Awards Policy	2022
Awards Scheme	2021
Company Administration Guidelines	2022
Complaints & Grievance Policy	2020
Corporate Image Guidelines	2019
Covid-19 Guidance	2021
Dress Regulations	2021
Drill Manual	2005
Equality Diversity & Inclusion Policy	2020
Expeditions, Camps, Holidays & Sleepovers Policy	2022
Expenses Policy	2022
GDPR	2021
Health & Safety Policy	2022
Infection Control Policy	2022
Memorandum & Articles of Association	2005
Music & Drill Competition Rules	2019
Risk Management	2021
Safeguarding Policy	2021
Social Media & Communications Policy	2022
The Brigade Structure, Roles and Responsibilities	2021

68. Additional Forms

Form Code	Form Name	Policy	Year
AW1	Brigade Awards Nomination Form	Awards	2021
C13	Logos	Corporate	2021
CA1	Gift Aid Declaration	Coy Admin	2021
CA2	Company Transfer Form	Coy Admin	
CA3	Company Inspection Form	Coy Admin	2022
CI1	National Letterhead	Corporate	2021
CI2	Company Letterhead	Corporate	2021
CP1	Day Outing Consent Form	Camp	2019
CP2	Health Form for Activities & Events	Camp	2019
CP3	TGA Application Form	Camp	2022
CP4	Camp Inspection Form	Camp	
CP5	Home Contact Information Form	Camp	2022
GD1	Parents' Consent Form	GDPR	2019
HS1	Accident Report Form	H & S	2019
HS2	Risk Assessment	H&S	2019
NF1	Nomination Form (Company Officers, WO & Reg Helpers)	Rules	2019
NF10	Disbandment Form	Rules	2019
NF11	Enrolment Application Form	Rules	2021
NF12	Resignation Form	Rules	2021
NF13	Company Chaplain Nomination Form	Rules	2021
NF2/NF3/NF4	Casual/Camp Helpers & Drivers Nomination	Rules	2021
NF5	OIC Nomination Form	Rules	2019
NF6	Formation OIC Nomination Form	Rules	2021
NF7	Formation Staff Nomination Form	Rules	2019
NF8	Correspondent Nomination Form	Rules	2021
NF9	Treasurer Nomination Form	Rules	2021

PR1	Promotion Form	Rules	2019
SG1	Working Safely Form	Safeguarding	2021

