



The Constitution and bye-laws of ISGF

PREAMBLE

The International Scout and Guide Fellowship (ISGF) is an organisation for adults, in support of Scouting and Guiding.

Based on the Scout/Guide Ideals, its essential aim is to assist its members to maintain the values learned in the youth movements, in a perspective of active support of the World Organisation of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS), of service within their communities and of a continuous personal development.

ISGF is open to former members of the WOSM and WAGGGS, to adults who did not get the opportunity to be Scouts/Guides at early age and to be active Scout/Guide leaders.

ARTICLE I – NAME

The name of the Organisation is the International Scout and Guide Fellowship (ISGF). The French Version of the name is “L’Amitié internationale scoute et guide” (AISG). The organisation is independent.

ARTICLE II – PRINCIPLES

The Principles of the International Scout and Guide Fellowship are to:

- a) respect life and human rights;
- b) work for justice and peace in order to create a better world;
- c) contribute to international understanding especially through friendship, tolerance and respect for others, as laid down in the Aims.

ARTICLE III – AIMS AND OBJECTIVES

The Aims of the International Scout and Guide Fellowship are to encourage its members:

- a) to personally keep alive the spirit of the Promise and Law as laid down by Baden-Powell, Founder of the Scout and Guide Movements.
- b) to bring that spirit into the communities in which they live and work; and
- c) to actively support Scouting and Guiding in these communities, in their countries and worldwide.

The Objectives of the International Scout and Guide Fellowship are:

- a) to establish liaison and co-operation between its Member Organisations, hereinafter called “National Scout and Guide Fellowships (NSGFs)”;
- b) to encourage the founding of NSGFs in any country where no such Organisation exists;
- c) to promote friendship amongst its members throughout the world.



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ARTICLE IV – EMBLEM AND FLAG

The International Scout and Guide Fellowship Emblem is the red Scout arrowhead or the fleur-de-lys bearing two white stars on a white trefoil. A black key-line surrounds both arrowhead and trefoil. All copyright and other intellectual property rights, together with any goodwill relating to it, belong to the ISGF. The version of the Emblems is attached to the Constitution.

The ISGF flag is the Emblem, without key-line, on a field of blue.

ARTICLE V – MEMBERSHIP

Section 1: Requirements for Membership.

Membership of the International Scout and Guide Fellowship is open to all National Scout and Guide Fellowships, which fulfil the criteria and conditions for Membership. Authority to confer such membership is vested in the World Conference (for procedure, see Bye-Law 5).

Section 2: Categories of Membership.

There are two categories of Membership of ISGF:

- a) Full Membership;
- b) Associate Membership.

Section 3: Criteria and conditions for Full membership.

A Full Member of ISGF is a NSGF which:

- a) adopts and sustains adherence to the Principles, Aims and Objectives of ISGF as laid down in this Constitution;
- b) forwards a letter of recognition to the World Bureau from the National WOSM and/or WAGGGS Organisation(s) proving harmony and co-operation;
- c) shows evidence of operation at national level over at least two years;
- d) maintains its Organisation as a voluntary, non-political, preferably independent movement;
- e) consists of a minimum of 125 members in a number of Groups over a geographical area, subject to the approval of the World Committee;
- f) is registered with the World Bureau;
- g) utilises its funds and assets for the implementation of the Objectives of ISGF and not for the profit of any person;
- h) makes a regular payment of the annual per capita fee as decided upon by the World Conference;
- i) has a constitution approved by the World Committee and notifies the World Bureau of any changes in the constitution of its NSGF;
- j) submits an Annual report to the World Bureau.



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Section 4: Criteria and conditions for Associate Membership.

An Associate Member of ISGF is a NSGF, which fulfils the criteria and the conditions given in Section 3 except that in relation to clause c) and e) a lesser development is required.

Section 5: Recognition.

In principle only one NSGF from any one country will be recognised for Membership of ISGF. However, where for various reasons this is impossible, two NSGFs may be formed, one based on former WAGGGS members and the other on former WOSM Members.

A NSGF may consist of one or more Associations. If more than one Association they must participate in a NSGF, a federation or similar link. It is the responsibility of each Federation or equivalent to ensure that all its constituent Associations meet the requirements of the ISGF Constitution and to send copy of the concerned Constitutions to the ISGF World Bureau.

Section 6: Responsibilities and Rights of Membership.

1. Full members responsibilities and rights are to:
 - a) maintain the standard of Membership (section 2);
 - b) take part in meetings of the World Conference;
 - c) formulate the policy of ISGF;
 - d) nominate and elect persons to serve on the World committee;
 - e) promote Fellowship Day;
 - f) take part in International Scout and Guide Fellowship gatherings, seminars, trainings and other events;
 - g) use the services of the World Bureau;
 - h) receive publications and documents issued by the World Bureau;
 - i) support special appeals for service projects etc. put forward by the World Committee/World conference;
 - j) recognise National Organisations as new Members when they have fulfilled the requirements for Membership;
 - k) submit invitations to host meetings of the World Conference.
2. Associate members responsibilities and rights the same as those under section 6.1 except those pertaining to clauses d) and k)

Section 7: Change of Entity.

If a change occurs affecting the entity of a NSGF, which is a Member of ISGF. The NSGF, which emerges from the change, replaces the former Member, subject to the fulfilment of the requirements stated in Section 3 of this Article V being fulfilled. The new NSGF shall, from the moment it is deemed acceptable by the World Committee, assume the Membership of the NSGF it replaces. This decision to be submitted to the next World Conference for ratification.



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Section 8: Central Branch.

Individuals and smaller groups living in a country where there is no NSGF, may register with the World bureau and thus become members of the Central Branch. Conditions for the Central Branch are outlined in Bye-Law IV.

ARTICLE VI – SUSPENSION, CANCELLATION AND RESIGNATION

Section 1: Suspension and Cancellation of Membership.

The World Committee may provisionally suspend the membership of any National Scout and Guide Fellowship that, in its opinion, no longer fulfils the Requirements for Membership. If the World Committee maintains its suspension, the World Conference, at its next meeting, shall hear the report of the World Committee and invite the suspended Organisation to present its written or verbal comments. The World Conference has the authority to decide the appropriate course of action to be taken. If its decision is to cancel the Membership of the Organisation, such as decision requires a two-thirds majority of the votes cast by secret ballot to become effective.

Section 2: Resignation

- a) Any NSGF may resign from ISGF by written notice addressed to the Secretary General. Resignation takes effect on 31st December of the first year following that during which the notice was given, subject to the NSGF having at that date fulfilled all obligations arising out of its Membership, including financial obligations. The resignation will be reported to the next World Conference.
- b) A NSGF which, for any reasons, ceases to be a Member, is no longer entitled to :
 - (1) the privileges and services of ISGF;
 - (2) the recognition by the other NSGFs;
 - (3) the use of the emblem and other material associated with ISGF.

ARTICLE VII – ORGANISATION OF ISGF

- a) The International Scout and Guide Fellowship comprises:
 - (1) The World Conference – the governing body of ISGF;
 - (2) The World Committee- the executive body of ISGF;
 - (3) The World Bureau - the secretariat of ISGF.**
 - (4) Regions and Sub-regions

b) Official languages:

The official languages of ISGF are English and French.

ARTICLE VIII – THE WORLD CONFERENCE



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Section 1: Composition.

The World Conference is composed of:

- a) Delegates not exceeding four from any one National Scout and Guide Fellowship together with a maximum of four delegates from the Central Branch;
- b) All members of the existing World Committee without voting rights.

The quorum for any meetings of the World Conference is 50% of the NSGFs plus one.

Section 2: Functions.

The functions of the World Conference are:

- a) to consider the policies and Aims of ISGF throughout the world and to decide such actions as shall further the Objectives of ISGF;
- b) to approve the proposal by the World Committee for the Chairman and Vice-Chairman for the duration of the World Conference;
- c) to consider applications for Memberships and decide on the cancellation of Membership;
- d) to elect new members of the World Committee;
- e) to consider reports and recommendations presented by the World Committee, and vote upon them;
- f) to consider reports and recommendations brought forward by NSGFs, and vote upon them;
- g) to consider and vote upon proposed amendments to this Constitution and its Bye-Laws;
- h) to exercise such other functions arising from this Constitution and Bye-Laws;
- i) to appoint the Auditors to ISGF;
- j) to adopt the audited balance sheets and statements of accounts of ISGF;
- k) to examine the general financial policies and plans for raising and administering the funds of ISGF for the next three years, and determine the annual fees for NSGFs;
- l) to elect, from the proposal received, the most suitable NSGF to host the next World Conference;
- m) to consider and determine any recommendation to dissolve the International Scout and Guide Fellowship, and to determine the disposal of all available ISGF assets and funds.

Section 3: Voting.

- a) Each NSGF and the Central Branch has four votes, which they can use as they think fit, irrespective of the number of delegates attending. However, in case where two NSGFs in one country have been recognised as Members, each has only two votes. Except as provided for under § 2 of this section, resolutions are passed by a simple majority vote of the NSGFs present or represented and voting. In the event of a tie, the motion is defeated.
- b) Decisions concerning:
 - (1) admission of new Members;
 - (2) cancellation of Membership;



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- (3) determination of the annual fees;
 - (4) amendments to this Constitution;
 - (5) dissolution of ISGF and the disposition of its assets and funds,
shall be decided by a two-thirds majority of the votes cast.
- c) Any NSGF which fails to pay its annual fees up to and including the end of the financial year preceding the Conference forfeits its right to vote until payment has been received, unless the World Committee has granted remission/postponement of payment of the fees.
 - d) A NSGF which is unable to be present at a meeting of the World conference may vote by proxy given to another NSGF, having first notified the Secretary General of its intention to vote by proxy. The rules laid down in 1. above apply, except for the Central Branch which has no proxy vote. Any one NSGF can accept the proxy of only one other NSGF.
 - e) In appropriate circumstances as determined by the World Committee, there may be a postal referendum to NSGFs between meetings of the World Conference. The voting rules as laid down in Article VIII shall apply, except to the Central Branch which has no postal vote.

Section 4: Meetings.

- a) The World Conference shall meet triennially.
- b) An extraordinary meeting may be called either
 - (1) Following a decision of the World Committee or
- c) At the request of not less than third of the NSGFs. In each case the requests are to be sent to the Secretary General and the specific matter for discussion and action stated on the notices of the meeting. The quorum applies.
- d) The World Conference shall adopt its own Rules of Procedure.

ARTICLE IX – THE WORLD COMMITTEE

Section 1: Composition.

The World Committee shall be composed of:

Eight (8) members from the recognised National Scout and Guide Fellowships to be elected by secret ballot by the World Conference from a list of nominees submitted by NSGFs to the Secretary General. In no case shall more than one elected member from any one NSGF serve on the World Committee during the same term of office.

A member appointed by the World Committee of the World Organisation of the Scout Movement (WOSM) and a member appointed by the World board of the World Association of Girl Guides and Girl Scouts (WAGGGS).

The Secretary General of the International Scout and Guide Fellowship or his/her representative, as an ex-officio member of the World Committee and of all its of its Sub-committees, without voting rights.

Project representatives as may be felt necessary, without voting rights, appointed as in Article IX Section 5 letter i)



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Section 2: Term of Office of elected members.

No elected member can hold office for more than two triennia consecutively (six years), four retiring at each Triennial World Conference and an equal number being elected in their places. A retiring member is eligible for re-election after a lapse of one triennium.

This restriction does not apply to a member who has been called to fill a vacancy arising in between two World Conferences as provided in Section 3.

Section 3: Vacancies.

Should vacancies occur in the elected membership due to resignation, illness or death, in the interval between two World Conferences, such vacancies to be filled by the World Committee in office. Where possible, first preference must be from the remainder of nominees for elections submitted at the preceding World Conference. The principle established in the last sentence of Article IX, Section 1a must apply.

Section 4: Chairman and Vice-Chairmen.

At its first meeting, the World Committee shall elect its Chairman and one or two Vice-Chairmen. Their term of office is for one triennium, which ceases at the end of the meeting held at the World Conference.

Section 5: Functions.

The World Committee is the executive body of ISGF. Its members shall consider the interests of ISGF as a whole. They neither consider themselves, nor be considered as representing any particular NSGF or Region.

The functions of the World Committee are:

- a) to act on behalf of the World Conference between its meetings; to give effect to its decisions, recommendations and policies and to represent it at international event and notional events;
- b) to promote ISGF throughout the world by means of visits, correspondence, training courses and other appropriate action;
- c) to advise and assist NSGFs in carrying out the Principles, Aims and Objectives of ISGF;
- d) to recommend the admission of NSGFs applying for Membership, after consultation with the Scout and Guide Associations recognised in that country;
- e) to suspend provisionally, if necessary, the Membership of a NSGF until the next World conference;
- f) to prepare the agenda and procedure of the meetings of the World conference in accordance with Bye-Law I;
- g) to appoint the Secretary General of ISGF and to appoint his/her Deputy or Deputies upon a recommendation of the Secretary General;
- h) to supervise the management of the World Bureau;
- i) to appoint project representatives without voting rights, as is felt necessary; their mandate shall be limited to a maximum of three years which can eventually be extended up to a maximum of three years



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- j) to accept the responsibility for the raising of funds additional to the annual fee paid by NSGFs;
- k) to submit the Balance Sheet and Statements of Accounts and submit the budgets and recommended annual fee to the World Conference;
- l) to grant remission or postponement of payment of the annual fees;
- m) to submit reports and recommendations to the World Conference;
- n) to establish Regions and help establishing Regional Committees, in accordance with the provisions of Article XI and to maintain close liaison with the Regional Committees; to recommend re-organisation of Regions and Sub-Regions at the request of NSGFs or as may be necessary;
- o) to grant consultative status to such Organisations as may be of assistance to ISGF as approved from time to time by the world Conference;
- p) to exercise other functions resulting from this constitution and By-laws as approved from time to time by the World Conference.

Sections 6: Voting.

- a) Each member of the World Committee and any substitute called to fill a vacancy shall have one vote (Article IX, sections 1 and 3).
- b) Resolutions shall be taken by a simple majority of the members present and voting. In the event of a tie, the motion is defeated;
- c) Proxy voting are not provided for.

Section 7: Meetings and Committees.

- a) The World Committee meets at least once a year at such time and place as the World Committee may decide
- b) Two-third of the members with voting rights are required fro the quorum
- c) The World Committee adopts its own rules of procedure.
- d) The World committee may establish, on a permanent or temporary basis, Sub-committees or other bodies as it deems necessary for the performance of its functions.

Section 8 : The Steering Committee

A Steering Committee is created within the World Committee. It is comprised of the Chairman of the World Committee, the Vice-Chairmen, the Secretary General and the Treasurer.

The Steering committee must meet at least once a year between two meetings of the World Committee.

The duties of the Steering Committee are exclusively to prepare the meetings of the World Committee and to follow up on its decisions and recommendations.

The Steering Committee meetings are called by its Chairman or half of the elected members of the World Committee.



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ARTICLE X- THE WORLD BUREAU

Section 1: Composition.

The World Bureau of the International Scout and Guide Fellowship is comprised of the ISGF Secretary General and of such other staff as may be required.

Section 2: Functions of the Secretary General.

The functions and responsibilities of the Secretary General are:

- a) to direct the work of the World Bureau;
- b) to deal with all matters concerning the staff of the World Bureau as provided for within the framework of the budget approved by the World Conference. In so far as is possible, such staff to be recruited on an international basis, recommended by the Secretary General and approved by the World Committee;
- c) to make contacts, as necessary, by correspondence and visits in order to promote and safeguard the interests of ISGF;
- d) to exercise other functions resulting from this Constitution and its Bye-Laws, and such other functions as the World Committee may delegate to him/her.

Section 3: Functions of the World Bureau.

The functions of the World Bureau are:

- a) to assist the World Conference, the World Committee and its subsidiary bodies in the fulfilment of their functions, to make preparations for all their meetings and to provide the necessary services for the implementation of the decisions;
- b) to maintain relations with NSGFs and assist them in their development, to promote the development of ISGF in countries where it does not exist, to inquire into applications for Membership, to support requests for aid, to promote the organisation of International and Regional events and to maintain relations with other international organisations whose activities are related to those of ISGF.

ARTICLE XI – REGIONS AND REGIONAL COMMITTEES

Section 1: Regions.

- a) National Scout and Guide Fellowships are grouped together in geographical areas known as Regions.

NSGFs neighbouring two Regions may join both Regions, after consulting the World Committee.

- b) Regional Committees.

(1) A Regional Committee may be established within a Region.

(2) The Regional Committee is composed of members from within the Region nominated by their NSGFs.



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(3) Each Committee elects one of its members as Chairperson and informs the World Committee.

c) Functions.

The functions of the Regional Committees are:

(1) To foster the development of the International Scout and Guide Fellowship in the Regions and to support their programme and activities;

(2) To promote Regional Gatherings;

(3) To liaise with the World Committee, Sub-Regional Committees, NSGFs and Central Branch members.

(4) to develop contacts with the World Organisation of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS) on a regional basis.

Section 2: Sub-Regions

a) NSGFs within a Region may form Sub-Regions with the approval of the World Committee.

NSGFs neighbouring two Sub-regions may join both Sub-regions, after consulting the World Committee.

b) Sub-Regional Committees.

(1) A Sub-Regional Committee shall be composed of members from within the Sub-Region, nominated by the NSGFs.

(2) Each Committee shall elect one of their members to be appointed as Chairman.

c) Functions.

The functions of the Sub-Regional Committees are:

(1) To develop the International Scout and Guide Fellowship within the Sub-Region;

(2) To promote Sub-Regional Gatherings;

(3) To liaise with the Region, Regional Committee, World Committee, NSGFs and Central Branch members.

Note: NSGFs adjacent to two Regions/Sub-Regions may decide to join a Region/Sub-Regions of their own choice, after consultation with the World Committee.

ARTICLE XII- FINANCES

a) The funds of the International Scout and Guide Fellowship are derived from:

(1) The annual fees per capita fees paid by the NSGFs, the levels of which are determined by the World Conference;

(2) The annual per capita fees paid by members of the Central Branch;

(3) Donations subscriptions, legacies and any other source of income from investments.

b) Such income shall be managed by the World Committee to defray the expenses of ISGF in accordance with the financial policy and plan agreed by the World Conference.

c) Each NSGF pays an annual fee at an agreed per capita level to be determined by the World Conference by a two-thirds majority of the votes cast.



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In addition, an annual inflationary increase in the cost of living for the country in which the World Bureau is situated and any other relevant changes in inflation.

- d) All funds to be deposited to the credit of ISGF and be disbursed in accordance with the approval budget.
- e) An audited financial statement shall be submitted annually by the World Committee and copies be sent to all NSGFs.
- f) Other financial matters relating to the International Scout and Guide Fellowship are referred to elsewhere in this Constitution.

ARTICLE XIII – AMENDMENTS TO THE CONSTITUTION

- a) This Constitution may be amended by the World Conference at any of its plenary sessions by a two-thirds majority of the votes cast. Texts with reasons for any proposed amendment can only be accepted from NSGFs or the World Committee. Such text must be received by the World Bureau seven months before the meeting of the World Conference and communicated to all NSGFs at least six months in advance of the time of the meeting of the World Conference.
- b) Any changes with reasons for these amendments must be submitted to the World Bureau no less than two months before the meeting of the Conference.



THE BYE-LAWS

BYE-LAW I: THE WORLD CONFERENCE

Notice of meetings

The notice of an ordinary meeting of the World Conference must be mailed by the World Bureau to all National Scout and Guide Fellowships at least nine months before the date of the meeting and, in the case of an extraordinary meeting, at least three months in advance. The notice includes where possible the provisional agenda of the meeting.

Attendance

The World Conference is attended by:

1. Delegates not exceeding four from any one NSGF with right to four votes;
2. A maximum of four delegates from the Central Branch with right to four votes;
3. All members of the existing World Committee without voting rights;
4. Representatives of the WAGGGS World Board and of the WOSM World Committee on the invitation by the ISGF World Committee with no voting rights.

Individual members of NSGFs and members of the Central Branch (see Bye-Law IV) may also attend the meetings of the World Conference without voting rights. But numbers may be limited according to facilities available.

Agenda

1. Items on the agenda on which the World Conference has to vote must be specifically mentioned in the notice of the meeting and, if appropriate, the World Committee's opinion.
2. Each NSGF has the right to submit recommendations in writing not later than seven months before the World Conference. At least three months before the beginning of the World Conference (except for an extraordinary meeting), NSGFs must be in possession of the final agenda with all recommendations to be voted upon.
3. Items which are not on the agenda and where no recommendations have been included in the agenda because of their late arrival are only to be discussed when the World Conference decides their urgency by a majority of two-thirds of the votes cast. These items however can only be decided by postal vote after the World Conference has been closed (so that delegates may report the matters to their own NSGF for their decisions).

Appointment of Chairman and Vice-Chairman

The World Committee proposes a Chairman and one or more Vice-Chairmen for each World Conference. Together they share the chairing of the meeting and plan this with the World Committee.

Secretary for the World Conference

The Secretary General or an agreed substitute named by the World Committee serves as Secretary to the World Conference.



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BYE- LAW II : THE WORLD COMMITTEE

Notice of meetings

Notice of meetings shall be mailed by the World Bureau so as to be received by Members of the World Committee at least thirty days in advance of the time set for the meeting.

The notice shall include the provisional agenda of the meeting.

Election of Members

Nine months in advance of the next meeting of the World Conference, the Secretary General writes to all NSGFs calling for nominations for candidates to fill vacancies that will arise on the World Committee at the World Conference. Nominations must reach the World Bureau at least five months before the World Conference.

Each nomination of a candidate shall be endorsed and/or made by his/her NSGF.

The list of all nominees with their particulars or C.V. is sent out to all NSGFs three months in advance of the World Conference and the list is closed.

Consultants

The World Committee may invite any competent person whose presence it deems useful, to participate in one or more of its meetings as a consultant without voting rights.

Conduct of Affairs

Between meetings of the World Committee, matters to be submitted to members through correspondence, by the Secretary General.

BYE-LAW III : THE WORLD BUREAU

The World Bureau shall operate in accordance with the law of the country in which the ISGF headquarters are situated, in order to enjoy full legal status.

BYE-LAW IV : THE CENTRAL BRANCH

Membership

Individuals and groups of adults living in a country where there is no National Scout and Guide Fellowship of the International Scout and Guide Fellowship, may register with the World Bureau and thus become members of the Central Branch.

World Conferences

Central Branch is represented at World Conferences by a maximum of four delegates, elected at the Conference.



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Central Branch Co-ordinator

A central Branch Co-ordinator is appointed by the World Committee to be in charge of the administrative work of the Central Branch and provide necessary support to its members. The Co-ordinator, Regional Committees and Sub-Regional Committees will inform each other on all initiatives within planning and execution as required.

Finances

The level of the annual fees for members of the Central Branch is decided by the World Committee.

Termination of Membership

Twelve months from the date on which a National Organisation becomes a NSGF of the ISGF, membership of the Central Branch will cease for members living in that country, unless these are working towards another NSGF as mentioned in Article V section 3.

BYE-LAW V: REGISTRATION PROCEDURE FOR MEMBERS

The World Committee investigates any application for Membership by a National Organisation. If the Committee considers that the requirements laid down in Article V are fulfilled, it shall grant membership to the applicant. This decision to be approved by the World Conference at the next meeting.

BYE - LAW VI: THE USE OF THE EMBLEM

Members of the International Scout and Guide Fellowship enjoy a non-exclusive licence to use the ISGF Emblem for the duration of their Membership but otherwise acquire no rights in it.

Non-Member National Organisations recognised by ISGF as working towards Membership may be granted by the World Committee a non-exclusive licence to use the emblem for duration of such recognition but otherwise acquire no rights in it.

Members of ISGF and any non-Member National Organisation recognised by the World Committee as working towards Membership, are not entitled to sub-licence use of the emblem without the consent of the World Committee through the World Bureau.

BYE - LAW VII : AMENDMENTS OF BYE-LAWS

1. These Bye-Laws may be amended by the World Conference at any of its meetings by a simple majority of the Members present or represented and voting. Texts of the proposed amendments are communicated by the World Bureau to all NSGFs at least six months in advance of the time of the meeting.
2. Any further changes to these proposed amendments will have to be submitted to the World Bureau, two months before the meeting of the Conference.