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## PREAMBLE:

ISGF was founded on 25th October 1953 in Lucerne, (Switzerland) under the name of the International Fellowship of Former Scouts and Guides (IFOFSAG) and was established following resolutions from the World Association of Girl Guides and Girl Scouts (WAGGGS) and the World Organisation of the Scout Movement (WOSM) at their respective World Conferences held during that year 1953. Then, in 1996 IFOFSAG changed its name to International Scout and Guide Fellowship (ISGF): an "organisation for adults." The present Constitution governs the operation of the International Scout and Guide Fellowship (ISGF) in a kindred spirit of world cooperation and friendship following the legacy of Lord Robert Baden-Powell, 1st Baron Baden-Powell of Gilwell.

## **ARTICLE 1**

### ***Name, nature and admission of adults***

#### **1. Name and Nature**

The International Scout and Guide Fellowship (ISGF) is an independent organisation for adults.

#### **2. Admission of adults**

The ISGF through membership of a National Scout and Guide Fellowship (NSGF) or the Central Branch (CB) is open to former and present adult members of the Member Organisations of the World Association of Girl Guides and Girl Scouts (WAGGGS) and the World Organisation of the Scout Movement (WOSM) and to adults who did not get the opportunity to be Scouts/Guides at an early age or to be active Scout/Guide leaders, but are now willing to subscribe to the values of Scouting and Guiding.

## **ARTICLE 2**

### ***Principles***

#### ***The Principles of the ISGF are to:***

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

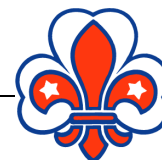
## **ARTICLE 3**

### ***Aims and Objectives***

#### **1. Aims**

The Aims of the ISGF are to encourage its members to:

- a) personally keep alive the spirit of the Promise and Law as laid down by Lord Robert Baden-Powell, Founder of the Scout and Guide Movement, in a process of continuous personal development;
- b) bring that spirit into the communities in which they live and work through active service to them;
- c) actively support the WAGGGS and WOSM member organisations in these communities, in their countries and worldwide.



## **2. Objectives**

The Objectives of the ISGF are to:

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

## **ARTICLE 4** **Emblem and flag**

### **1. Emblem**

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

### **2. Flag**

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

## **ARTICLE 5** **Membership**

### **1. Requirements for Membership**

Membership of the ISGF is open to all national adult organisations which fulfil the criteria and conditions for Membership. Authority to confer such Membership is vested in the World Conference. [In addition to the possibility of joining the ISGF through the NSGF's in accordance with paragraph 2 and seq., individuals and small groups of adults living in a country where there is no NSGF may register with the World Bureau and thus become members of the Central Branch.](#)

### **2. Categories of Membership for NSGF**

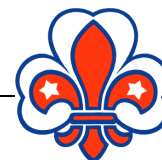
There are two categories of Membership of the ISGF [for NSGF](#):

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

### **3. Criteria and conditions for Full Membership**

A Full Member of the ISGF is a national adult organisation which:

- a) adopts and adheres continuously to the Principles, Aims and Objectives of the ISGF as laid down in this Constitution;
- b) is open to all adults regardless of race, gender, nationality and creed;
- c) adopts a simple and effective organisational structure based on democratic principles;
- d) shows evidence of operation at national level for at least two years;
- e) maintains a voluntary and non-political nature;
- f) consists of at least 125 members. However, in the case of countries with small population, less than 600.000, the minimum number of members required for Full Membership is set to 100.
- g) utilises its funds and assets for the implementation of the Aims and Objectives of the 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 and any subsequent amendments to it approved by the World Committee.



- j) “has a written declaration approved by the WCom. In relation to the aims and objectives of the Organisation and in particular article 3. 1c and ensuring that the conditions of Bye-Law 5 are met.

#### **4. Structure of a Full Member**

A Full Member of the ISGF may be either an independent organisation or a section of a Scout and/or Guide national organisation, provided all criteria and conditions laid down in paragraph 3 of this article are fulfilled. In the second case, however, the section should have separate structures and enjoy its autonomy, including in the financial field.

#### **5. Single associations and federations**

A NSGF may consist of one or more associations. If it consists of more than one association the constituent associations must form a federation or similar link, which will be recognised as the NSGF, subject to verification of the criteria and conditions as stated above. It is the responsibility of the federation or equivalent to ensure that all its constituent associations meet the requirements of the ISGF Constitution.

#### **6. One NSGF per country – Exceptions**

In principle only one NSGF from any one country shall be recognised by the ISGF. However, where for various reasons it is impossible to have a single association or a federation as provided by paragraph 5 of this article, the World Committee may recommend that two NSGFs be formed, one based on former members of a WAGGGS Member Organisation and the other on former members of a WOSM Member Organisation.

#### **7. Criteria and conditions for Associate Membership**

An Associate Member of the ISGF is a national adult organisation which fulfils the criteria and the conditions laid down in paragraphs 3 to 5 of this article, except that, in relation to clause **d)** of paragraph 3, the minimum period of operation at national level is one year and, in relation to clause **f)** of the same paragraph, the minimum required is 60 members. However, in the case of countries with small population, less than 600.000, the minimum number of members required for Associate Membership is set to 40.

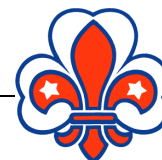
#### **8. Submitting the Constitution**

If the NSGF is a federation it is the responsibility of the federation to send a copy of each of the concerned constitutions to the ISGF World Bureau. If the NSGF is a section of a WAGGGS and/or WOSM Member Organisation, the constitution to be submitted is that of the WAGGGS and/or WOSM Member Organisation, together with the constitution or bye-laws of the NSGF itself if such exists.

#### **9. Responsibilities and rights of Full Members**

Full Members' responsibilities and rights are to:

- a) maintain the criteria and conditions of Membership laid out in paragraph 3 of this article;
- b) take part in meetings of the World Conference;
- c) contribute to formulating the policy of the ISGF;
- d) nominate and elect persons to serve on the World Committee;
- e) promote Fellowship Day;
- f) take part in ISGF 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 or the World Conference;
- j) submit invitations to host meetings of the World Conference.



### **10. Responsibility and rights of Associate Members**

ISGF Associate Members' responsibilities and rights are the same as those under paragraph 9 of this article except those pertaining to clauses d) and j). Furthermore, while participating in meetings of the World Conference, they are not entitled to vote on the following matters: recognition of national organisations as Full Members, cancellation of Membership of Full Members, amendments to the Constitution or the Bye-Laws.

### **11. Change of entity**

If a change occurs affecting the entity of a NSGF, the organisation emerging from the change shall replace the former NSGF, subject to verification of its compliance with the criteria and conditions laid down in paragraph 3 of this article. 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 shall be submitted to the following World Conference for ratification.

### **12. Central Branch**

Individuals in a country where there is no NSGF may register with the World Bureau and thus become members of the Central Branch. [When there are 8 or more such people, they may create a CB group which may be a first step towards the establishment of a NSGF.](#) Conditions for the Central Branch are outlined in Bye-Law 4.

## **ARTICLE 6**

### ***Suspension, cancellation and resignation***

#### **1. Suspension and cancellation of membership**

The World Committee may provisionally suspend the Membership of any NSGF that, in its opinion, no longer fulfils the criteria and conditions 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. A decision to cancel the Membership of an Organisation requires a two-thirds majority of the votes cast by secret ballot.

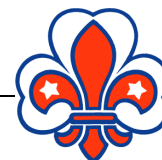
#### **2. Resignation**

A NSGF may resign from the ISGF by written notice addressed to the Secretary General. Resignation takes effect on 31<sup>st</sup> 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 following World Conference.

#### **3. Effects of loss of Membership**

A NSGF which, for any reason, ceases to be a Member, is no longer entitled to:

- a) enjoy the privileges and services of the ISGF;
- b) be recognised as a Member by the other NSGFs;
- c) use the emblem and other material associated with the ISGF.



## **ARTICLE 7** **Organisation of the ISGF**

### **1. Structure**

The ISGF comprises:

- a) The World Conference – the governing body of the ISGF;
- b) The World Committee – the executive body of the ISGF;
- c) The World Bureau – the secretariat of the ISGF;
- d) Regions and Sub-Regions.

### **2. Official languages**

The official languages of the ISGF are English and French.

## **ARTICLE 8** **The World Conference**

### **1. Composition**

The World Conference shall be composed of:

- a) delegates not exceeding four from any one NSGF;
- b) a maximum of four delegates elected from among the Central Branch members;
- c) all members of the World Committee, without voting rights.

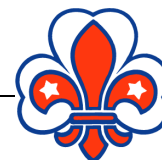
### **2. Quorum**

The quorum for a meeting of the World Conference shall be half plus one of the Members of the ISGF.

### **3. Functions**

The functions of the World Conference are:

- a) to consider the Aims and Objectives of the ISGF and decide such actions as shall further them throughout the world;
- b) to formulate the policy of the ISGF;
- c) to decide on applications for and cancellations of Membership;
- d) to elect the members of the World Committee;
- e) to consider reports and proposals submitted by the World Committee, and vote upon them;
- f) to consider reports and proposals submitted 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 as arise from this Constitution and Bye-Laws;
- i) to appoint the Auditors to the ISGF;
- j) to adopt the audited balance sheets and statements of accounts of the ISGF;
- k) to examine the general financial policies and plans for raising and administering the funds of the ISGF for the next three years, and determine the annual per capita fee for NSGFs;
- l) to select the most suitable NSGF to host the subsequent World Conference on the basis of invitations received;
- m) to consider and decide on any proposal to dissolve the ISGF, and determine the disposal of all available ISGF assets and funds;
- n) to approve the rules of procedure of the Conference.



## **4. Voting**

Each NSGF and the Central Branch shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending. However, in the case where two NSGFs in one country have been recognised as Members, each shall have only two votes. As a rule, resolutions are passed by a simple majority vote of the votes cast. In the event of a tie, the motion shall be defeated. Decisions concerning: a) the admission of new Members; b) the cancellation of Membership; c) the determination of the annual per capita fee; d) amendments to this Constitution; e) the dissolution of the ISGF and the disposal of its assets and funds, shall be decided by a two-thirds majority of the votes cast.

## **5. Secret ballot**

Voting concerning the hosting of the following World Conference, the admission of new Members and the cancellation of Membership shall require a secret ballot. Other matters may also be voted upon by secret ballot as decided by the Chairman of the World Conference. Tellers are bound to secrecy.

## **6. Loss of right to vote**

Any NSGF which fails to pay its annual fees up to and including the end of the financial year preceding the Conference shall forfeit its right to vote until payment has been received, unless the World Committee has granted remission or postponement of payment of the fees.

## **7. Proxy**

A NSGF which is unable to be present at a meeting of the World Conference may appoint another NSGF to represent it by proxy and vote on its behalf, having first notified the Secretary General of its intention to do so. The Central Branch has no proxy. No NSGF shall accept more than one proxy. Members voting by proxy shall be included in the quorum mentioned in paragraph 2 of this article.

## **8. Postal referendum**

In appropriate circumstances as determined by the World Committee, a postal referendum may be called among NSGFs between meetings of the World Conference. The voting rules as laid down in paragraphs 4, 5 and 6 of this article shall apply, except for the Central Branch which has no postal vote and **for the fact that each NSGF will have one vote only**. In case of a postal referendum the World Committee appoints the tellers. **Such circumstance may in particular be force majeure**

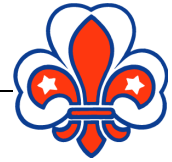
## **9. Meetings**

The World Conference shall meet triennially. An extraordinary meeting may be called either a) by a decision of the World Committee, or b) at the request of no less than one third of the NSGFs. A request for an extraordinary meeting shall be sent to the Secretary General and shall indicate the specific matter proposed for discussion and action. The quorum shall apply.

## **ARTICLE 9** **The World Committee**

### **1. Role**

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



## 2. Functions

The functions of the World Committee are:

- a) to act on behalf of the World Conference between its meetings and give effect to its decisions, recommendations and policies and **to take further decisions in case of force majeure**;
- b) to represent the ISGF at international and national events;
- c) to promote the ISGF throughout the world by means of visits, correspondence, training activities and other appropriate actions;
- d) to advise and assist NSGFs in carrying out the principles, aims and objectives of the ISGF;
- e) to recommend the admission of national adult organisations applying for Membership after verifying their possession of the relevant criteria and conditions;
- f) to suspend provisionally, if necessary, the Membership of a NSGF until the following World Conference;
- g) to prepare the agenda and programme of the meetings of the World Conference;
- h) to appoint the Secretary General of the ISGF, and to appoint the World Bureau staff as recommended by the Secretary General;
- i) to supervise the management of the World Bureau;
- j) to appoint project leaders, as necessary; their service shall initially be limited to a maximum of three years which may be extended by a maximum of three further years;
- k) to instigate the raising of funds additional to the annual fees paid by NSGFs and CB members;
- l) to submit to the World Conference a balance sheet, statements of accounts, budgets and a proposal for the annual fee;
- m) to grant remission or postponement of payment of the annual fees;
- n) to submit reports and proposals to the World Conference;
- o) to establish Regions, to help in the establishing of Regional Committees, in accordance with the provisions of article 13, and to maintain close contacts with them; to propose to the World Conference any re-organisation of Regions and Sub-regions as may be necessary or requested by NSGFs;
- p) to grant consultative status to such organisations as may be of assistance to the ISGF as approved from time to time by the World Conference;
- q) to exercise other functions resulting from this Constitution and Bye-laws.

## 3. Composition

The World Committee shall be composed of:

- a) voting members

Six members to be elected by secret ballot by the World Conference from a list of nominees submitted by Full Members; at no time shall more than one elected member from any NSGF serve on the World Committee.

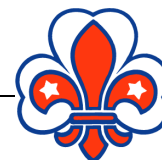
- b) non-voting members

- i. The Secretary General of the ISGF or his/her representative, as an ex-officio member of the World Committee and of all its Sub-committees.
- ii. The Treasurer of the ISGF, as an ex-officio member of the World Committee;
- iii. Project leaders as may be felt necessary, appointed as in paragraph 2, j) of this article.
- iv. A member appointed by the World Board of WAGGGS and a member appointed by the World Committee of WOSM.
- v. The Chairmen of the ISGF Regional Committees as advisors.

## 4. Meetings

The World Committee shall meet at least once a year at such time and place as it may decide.





## **5. Quorum**

The quorum of the World Committee shall be two-thirds of the voting members.

## **6. Voting**

Each member of the World Committee included in paragraph 3 a) of this article shall have one vote. Decisions shall be taken by a simple majority of votes cast. In the event of a tie, the motion is defeated. Proxy votes are not allowed.

## **7. Chairman and Vice-Chairmen**

At its first meeting following the election of new members, the World Committee shall elect a Chairman and one or two Vice-Chairmen for the new Committee. Their term of office shall be for one triennium and shall cease at the end of the meeting at which the Chairman and Vice-Chairmen of the subsequent Committee are elected.

## **8. Term of office of elected members**

Elected members shall serve for six years. They shall retire in rotation, three (3) at each triennial World Conference. A retiring member shall be eligible for re-election after a lapse of one triennium.

## **9. Vacancies**

Vacancies occurring among the elected members owing to resignation, illness or death in the interval between two World Conferences shall be filled by the World Committee by co-option. Preference shall be given to candidates nominated for the World Committee at the preceding World Conference and who were not elected. The substitute member shall remain on the World Committee until the end of the term of service of the member whose place he/she fills and is eligible for election at the end of this term.

## **ARTICLE 10** **The World Bureau**

### **1. 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, by making preparations for all their meetings and providing the necessary services for the implementation of their decisions;
- b) to maintain relations with NSGFs and assist them in their development;
- c) to promote the development of the ISGF in countries where it does not exist;
- d) to inquire into applications for Membership;
- e) to support requests for aid;
- f) to promote the organisation of international and regional events;
- g) to maintain relations with other international organisations whose activities are related to those of the ISGF.

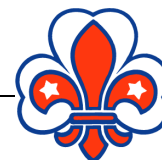
### **2. Composition**

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

### **3. 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 shall 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 the ISGF;
- d) to exercise such other functions as arise from this Constitution and its Bye-Laws, and such other functions as the World Committee may delegate to him/her.

### **ARTICLE 11** **The Treasurer**

#### **1. Functions**

The functions of the Treasurer are:

- a) to keep the accounts of the ISGF and to verify them against the budget;
- b) to disburse all ISGF funds, in accordance with the budget approved by the World Committee;
- c) to submit annually to the World Committee an audited statement of accounts for approval by the Committee;
- d) to co-operate with the auditors for the accomplishment of their task;
- e) to discharge his/her legal functions in relation to the law of the country in which the World Bureau is located (as concerns the nature of the ISGF as a non-profit organisation) and any other formality in accordance with that law, including any tax declaration;
- f) to act as adviser to, and co-operate with, the World Committee and the World Bureau for the preparation of the budget, the indexation and possible adjustment of fees, the management of development funds, and any other matter pertaining to finance.

#### **2. Appointment and term of office**

The Treasurer shall be appointed or re-appointed by the World Committee at its first meeting following the World Conference, for a three-year term that may be renewed indefinitely. He/she is an ex-officio member of the World Committee without voting rights, and an ex-officio member with voting rights of any financial commission that might be set up. He/she may resort to the assistance of external people or companies, but shall remain entirely responsible for the discharge of his/her functions before the World Committee.

### **ARTICLE 12** **Regions and Sub-Regions**

#### **1. Regions**

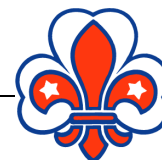
NSGFs are grouped together in geographical areas known as Regions, as defined by the World Committee after consultation with the NSGFs concerned. NSGFs neighbouring two Regions may opt to join both Regions, after consulting the World Committee.

#### **2. Regional Constitutions**

A Region may decide to approve its own Constitution. Regional Constitutions and amendments thereto must be approved by the World Committee before entering into force. In the event of a conflict between the World Constitution and a regional Constitution, the World Constitution shall prevail.

#### **3. Regional Committees – Establishment and Composition**

A Regional Committee may be established within a Region. It shall be composed of members from within the Region nominated by their NSGFs. The Committee shall elect one of its members as Chairman and inform the World Committee.



### **4. Regional Committees – Functions**

The functions of a Regional Committee are:

- a) to foster the development of the ISGF in the Region and to support its programme and activities;
- b) shall assist CB groups within its region to develop and meet the criteria required to become a NSGF. If there are one or more Sub-Regions in the Region, the sub-regional committee concerned has to be included and participate in the assistance with voting right.
- c) to promote regional gatherings;
- d) to liaise with the World Committee, Sub-Regional Committees, NSGFs and Central Branch members in the Region.
- e) to develop contacts with WAGGGS and WOSM on a regional basis.

### **5. Sub-Regions**

NSGFs within a Region may form Sub-Regions with the approval of the World Committee. NSGFs neighbouring two Sub-Regions may opt to join both Sub-Regions, after consulting the World Committee.

### **6. Sub-Regional Committees - Establishment and composition**

A Sub-Regional Committee may be established within a Sub-Region. It shall be composed of members from within the Sub-Region, nominated by the NSGFs. The Committee shall elect one of its members to be appointed as Chairman and inform the World Committee.

### **7. Sub-Regional Committees – Functions**

The functions of a Sub-Regional Committee are:

- a) to develop the ISGF within the Sub-Region;
- b) to promote Sub-Regional gatherings;
- c) to liaise with the World Committee, Region, Regional Committee, NSGFs and Central Branch members in the Sub-Region.

## **ARTICLE 13** **Finances**

### **1. ISGF funds**

The funds of the ISGF are derived from:

- a) the annual per capita fees paid by the NSGFs as decided by the World Conference;
- b) the annual per capita fees paid by members of the Central Branch;
- c) donations, subscriptions, legacies;
- d) income from investments.

### **2. Management**

All funds shall be managed by the World Committee to defray the expenses of the ISGF in accordance with the financial policy and plans agreed by the World Conference. They shall be deposited to the credit of the ISGF and disbursed in accordance with the approved budget.

### **3. Adjustment to inflation**

Annual increases shall be added to the per capita fee in line with the increase in the cost of living for the country in which the World Bureau is situated.



### **4. Auditing**

An audited financial statement of accounts shall be submitted annually by the World Committee to all NSGFs.

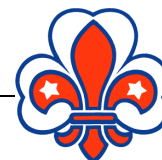
## **ARTICLE 14** ***Amendments to the Constitution***

### **1. Amendments**

This Constitution may be amended by the World Conference at any of its plenary sessions by a two-thirds majority of the votes cast. Proposals, with reasons, for amendments may only be submitted by Full Members or the World Committee. When a proposal is submitted by a Full Member it is a requirement that it is seconded by another Full Member. All proposals shall be received by the World Bureau at least seven months before a meeting of the World Conference and communicated to all NSGFs at least six months before that meeting.

### **2. Sub-amendments**

Any changes to these amendments shall be submitted, with reasons, by the World Committee or a Full Member. When the proposed change is submitted by a Full Member, it shall be seconded by another Full Member. The Sub-amendment will be received by the World Bureau no less than three months before the meeting of the Conference and communicated to all NSGFs at least two months before that meeting.



## THE BYE-LAWS

### **BYE-LAW 1** ***The World Conference***

#### **1. Notice of meetings**

Notice of an ordinary meeting of the World Conference shall be mailed by the World Bureau to all NSGFs at least nine months before the date of the meeting and, in the case of an extraordinary meeting, at least three months in advance. Whenever possible the notice shall include the provisional agenda for the meeting.

#### **2. Attendance**

In addition to persons mentioned in article 8, paragraph 1, of the Constitution, the World Conference is attended by representatives of the WAGGGS World Board and of the WOSM World Committee at the invitation of the ISGF World Committee, with no voting rights. Individual members of NSGFs and members of the Central Branch may also attend the meetings of the World Conference as observers, subject to the limits of the facilities available.

#### **3. Agenda**

- a) Agenda items upon which the World Conference has to vote shall be specifically mentioned in the notice of the meeting, accompanied, if appropriate, by the World Committee's opinion.
- b) Each NSGF has the right to submit proposals in writing not later than seven months before the World Conference. At least three months before the opening of the World Conference (except for an extraordinary meeting), NSGFs must be in possession of the final agenda with all proposals to be voted upon.
- c) Items which are not on the agenda and proposals which have not been included in the agenda because of their late arrival may only be discussed when the World Conference decides upon their urgency by a two-thirds majority vote. These items, however, may only be decided upon by postal vote after the closure of the World Conference, so that delegates may refer the matters to their own NSGF for decision.

#### **4. Appointment of the Conference Officers**

Upon the proposal of the World Committee and for each of its meetings, the World Conference shall approve the appointment of:

- a) a Chairman and one or more Vice-Chairmen; together they shall share the chairing of the meeting and plan the Conference sessions in agreement with the World Committee;
- b) a Resolutions Committee of three members;
- c) a group of three tellers.

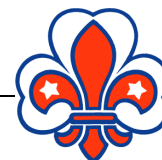
#### **5. Secretary to the World Conference**

The Secretary General or a substitute named by the World Committee shall serve as Secretary to the World Conference.

### **BYE-LAW 2** ***The World Committee***

#### **1. Elections**

Nine months in advance of each meeting of the World Conference, the Secretary General shall write to all NSGFs calling for nominations for candidates to replace members of the World Committee who will retire at the World Conference. Nominations must reach the World Bureau at least five months before the opening of the World Conference. Each nomination shall be made or endorsed by a Full Member. The list of all nominees with their particulars or C.V. shall be sent to all NSGFs three months in advance of the World Conference and the list is then closed.



## **2. Notice of meetings**

Notice of a meeting shall be mailed by the World Bureau so as to be received by the 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 for the meeting.

## **3. 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.

## **4. Conduct of affairs**

a) between meetings of the World Committee, matters shall be submitted to members by the Secretary General through correspondence.

b) The World Committee may establish such sub-committees or other groups on a permanent or temporary basis as it deems necessary for the performance of its functions.

The World Committee shall adopt its own rules of procedure.

### ***BYE-LAW 3 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.

The normal method of communication used by the World Bureau is to send all documents mentioned in the Constitution and in the Bye-Laws exclusively electronically. Document delivery shall be considered successful in case the respective postmaster of the mail server of the addressee does not return an error message. In case, electronic delivery is not possible due to technical or other reasons; the stipulated documents are to be sent via postal mail.

### ***BYE-LAW 4 The Central Branch***

#### **1. Election of representatives at World Conference**

The delegates representing the Central Branch at a World Conference shall be elected immediately prior to the commencement of the Conference by, and from among, participating Central Branch member.

#### **2. Central Branch Co-ordinator**

A Central Branch Co-ordinator shall be appointed by the World Committee to be responsible for the administrative work of the Central Branch and to provide all possible support for its members. As Regions and sub regions are best places to assist CB groups in their development towards becoming a NSGF, the Central Branch coordinator works in close liaison with them. In particular with Regional coordinator where there is one.

#### **3. The development of an NSGF in a country with two or more CB groups**

The World Committee, assisted by the Central Branch Coordinator, would appoint a panel, including the regional chairman, the sub-regional chairman if there is a Sub Region, both with voting right, and other appropriate persons, when necessary to discuss with the groups the ways within the ISGF Constitution of becoming an NSGF. Where no agreement is reached to become a single NSGF or to form a Federation the World Committee shall decide with Region and Sub Region which group could be admitted and make the appropriate proposal to the World Conference.



### **4. Finances**

The level of the annual per capita fee for membership of the Central Branch shall be determined by the World Committee.

### **5. Termination of membership**

During the twelve months following the date on which a national adult organisation becomes a Member of the ISGF, membership of the Central Branch shall cease for members living in that country, unless they are working towards the establishment of a second NSGF as mentioned in article 5, paragraph 6 of the Constitution.

## **BYE-LAW 5**

### ***Registration procedures for Members***

#### **1. Examining the application**

The World Committee shall examine any application for membership from a national adult organisation.

#### **2. Submission in an official language**

The national adult organisation shall submit to the World Committee its national Constitution, and any subsequent amendments to it, in one of the official languages of the ISGF. [It will give a report on how it complies with article 3 of the ISGF Constitution, and, in particular, with its sections 1c and 2a. It will also provide evidence of the relationship with members of WOSM and WAGGGS in the country, where they exist, and the way support is provided to the members.](#)

#### **3. Granting the Membership**

If the World Committee considers that the criteria and conditions laid down in article 5, paragraph 3 (Full Membership) or paragraph 7 (Associate Membership) are fulfilled, it shall grant the appropriate Membership to the applicant and register it with the World Bureau. This decision shall be endorsed by the World Conference at the next meeting.

## **BYE – LAW 6**

### ***Use of the Emblem***

#### **1. Use by ISGF Members**

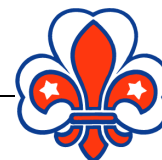
Members of the ISGF shall enjoy a non-exclusive licence to use the ISGF Emblem for the duration of their Membership, but otherwise shall acquire no rights in it.

#### **2. Use by organisations working towards membership**

Non-Member national adult organisations recognised by the World Committee as working towards Membership may be granted by the World Committee a non-exclusive licence to use the Emblem for the duration of such recognition, but otherwise shall acquire no rights in it.

#### **3. Sub-licensing**

Members of ISGF and any non-Member national adult organisation recognised by the World Committee as working towards Membership shall not be entitled to sub-license the use of the Emblem without the consent of the World Committee obtained through the World Bureau.



## **BYE – LAW 7** **Amendments to the Bye-Laws**

### **1. Amendments**

These Bye-Laws may be amended by the World Conference at any of its meetings by a simple majority vote of the Full Members present or represented. Proposals, with reasons, for amendments may only be submitted by Full Members or the World Committee. When a proposal is submitted by a Full Member it is a requirement that it is seconded by another Full Member. All proposals shall be received by the World Bureau at least seven months before a meeting of the World Conference and communicated to all NSGFs at least six months before that meeting.

### **2. Sub-amendments**

Any changes to these amendments shall be submitted, with reasons, by the World Committee or a Full Member. When the proposed change is submitted by a Full Member, it shall be seconded by another Full Member. The Sub-amendment will be received by the World Bureau no less than three months before the meeting of the Conference and communicated to all NSGFs at least two months before that meeting.

## **BYE – LAW 8** **Annual report**

Each NSGF shall submit annually to the World Bureau a report providing its membership numbers and details of the year's main activities involving personal growth and community service and those carried out in support of Scout and Guide organisations locally, nationally and internationally.

## **BYE-LAW 9** **International Development Fund**

### **1. Name and nature**

An International Development Fund (ID Fund) shall be established by the ISGF. It shall be separate from the general ISGF budget, and shall be managed and spent according to the following rules.

### **2. Aims**

The aims of the ID Fund shall be:

- a) to assist in the development of the ISGF by specific initiatives designed to increase the number of its members and the membership within each Member;
- b) to support the development of WAGGGS and WOSM through their World Headquarters or their national member organisations, including by granting scholarships;
- c) to support ISGF projects directed to developing countries.

### **3. Financial resources**

The ID Fund shall be financed by:

- a) donations from NSGFs, ISGF Regions and Sub-Regions, members of the ISGF World Committee and other individuals
- b) the proceeds of the Stamp Bank
- c) proceeds of the World Market organised at ISGF World Conferences
- d) legacies
- e) other specific fund-raising activities
- f) surplus membership fees.





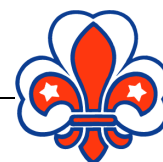
#### **4. Procedures**

The ID Fund resources shall be applied to achieve the aims mentioned in article 3. Their allocation shall be decided by the ISGF World Committee and reported in the financial statement of accounts submitted annually to the NSGFs. They shall not be used for normal operations of the World or Regional bodies of the ISGF.

#### ***BYE-LAW 10 Colours of the emblem and flag***

The colours of the Emblem and the Flag shall have the following specifications: Blue dark PMS 286; Blue Light PMS 292; Warm red PMS.

***Constitution and Bye –Laws as revised by the ISGF legal Team of the ISGF World Committee following the decisions of the 29<sup>th</sup> ISGF virtual Conference in 2022.***

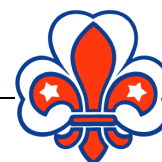


## ISGF CONSTITUTION AND BYE-LAWS

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### Glossary

- Agenda:** A list of items to be considered at a meeting.
- Amendment:** A change to a proposal or to the Constitution or Bye-Laws.
- Audit:** An independent examination of the annual financial statements designed to assess the accuracy and the transparency of financial documents in conformity with generally accepted accounting principles.
- Auditors:** Independent experts examining and checking financial accounts and producing a report.
- Ballot:** Act of voting, especially secret voting, by means of a paper on which the vote is registered.
- Bye-laws:** Secondary rules containing detailed clauses designed to implement the Constitution.
- Cancellation of membership:** Removing a NSGF's name from the list of the ISGF Members by a decision of the World Conference.
- Candidate:** A person who has been nominated for election.
- Constitution:** A set of fundamental principles and rules according to which an organisation is managed.
- Consultative:** Status enabling an organisation or an individual to be consulted and provide advice.
- Delegate:** A person appointed by a NSGF or by the Central Branch to represent it at a World Conference.
- Eligible:** Legally qualified to be elected or chosen.
- Emblem:** A sign or symbol used as a distinctive badge.
- Ex-officio member:** A member of a Committee who serves on it by virtue of his/her office or position.
- Federation:** A NSGF composed of two or more constituent associations.
- Guest:** A person who participates in the World Conference by personal invitation of the World Committee, such as the representatives of WOSM and WAGGGS (other than the Committee members), or the representatives of countries not yet Members.
- ISGF:** "International Scout and Guide Fellowship"
- Legacy:** Money or property left to someone by a will.
- Liaison:** A linking up or connection for co-ordination and co-operation.
- Member – Membership:** Written with a capital letter refer to the NSGFs, Members of the ISGF; with a small letter refer to individual members (of an NSGF or the Central Branch).



## ISGF CONSTITUTION AND BYE-LAWS

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- Motion:** A proposal ready to be put to the vote.
- Nominate:** Put forward the name of a person for some specific task or office.
- NSGF:** “National Scout and Guide Fellowship”: a national adult organisation recognised as a Member (whether Full or Associate) of the ISGF, which may have the nature either of a single organisation or of a federation comprising several associations.
- Observer:** An individual member of a NSGF or of the Central Branch attending a World Conference without being a delegate. An observer is normally not entitled to vote or to take the floor.
- Per capita:** Per person.
- Proposal:** A plan or scheme introduced by a NSGF or the World Committee and concerning a policy matter or a change in the Constitution or the Bye Laws.
- Proxy:** Person or organisation authorised to act for another.
- Quorum:** Minimum number of members whose presence is required for a meeting to be valid.
- Ratification:** The giving of formal approval to a decision or action already undertaken.
- Referendum:** A question asked to all members of an organisation, normally entailing a “yes or no” answer.
- Resolution:** A motion carried.
- Suspension of membership:** The taking away temporarily by the World Committee of the membership rights of a NSGF until a decision on membership is taken at the following World Conference.
- Tie:** An equal number of votes cast FOR and AGAINST.
- Triennial report:** The report describing the work, activities and achievements of the ISGF during the triennium between two World Conferences.
- Triennium:** A three-year period.
- Votes cast:** All votes FOR or AGAINST. Abstentions are not “votes cast”.
- WAGGGS:** “World Association of Girl Guides and Girl Scouts”.
- WCom:** Usual abbreviation for “World Committee”.
- WConf:** Usual abbreviation for “World Conference”.
- WOSM:** “World Organisation of the Scout Movement”.