

NATIONAL SCOUT AND GUIDE FELLOWSHIP UK
Change of name approved at the UK ASA AGM May 16th 2012

CONSTITUTION

Approved by the World Committee March 2013

1. NAME and LOGO

- 1.1 This national organisation shall be known as the National Scout and Guide Fellowship United Kingdom (Hereinafter called the NSGF UK).
- 1.2 The Logo of the NSGF UK is that of the ISGF.

2. PRINCIPLES, AIMS AND OBJECTS

The NSGF UK, having been granted membership to the International Scout and Guide Fellowship, (ISGF) acknowledges that its members, subscribe to the Principles, Aims and Objects as set out in the ISGF Constitution (see Appendix 1).

3. MEMBERSHIP

- 3.1 Member Organisations of NSGF UK are voluntary, and independent; open to all adults regardless of creed, race, gender, nationality or any other circumstance. They accept the principles, aims and objectives of ISGF and comply with its Constitution.
- 3.2 The NSGF UK shall consist of all paid up members of any organisation which may be admitted to membership of the NSGF UK.
- 3.3 Membership shall be deemed to have terminated if a constituent organisation no longer subscribes to the Principles, Aims and Objectives of ISGF or has failed to pay for one year the agreed NSGF UK fee.
- 3.4 All constituent organisations shall pay to the NSGF UK, accompanied by a membership list, an annual membership fee for the calendar year 1st January to 31st December. The membership fee shall be due on 1st January of that year and will cover:
The annual fee to ISGF; the annual fee to the ISGF Region, if required; and the annual fee of the NSGF UK.

4. STRUCTURE

NSGF UK is a registered member of ISGF and pays the ISGF Annual subscription. It is a federation and the constituent organisations comprise:
The Scout and Guide Fellowship; and
The Baden-Powell Guild of Great Britain,
plus any other organisation deemed to meet the criteria for membership, which may from time to time apply via the International Secretary and be admitted to membership of NSGF UK.

5. FINANCE

All monies raised by or on behalf of the NSGF UK shall be applied solely to further the purpose of the NSGF UK. Bank and other accounts shall be in the name of NSGF UK. All cheques will require two authorised signatures. The financial year for the NSGF UK shall be January 1st until December 31st.

6. ADMINISTRATION

- 6.1 The NSGF UK shall be managed and administered by a National Committee (to be known as the Joint National Committee or JNC) of up to three nominated representatives of each organisation admitted to membership of NSGF UK.
- 6.2 The NSGF UK is located in the United Kingdom (hereinafter UK) and its address is that of the JNC Chairman, or International Secretary.
- 6.3 The NSGF UK will:
 - 6.3.1 Co-operate and maintain liaison between constituent member organisations.
 - 6.3.2 Liaise with the International Scout and Guide Fellowship
 - 6.3.3 Encourage the development of member organisations in the UK
 - 6.3.4 Promote friendship amongst members throughout the world.

7. OFFICERS

Officers shall be appointed from within the nominated JNC members.

- 7.1 **The Chairman**, who shall chair all meetings at which he/she is present and who shall also be considered National Chairman/President for ISGF purposes.
- 7.2 **The Vice-Chairman** who, in the absence of the Chairman, shall chair all meetings at which he/she is present.
The Chairmanship and Vice Chairmanship of the JNC should change at the end of each three year term between the member organisations.
- 7.3 **The Treasurer**, who shall keep the books of account and be responsible for all the monies of the NSGF UK including the collection of annual fees from constituent organisations and the payment of all accounts. The Treasurer shall ensure that budgets are prepared and proper accounts are kept of the finances of the NSGF UK, in accordance with relevant legislation. The Treasurer will recommend independent examiner(s) as appropriate, for the JNC approval. The accounts shall be examined or audited at least once a year by such appointed person(s). Following independent examination the Treasurer will present the accounts annually to the JNC Members for approval. They will then be forwarded to constituent organisations. The Treasurer will recommend to the JNC the appropriate annual fee to be levied for membership of NSGF UK.
- 7.4 **The International Secretary**, who shall keep the minutes of all meetings, conduct correspondence, act on matters arising, both national and international, as required by the JNC and in accordance with the requirements of ISGF. Circulate all relevant information to the constituent organisations and who shall also be considered International Secretary for ISGF purposes.
- 7.5 **LIAISON OFFICERS** for the constituent organisations may be appointed by their organisation and their details will be advised to all members of the JNC. They will not become members of the JNC but may be invited to attend meetings of the JNC if or when appropriate. Liaison Officers will receive and distribute information from the JNC to their members, will advise the International Secretary of their members international event attendance and international social contact and provide copies of their organisations Newsletter or Magazine for JNC members.

8. SUB-COMMITTEES

The JNC may appoint such Sub-Committees as it deems necessary and it shall determine their terms of reference, powers, duration and composition. Members of such Sub-Committees need not be members of the JNC. All acts and proceedings of such Sub-Committees shall be reported back to the JNC as soon as possible. The Chairman or Vice-Chairman of the JNC is an ex-officio member of all Sub-Committees.

9 MEETINGS

Meetings of the JNC shall be held at least half yearly.

An Annual General Meeting (AGM) of the JNC will be held within 6 calendar months of the close of the financial year on 31st December. The date, time and location of this meeting shall be notified, in writing, to JNC members and the constituent organisations at least 6 calendar weeks in advance of the meeting, together with details of any Special Business.

- 9.1 At this meeting a review of the year's activities and future prospects, in the form of an 'Annual Report' shall be presented for approval. The approved Annual Report to be forwarded to ISGF.
- 9.2 Each constituent organisation shall be sent a copy of the Minutes together with the Examined Statement of Accounts and the Annual Report.
- 9.3 Any paid up member wishing to attend the JNC AGM may do so as an observer.
- 9.4 Any member organisation wishing to bring any business before any AGM shall give notice, in writing, of that business to the Secretary, at least 4 calendar weeks in advance of the meeting.

10 QUORUM

A quorum for meetings of the JNC shall consist of:

One member from each of the constituent member organisations, plus One Officer; if the Chairman or Vice-Chairman is absent, a Chairman for the meeting shall be elected from among those present.

11 VOTING AND DECISIONS

Questions arising at a meeting of the JNC or of any sub-committee shall be determined by a majority of the votes of the members present at the meeting. In the event of an equality of votes on any motion, the motion shall be lost.

11.1 Voting members

Each constituent organisation may nominate up to 3 members to the JNC, these shall be the voting members.

11.2 Non voting members

Any UK member of the World or Europe Region Committee of the ISGF.
Any official appointed under the requirements of ISGF.

12 APPOINTMENTS AND TERMS OF OFFICE

Each JNC member shall serve a 3 year term of office and may be re-appointed for a further term of 3 years. A retiring member shall not be eligible for reappointment for one further year. In addition the JNC may co-opt further members to serve for an agreed period.

13 INSURANCE

The NSGF UK may effect and maintain insurance.

14 RESIGNATION OF MEMBERSHIP

14.1 A constituent organisation may resign from membership of the NSGF UK by giving at least 6 calendar months notice in writing.

14.2 This shall be considered at a JNC meeting and if accepted and on the expiration of the notice the organisation ceases to be a member of the NSGF UK.

14.3 The JNC will review the Constitution to consider the altered status.

14.4 The International Secretary will notify the resignation to ISGF

14.5 An entry will be made in the JNC Minutes recording the date on which the organisation ceased to be a member.

15 AMENDMENTS TO CONSTITUTION

Amendments to this Constitution may be made by a two-thirds majority of the JNC provided written notice of the proposed amendments is given to all members of the JNC and each of the constituent organisations. The JNC shall meet to consider any such proposed amendments within 3 calendar months of written notice being received.

Following approval by ISGF each of the constituent organisations will be given a copy of the amended Constitution.

16 DISSOLUTION

The NSGF UK may be wound up by resolution of an Extraordinary General Meeting of the JNC called for that purpose. In the event of the winding up of the NSGF UK, the assets of the NSGF UK, after payment of outstanding debts, shall be disposed of in accordance with the ratio of members in each constituent organisation at the time of the previous end of financial year.

17 RULES AND PROCEDURES

The JNC shall be authorised to adopt, issue and amend the Rules and Procedures in line with this Constitution, if they are required.

APPENDIX 1

INTERNATIONAL SCOUT AND GUIDE FELLOWSHIP

The Principles of the ISGF are:

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

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 Baden-Powell, Founder of the Scout and Guide Movements, in a process of continuous personal development;
- b) bring that spirit into the communities in which they live and work through active service them; and
- c) actively support the WAGGGS and WOSM member organisations in these communities, in their countries and worldwide.

The Objects of the ISGF are to:

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

August 2012