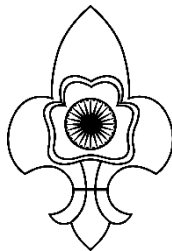


BSG
MEMORANDUM
OF
ASSOCIATION
BYE-LAWS & RULES

AIMS, POLICY, RULES AND ORGANISATION



THE BHARAT SCOUTS AND GUIDES

The Memorandum of Association, Bye-laws, and Rules of the Bharat Scouts and Guides were recommended by the National Executive Committee in its meeting held on 5th November 2025, subsequently by the Rules Committee in its meeting held on 20th November 2025, and finally by the National Council in its meeting held on 13th December 2025. The respective minutes of these meetings have been duly circulated.

Director
The Bharat Scouts and Guides

Memorandum of Association, Bye-laws and Rules of the Organization

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PART A

**MEMORANDUM
OF
ASSOCIATION**

MEMORANDUM OF ASSOCIATION

(Constitution of the Bharat Scouts and Guides)

The organization of the Scouts and Guides Movement at National level is governed by this Memorandum of Association under the title of "The Bharat Scouts and Guides National Association" the National Scout Organization, as an independent, non-political, non-governmental organization.

GENERAL

1. Name

The name of the association shall be "The Bharat Scouts and Guides".
The acronym of the Bharat Scouts and Guides shall be "BSG".

2. Legal Status and Registered Office of Bharat Scouts and Guides

1. The Bharat Scouts and Guides - A Registered Society

The Association is a society registered under the Societies Registration Act, 1860.

2. Registered Office

The registered office of the association shall be at the Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi 110002, or at such other place or places as may be decided from time to time by the National Council.

3. Territorial Jurisdiction

All India and Overseas Indian Schools.

4. Emblem of The Bharat Scouts and Guides

The Emblem of the Bharat Scouts and Guides symbolizes the unity of the Scout and Guide Movements in India, combining the Fleur-de-lis of the WOSM and the Trefoil of the WAGGGS. The Ashoka Chakra, taken from the National Flag of India, symbolizing peace, progress, and the eternal wheel of righteousness. The golden yellow background signifies warmth, service, and cheerfulness, while the deep blue of the Ashoka Chakra represents truth and loyalty. Together, the emblem reflects the spirit of unity, service, and national pride.

The Name "The Bharat Scouts and Guides" with its emblem is protected under Emblems and Names (Prevention of Improper Use) Act, 1950 at Sr. No. 20.

5. Corporate Status and Perpetual Succession

(a) Legal Status of the Bharat Scouts and Guides

The Bharat Scouts and Guides, upon registration under the Societies Registration Act, 1860, shall be a body corporate having perpetual succession and a common seal, with power to acquire, hold and dispose of property, both movable and immovable, to enter into contracts, and to sue and be sued in its own name.

(b) Continuity of the Society's Legal Existence

The change in the composition of its membership or office bearers shall not affect the legal existence, rights, or obligations of the Society. The Society shall continue to exist notwithstanding any alteration in its Governing Body, members, or officers.

6. Perpetual Seal

(a) Common Seal of the Bharat Scouts and Guides

The Bharat Scouts and Guides shall have a common seal which shall bear the name and emblem of the Bharat Scouts and Guides and shall remain in the custody of the Director.

(b) Authorization for Use of the Seal

The seal shall be affixed to such documents or instruments as may be required by law or as authorized by a resolution of the National Executive Committee or the Chief National Commissioner.

(c) Execution of Documents Bearing the Common Seal

Every document to which the common seal is affixed shall be signed by the Director or a person authorized in that behalf, together with at least one other member of the National Executive Committee.

(d) Register of Seal Usage

The use of the seal shall be recorded in a Seal Register maintained at the National Headquarters.

7. Legal Proceedings

The National Association shall sue and be sued in the name of the Director.

8. International Affiliation

The Bharat Scouts and Guides is the sole official body representing Scouts and Guides in the country to conduct Scouting and Guiding activities nationwide and only National Scout Organization in India affiliated with the World Organization of the Scout Movement (WOSM) and the only Member

Organisation in India affiliated with World Association of Girl Guides and Girl Scouts (WAGGGS).

9. Ministry of Youth Affairs and Sports Recognition

The National Head Quarters of the Bharat Scouts and Guides is recognised by the Government of India as the apex body in the field of scouting and guiding.

3. Definition

1. Scout Movement

The Scout/Guide Movement is a voluntary non-political educational movement for young people open to all without distinction of gender, origin, race or creed, in accordance with the purpose, principles and method conceived by the Founder and stated here after.

2. The Bharat Scouts and Guides

The Bharat Scouts and Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and method of Scouting which is a global youth Movement that builds friendships, experiences, and skills for life, shaping young people's futures as active citizens. Joining and experiencing the power of Scouting's non-formal education since it was founded in 1907.

Note: Wherever the words "Scout or Scouting" occur these be read as "Scout/Guide or Scouting/Guiding" respectively depending on context.

4. Purpose

1. Purpose of Scout Movement

The purpose of the Movement is to contribute to the development of young people in achieving their full physical, intellectual, social, emotional, and spiritual potentials as individuals, as responsible citizens and as members of the local, national and international communities.

2. Purpose of The Bharat Scouts and Guides

The purpose of the Bharat Scouts and Guides is to foster the Scout/Guide Movement throughout the country by:

- (a) promoting unity and understanding of its purpose and principles.
- (b) facilitating its expansion and development.
- (c) maintaining its specific character.

5. Principles

The Scout Movement is based on the following principles:

1. Duty to God

Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting there from.

Note: The Word "Dharma" may be substituted for the word "God" if so desired.

2. Duty to others

Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and cooperation.

Participation in the development of society with recognition and respect for the dignity of one's fellow men and for the integrity of the natural world.

3. Duty to self

Responsibility for the development of one self.

6. The Method

The Scout/Guide Method is a system of progressive self education through:

A. Scout Method

1. The Scout Promise and Law

A personal voluntary commitment to a set of shared values, which is the foundation of everything a Scout does and a Scout wants to be. The Promise and Law are central to the Scout Method.

2. Learning by doing

The use of practical actions (real life experiences) and reflection(s) to facilitate ongoing learning and development.

3. Personal progression

A progressive learning journey focused on motivating and challenging an individual to continually develop, through a wide variety of learning opportunities.

4. Team system

The use of small teams as a way to participate in collaborative learning, with the aim of developing effective team work, inter-personal skills, leadership as well as building a sense of responsibility and belonging.

5. Adult Support

Adults facilitating and supporting young people to create learning opportunities and through a culture of

partnership to turn these opportunities into meaningful experiences.

6. Symbolic framework

A unifying structure of themes and symbols to facilitate learning and the development of a unique identity as a Scout.



SCOUT METHOD

7. Nature

Learning opportunities in the outdoors which encourage a better understanding of and a relationship with the wider environment.

8. Community Involvement

Active exploration and commitment to communities and the wider world, fostering greater appreciation and understanding between people.

B. GUIDE METHOD

1. Learning in Small Groups

Peer groups have a big impact on our values and decisions. Working positively in small groups creates a sense of belonging.

2. My Path, My Pace

We all learn in different ways and find inspiration in different places. Girl Guiding and Girl Scouting values each individual within a group by giving choice around what, and how, they learn. Leaving them free to take risks, make mistakes, and explore their learning journey at their own pace.

3. Learning by Doing

At the heart of non-formal education is learning through real experiences.

4. Connecting with Others

Learning doesn't happen in a vacuum. Youth members are challenged to connect with people of different ages, genders, cultural and social backgrounds as part of their Girl Guiding and Girl Scouting programme.

5. Connecting with My World

Youth members are challenged to adapt their learning so they can thrive in different environments, and to nurture the communities and environments they care about.



GUIDE METHOD

Note: Members of the Bharat Scouts and Guides will adopt the full Scout and Guide Method in their programmes, tailoring its application to local needs.

7. Structure of Youth Programme of the Bharat Scouts and Guides

The **Bharat Scouts and Guides** caters to a wide range of age groups, providing age-appropriate training and activities that help young individuals grow progressively through carefully designed programme

known as “Youth Programme”. The Movement in India is distinctly organized into two wings:

- **The Scout Wing** – primarily for boys (and male youth)
- **The Guide Wing** – primarily for girls (and female youth)

Each wing is divided into sections based on age and developmental stages. Every section is supervised by **trained adult leaders** who ensure learning, safety, and the core principles of Scouting/Guiding are upheld.

1. Scout Wing Structure (For Boys)

Structure, Age Groups, and Leadership Roles				
Section	Age Group	Class	Unit Name	Unit Leader Title
Bunny	3 to 6 years	Bal Vatika (LKG, KG, UKG)	Bunny Tamtola	Bunny Aunty
Cub	6 to 11 years	1st to 5th	Cub Pack	Cub Master / Lady Cub Master
Scout	11 to 16 years	6th to 10th	Scout Troop	Scout Master / Lady Scout Master
Rover	16 to 25 years	11th to 12th & Degree & PG level	Rover Crew	Rover Scout Leader/ Lady Scout Leader

2. Guide Wing Structure (For Girls)

Structure, Age Groups, and Leadership Roles				
Section	Age Group	Class	Unit Name	Unit Leader Title
Bunny	3 to 6 years	Bal Vatika (LKG, KG, UKG)	Bunny Tamtola	Bunny Aunty
Bulbul	6 to 11 years	1st to 5th	Bulbul Flock	Flock Leader
Guide	11 to 16 years	6th to 10th	Guide Company	Guide Captain
Ranger	16+ to 25 years	11th to 12th & Degree & PG level	Ranger Team	Ranger Guide Leader

3. Badge System and Recognition

As per the Youth Program Policy of the Bharat Scouts and Guides, the Progressive scheme of all the sections is defined in the Youth Program based on the respective sections they will be awarded Progressive Awards & Badges, Merit Badges, Proficiency badges and other recognitions.

8. The Promise

A. The Promise for the Scout and the Rover is:

"On my honour, I promise that I will do my best-
To do my duty to God* and my Country:
To help other people and
To obey the Scout Law."

B. The Promise for the Guide and the Ranger is :

"On my honour, I promise that I will do my best-
To do my duty to God* and my Country;
To help other people and
To obey the Guide Law."

C. The Promise of Cub is:

'I promise to do my best-
To do my duty to God* and my country,
To keep the Cub Law and
To do a good turn every day.'

D. The Promise for Bulbul is-

"I promise to do my best-
To do my duty to God* and my country:
To keep the Bulbul Law and
To do a good turn every day."

Note:1 The word 'Dharma' may be substituted for the word 'God' if so desired.

Note:2 The Promise is to be made on the occasion of the investiture and in the case of a Rover or Ranger, who is already a Scout or Guide, the Promise is to be reaffirmed. –

9. The Law

A. The Law for the Scout and the Rover is-

1. A Scout is trustworthy.
2. A Scout is loyal.
3. A Scout is a friend to all and a brother to every other Scout.
4. A Scout is courteous
5. A Scout is a friend to animals and loves nature.
6. A Scout is disciplined and helps protect public Property.
7. A Scout is courageous.
8. A Scout is thrifty.
9. A Scout is pure in thought, word and deed.

B. The Law for the Guide and the Ranger is

1. A Guide is trust worthy.
2. A Guide is loyal.
3. A Guide is a friend to all and a sister to every other Guide.

4. A Guide is courteous
5. A Guide is a friend to animals and loves nature.
6. A Guide is disciplined and helps protect public property.
7. A Guide is courageous.
8. A Guide is thrifty.
9. A Guide is pure in thought, word and deed.

C. The Law for the Cub is:

1. The Cub is obedient.
2. The Cub is clean and polite.

D. The Law for the Bulbulis:

1. The Bulbul is obedient.
2. The Bulbul is clean and polite.

10. Adherence to a Promise and Law

All the members of the Bharat Scouts and Guides are required to adhere to a Scout/Guide Promise and Law reflecting, in language appropriate to the culture and civilization of each State Association and approved by BSG, keeping in view the principles of Duty to God, Duty to Others and Duty to Self, and inspired by the Promise and Law originally conceived by the founder of the Scout Movement.

NATIONAL ASSOCIATION

11. National Association

National Association of Bharat Scouts and Guides comprises of Member Associations and Accredited Member Associations.

12. Organs and Office Bearers of the Bharat Scouts and Guides

1. The organs of the Bharat Scouts and Guides are:

1. National Council
2. National Executive Committee
3. National Headquarters

2. Office Bearers

A. Elected Office Bearers

1. President
2. Vice Presidents
3. Chief National Commissioner

The Above Office Bearers shall be elected as per the Bye-laws.

B. Appointed/Nominated Office Bearers

As per the provisions in the Bye-laws and Rules of the Bharat Scouts and Guides.

MEMBER ASSOCIATIONS**13. Member Associations**

“Member Associations” are the State Associations of the Bharat Scouts and Guides admitted to membership and collectively referred to as such as specified in the Bye-laws and prescribed in the Rules of the Bharat Scouts and Guides.

14. Accredited Member Associations

“Accredited Member Associations” are organizations, institutions, or associations that substantially subscribe to the aims and principles of the Bharat Scouts and Guides but do not yet satisfy all requirements for recognition as a State Association as specified in the Bye-laws prescribed in the Rules of the Bharat Scouts and Guides.

15. Issue of Charters

The authority to establish, recognize, and administer Scouting and Guiding within India shall vest in the Bharat Scouts and Guides, acting through its National Headquarters. The National Association may issue Charters to duly constituted Member Associations and Accredited Member Associations, authorizing them to function as integral parts of the Bharat Scouts and Guides in accordance with its Constitution, Bye-laws, Rules, and Policy.

NATIONAL COUNCIL**16. National Council**

There shall be a National Council of the Bharat Scouts and Guides, as specified in the Bye-laws and prescribed in the Rules of the Bharat Scouts and Guides, which is the supreme body of the Association and functions as its General Body, exercising the powers and discharging the functions therein provided.

**PATRON-IN-CHIEF, CHIEF PATRON
AND BOARD OF PATRON****17. Patron-in-Chief, Chief Patron and Board of Patron**

To uphold the stature and public purpose of the Movement, the Association shall be guided by a formal patronage structure comprising a Patron-in-Chief, a Chief Patron, and a Board of Patrons as specified in the Bye-laws & Prescribed in the Rules of the Bharat Scouts and Guides

PRESIDENT, VICE PRESIDENTS AND PRESIDENT-IN-COUNCIL

18. The President

The President is an elected head of the Bharat Scouts and Guides and serves in an honorary capacity as prescribed in the Rules of the Bharat Scouts and Guides. As a nationally distinguished figure, the President provides overarching guidance, champions the organization's vision and mission, and upholds the values of Scouting and Guiding. The President ensures that the Association operates in accordance with its Constitution and promotes youth development, integrity, and service to the nation.

19. The Vice Presidents

The Vice Presidents of the Bharat Scouts and Guides are honorary elected office bearers who assist and support the President in upholding the objectives and traditions of the Bharat Scouts and Guides as Prescribed in the Rules of the Bharat Scouts and Guides. They provide guidance, advice, and encouragement to the organization in its national activities and programs. The Vice Presidents represent the Association at official functions and may perform such other duties as are assigned to them by the President or the Chief National Commissioner.

20. The President-in-Council

The President-in-Council is the apex advisory body of the Bharat Scouts and Guides, constituted to aid and advise the President on matters referred to it and to make recommendations in the Association's interest prescribed in the Rules of the Bharat Scouts and Guides.

NATIONAL EXECUTIVE COMMITTEE

21. National Executive Committee

There shall be a National Executive Committee of the Bharat Scouts and Guides, as prescribed in the Rules of the Bharat Scouts and Guides, which shall be the governing body of the Association, exercising the powers and discharging the functions therein provided.

NATIONAL HEADQUARTERS

22. National Headquarters

The National Headquarters shall serve as the Secretariat of the Bharat Scouts and Guides as prescribed in the Rules of the Bharat Scouts and Guides, responsible for the execution of policies, programs, and decisions of the National Council, National Executive Committee, and Chief National Commissioner. The National Headquarters shall consist of the National Office at New Delhi and Regional Offices, National Training Center, National Adventure Institutes, National Youth Complex and National Camping and Training Complex and any other establishment

required from time to time for efficient administration and growth of Scouting and Guiding throughout the country.

23. Chief National Commissioner

The Chief National Commissioner is the Executive head of the National Association and National Headquarters. The National Headquarters shall function under the general supervision, direction and control of the Chief National Commissioner as prescribed in the Rules of the Bharat Scouts and Guides.

24. National Treasurer

National Treasurer shall be responsible for general supervision direction and control of accounts, finances and audit of the National Association as prescribed in the Rules of the Bharat Scouts and Guides.

25. Director of the National Headquarters

The Director of the Bharat Scouts and Guides appointed by the Chief National Commissioner shall be the Head of the Office of the National Headquarters as prescribed in the Rules of Bharat Scouts and Guides.

26. Officers of the National Headquarters

To ensure the efficient functioning of the National Headquarters and the effective conduct of Scouting and Guiding activities across the country, officers shall be appointed in accordance with the Bye-laws, the Rules and the Recruitment and Conditions of Service Rules.

27. Project Approval Board

There shall be a Project Approval Board for the scrutiny and approval of new projects and scheme proposals of the Bharat Scouts and Guides. The Board shall consider and approve proposals to be submitted to the Government, and to national and international bodies, for grants, financial aid and other forms of support.

28. Committees of the Bharat Scouts and Guides

The Bharat Scouts and Guides operates through a structured network of committees at national and other levels to plan, coordinate, and implement Scouting and Guiding across the country. These bodies enable governance, policy formulation, programme development, capacity-building, and monitoring as specified in the Bye-laws and prescribed in the Rules.

ORGANISATIONAL STRUCTURE

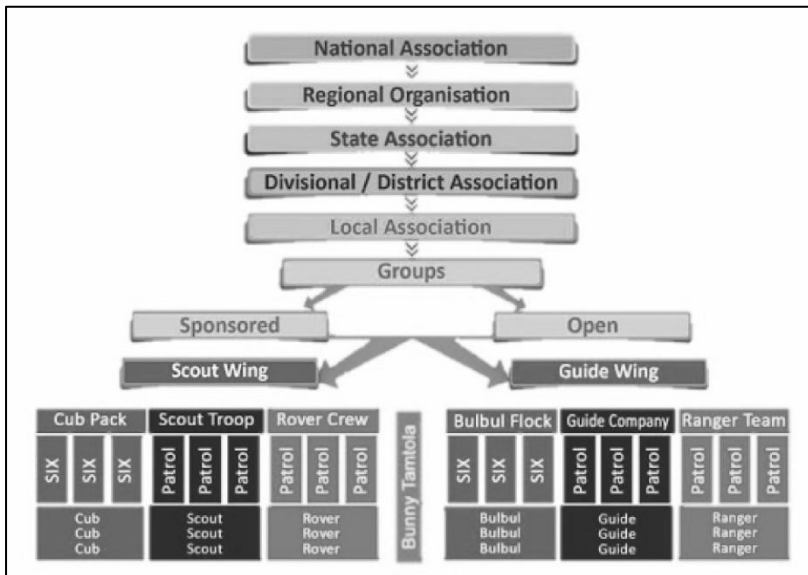
29. Organisational Structure of the Bharat Scouts and Guides

The Bharat Scouts and Guides is built like a clear ladder from national leadership down to the young people in local units. At the top sits the **National Association**, which sets vision and policy. Below it, **Regional Organisations** support clusters of states, and each **State Association** runs the programme across its state. Day-to-day mentoring happens

through **District Associations**, which in turn guide the **Local Associations** that serve neighborhoods and towns. The actual action happens in **Groups**—the unit where young members meet, learn, and lead. Groups can be **Sponsored** (affiliated with an institution like a school, colleges and universities) or **Open** (community-based). Every group runs in two parallel streams: the **Scout Wing** for boys/young men and the **Guide Wing** for girls/young women. Each wing is organized by age sections with small-team systems that build leadership.

In the **Scout Wing**, the youngest section is the **Cub Pack**, where children work in small teams called **Sixes**. They move up to the **Scout Troop**, operating in **Patrols** led by Patrol Leaders, and finally to the **Rover Crew**, which also works in **Patrols** with a strong emphasis on service and self-direction. Mirroring this, the **Guide Wing** begins with the **Bulbul Flock** (in **Sixes**), progresses to the **Guide Company** (in **Patrols**), and culminates in the **Ranger Team** (also in **Patrols**).

In short, strategy and support flow from national to local levels, while growth and leadership develop within small teams—**Sixes** for the youngest and **Patrols** for the older sections—across both Scout and Guide wings.



MEMBERS OF THE BHARAT SCOUTS AND GUIDES

30. Members of the Bharat Scouts and Guides

Members of the Bharat Scouts and Guides are the individuals who are subscribed to the Aims and Objects of the Movement and pay individual Registration Fee (Membership Fee) annually in the following categories as specified in the Bye-laws and prescribed in the Rules of the Bharat Scouts and Guides.

1. Young People and Youth Member
2. Adult Resources (Adult Leaders/Volunteers) Others such as BSG Fellows, Life Members, Members of the Rashtrapati Scouts and Guides Guild, Members of BSG Alumni and any other categories decided by the National Executive Committee from time to time.

31. Termination of Membership of the Bharat Scouts and Guides

To protect the integrity and safety of the Movement, membership of the Bharat Scouts and Guides may be terminated for defined misconduct as specified in the Bye-laws, Rules, Code of Conduct and respective Policies of the Bharat Scouts and Guides. These provisions apply across all units and associations and are enforced only after due process, including a fair enquiry and an opportunity to be heard.

32. Warrant of Appointment

Warrant of Appointment shall be issued to Commissioners, Unit Leaders, and other authorized personnel who have fulfilled the prescribed conditions of qualification and training, thereby empowering them to carry out their duties and responsibilities as prescribed in the Rules of the Bharat Scouts and Guides.

33. Hon'ble Charge

Hon'ble Charge shall be issued to Trainers who have fulfilled the prescribed conditions of qualification and training, thereby empowering them to carry out their duties and responsibilities as prescribed in the Rules and Scheme of Training of the Bharat Scouts and Guides.

DECORATIONS AND AWARDS

34. Decorations and Awards

The Bharat Scouts and Guides shall confer decorations and awards to recognize meritorious contributions, long service, and special service, in accordance with its Bye-laws and Rules of the Bharat Scouts and Guides.

MISCELLANEOUS PROVISIONS

35. Finances

1. Sources of Funds & Permitted Use

The finances of the Bharat Scouts and Guides shall consist of all funds received through membership fees, donations, grants, endowments, contributions, income from property, publications, services, or any other lawful sources, and shall be utilized solely for the promotion of the aims and objectives of the Bharat Scouts and Guides and the rules framed thereunder.

2. Banking & Authorized Signatories

The funds shall be deposited in scheduled banks in the name of the Bharat Scouts and Guides and shall be operated jointly by such

office bearers and officers as may be authorized by the National Executive Committee or Chief National Commissioner.

3. Books of Account & Annual Audit

The Bharat Scouts and Guides shall maintain proper books of accounts reflecting all receipts and expenditures, and these accounts shall be audited annually by a Chartered Accountant appointed by the National Council.

4. Presentation to National Council & Statutory Filing

The audited statements, together with the annual report of activities, shall be placed before the National Council for approval and thereafter submitted to the Registrar of Societies as required under the Act.

5. Prohibition on Profit Distribution (No Private Benefit)

No portion of the income or property of the Bharat Scouts and Guides shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise, to any of its members or office bearers except as reimbursement for bona fide expenses incurred in the service of the Bharat Scouts and Guides.

6. Irrevocable Nature of the Society

The Bharat Scouts and Guides is an irrevocable charitable society established for charitable and educational purposes, and the income and property of the Society shall be applied solely towards its objects and shall be governed by and in accordance with the provisions of Sections 11 and 12 of the Income-tax Act, 1961, and shall not be distributed to any member or office bearer.

36. Languages

1. Official Languages of National Headquarters

The official languages of National Headquarters of the Bharat Scouts and Guides are English and Hindi.

2. Interpretation Clause — Original Text to Prevail

In the event of a conflict arising out of the interpretation of this Memorandum of Association or any other official document of the National Headquarters, the original language of the document or the English text shall prevail.

3. Translations into Constitutionally Recognized Languages

The Bharat Scouts and Guides shall endeavour to translate the publications in the official languages as recognized by Indian Constitutions.

37. International Cooperation and Participation

The Bharat Scouts and Guides maintains cordial and constructive relations with:

1. World Bureau of WOSM and WAGGGS
2. International sub-regions of WOSM and WAGGGS
3. National Scout Organisations
4. Member Organisations

The Bharat Scouts and Guides actively participates in international events and in programmes and events organised by various NSOs and Member Organisations, thereby strengthening international friendship, understanding, and cooperation.

38. Auxiliary Unit and Collaborative Partners

1. Auxiliary Units

The Auxiliary Units of The Bharat Scouts and Guides shall consist of organizations, or bodies formally recognized by the National Headquarters to assist and support the Movement in specific functional, technical, or service-oriented areas. Auxiliary Units shall operate in a supportive capacity to strengthen The Bharat Scouts and Guides, while fully adhering to its Constitution, Rules, Policies, and safeguarding standards. Such Units shall not exercise any governance or policy-making authority within the Organization, nor shall they claim membership or uniformed status, except as specifically authorized. The recognition, scope of work, duration, and conditions governing Auxiliary Units shall be determined by an MOU as approved by the Chief National Commissioner and shall be subject to periodic review.

2. Collaborative Partners

The Collaborative Partners of The Bharat Scouts and Guides shall include governmental agencies, educational institutions, civil society organizations, corporate entities, uniformed and non-uniformed youth organizations, and other bodies whose objectives are compatible with the aims and principles of Scouting and Guiding. Collaborative Partnerships may be established for joint programmes, training initiatives, community development projects, resource mobilization, capacity building, or technical cooperation, based on mutual respect and shared values. All collaborations shall be governed by formal agreements or Memoranda of Understanding approved by the Chief National Commissioner, and shall not confer any rights of governance, representation, or control over the affairs of The Bharat Scouts and Guides. They Can be given a Consultative Status as deemed fit. All collaborative activities shall be conducted in a manner that preserves the autonomy, non-political character, and educational mission of the Organization.

39. Amendments to the Memorandum of Association

1. Amendment of the Memorandum — Two-Thirds Majority & Circulation of Proposals

This Memorandum of Association may be amended by the National Council of the Bharat Scouts and Guides at any of its meetings by a two-thirds majority of the votes cast. Texts of proposed amendments shall be communicated by the Bharat Scouts and Guides to all Member Associations.

2. Commencement of Amendments — Effective Upon National Council Approval

The Amendments to the Memorandum of Association shall come in force on the date on which approved by the National Council.

40. Disposal of Assets upon Dissolution

1. Consent for Dissolution — National Council

The Bharat Scouts and Guides shall not be dissolved except with the prior approval of not less than two-thirds of the Member Associations present at the meeting and by a resolution passed by a majority of not less than two-thirds of the Members present and voting at a duly convened meeting of the National Council.

2. Initiating a Dissolution Resolution — Proposers, Notice & Voting

A resolution for dissolution may be put forward by the Bharat Scouts and Guides or by a resolution signed by not less than one-half of the Member Association in order to be voted at the National Council. Notice of such a draft resolution shall be communicated by the National Headquarters to all Member Associations as per the Bye-laws and Rules of the Bharat Scouts and Guides. If the resolution is carried, incumbent Members of the National Council shall remain in office as long as necessary to effect the dissolution in accordance with the requirements of the Act.

3. Asset Disposition on Dissolution — Transfer to Similar-Objects Society (Three-Fifths Vote)

In the event of dissolution there shall remain, after the settlement of all its debts and liabilities, any property, whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to a Society/Institute with similar objects which will be determined by the votes of not less than three fifths of the members of the National Council present personally at the time of dissolution.

PART B

**THE BHARAT SCOUTS AND
GUIDES
NATIONAL ASSOCIATION
BYE-LAWS**

2

THE BHARAT SCOUTS AND GUIDES NATIONAL ASSOCIATION BYE-LAWS

GENERAL

1. Short Title

These Bye-laws shall be called 'The Bharat Scouts and Guides National Association Bye-laws'.

2. Commencement

These Bye-laws and their amendments from time to time shall come into force on the date of approval by the National Council.

3. Definitions

1. '**Association**' means the Bharat Scouts and Guides National Association;
2. '**Memorandum of Association**' means the Memorandum of Association of the Bharat Scouts and Guides;
3. '**Member Association**' and '**Accredited Member Associations**' means State Associations of the Bharat Scouts and Guides as in the Memorandum of Association of the Bharat Scouts and Guides.
4. '**Rules**' means the Rules of the Bharat Scouts and Guides;
5. '**Words and expressions used in these Bye-laws**' shall, unless otherwise provided in the Bye-laws, have the same meaning assigned to them in the Memorandum of Association and the Rules.

4. Correspondence Address of National Association

The Correspondence Address of 'The Bharat Scouts and Guides, National Association' is the same registered office address of or as may be decided by the National Executive Committee from time to time.

MEMBER ASSOCIATIONS

5. Member Associations

1. State Associations as "Member Associations"

State Associations of the Bharat Scouts and Guides admitted to membership of the Bharat Scouts and Guides National Association are collectively referred to as Member Associations.

2. Affiliation of Member Associations

Affiliation of the Bharat Scouts and Guides is open to all State Associations of the Bharat Scouts and Guides which fulfil the requirements for membership.

3. Authority to Confer Member Association

Authority to confer Member Association of the the Bharat Scouts and Guides is vested in the National Executive Committee.

4. State Association Meaning

A State Association of the Bharat Scouts and Guides in a revenue state or union territory or administrative unit may apply for membership as a State Association of the Bharat Scouts and Guides.

5. Administrative Unit as a State Association

National-level bodies with a distinct structure and multi-State/UT presence—such as the Zones of Indian Railways, Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Dayanand Anglo-Vedic (DAV) Institutions, and any other institutions as may be approved by the National Executive Committee.

6. One Member Association per Jurisdiction

There can be only one member State Association from any revenue state or union territory or administrative unit as the case may be.

7. Eligibility Criteria for the Member Association

Following shall be the eligibility criteria for Member Association of the Bharat Scouts and Guides:

(a) Adoption & Sustained Adherence to Purpose, Principles & Method

Adoption of and evidence of sustained adherence to the purpose, principles and method as laid down in the memorandum of the understanding.

(b) Independent, Non-Political & Voluntary Character

Establishment of the State Association of the Bharat Scouts and Guides as an independent, non-political, voluntary movement of probity and effectiveness.

(c) Open to all

Enrolment to be open to all who agree to conform to the purpose, principles and method of the Movement.

(d) Legal Entity Status & Territorial Reach

Establishment of its legal entity and evidence of its widespread operation in the territory it represents.

(e) Capacity & Self-Sufficiency Requirements

An applicant State Association must demonstrate that it is self-sufficient and capable of delivering adequate services to its members and fulfilling all obligations of a the Bharat Scouts and Guides Member Association. This shall be evidenced by:

- the quality and effectiveness of its leadership.
- robust safeguarding policies and procedures that ensure a safe environment for children, young people, and adults in Scouting.
- an organised, standards-based leader-training system.
- sufficient membership scale and operational resources.

(f) Commitment to National Unity of the Movement

The Member Association of the Bharat Scouts and Guides shall have an overriding concern for the unity of the Scouting and Guiding Movement in the Country.

6. Accredited Member Associations

1. Authority to Grant Accredited Member Association Status

Accredited Member Association status may be granted by the National Executive Committee and is conferred at its discretion and shall report such decisions to the National Council.

2. Rights & Obligations.

Accredited Member Associations have the same rights and obligations as Member Associations except the right to vote.

3. Path to Full Membership.

An Accredited Member Association may be recognized as a State Association upon fulfilling all State Association membership requirements as specified in these Bye-laws and the Rules of the Bharat Scouts and Guides.

4. No Accreditation Where Full Eligibility Exists.

An entity already eligible for the Member Association under the Bharat Scouts and Guides requirements cease to be accorded Accredited status.

5. Parity by Scale.

Depending on their membership strength, Accredited Member Associations may be treated at par with a District Association or with Auxiliary Units (Special Groups).

7. Rights and Obligations of Member Associations

Member Associations enjoy the rights and privileges and are required to fulfil the obligations given in these Bye-laws and The Rules of the Bharat Scouts and Guides.

1. Rights of the Member Associations

Member Associations shall have the following rights:

- (a) To be represented and have the right of voice at a National Council Meeting of the Bharat Scouts and Guides and a Regional Council, subject to payment of the annual affiliation fees and annual membership fees as decided by the National Council from time to time.
- (b) To avail services from the National Headquarters of the Bharat Scouts and Guides, as practicable, in the form of visits, opportunity of participation in Youth Programs and Adult training courses, seminars, workshops, other events and activities and other types of assistance.
- (c) To receive all the publications of the National Headquarters of the Bharat Scouts and Guides.
- (d) To attend National or regional or other State Jamborees, camps and other gatherings.
- (e) To receive invitations to International Jamborees, camps and other gatherings.
- (f) To avail any other service of the Bharat Scouts and Guides in furtherance of the Aims and Objects of the Movement.

2. Obligations of Member Associations

Member Associations shall have the following obligations:

- (a) Continued acceptance of and conformity with the requirements of the Memorandum of Association, the Bye-laws and the Rules of the Bharat Scouts and Guides.
- (b) Payment of an annual affiliation fees and annual membership fee as reviewed and determined by the National Council Meeting of the Bharat Scouts and Guides from time to time.
- (c) To protect the infringing product, insignia, accessories with the trademark of the Bharat Scouts and Guides, the World Organisation of the Scout Movement and World Association of the Girl Guides and Girls Scouts and inform the National Headquarters of any breach of the same.
- (d) The member Association will procure/purchase Scout/Guide equipments, literatures, promotional items, uniform parts and badges etc. from the National Headquarters of the Bharat Scouts and Guides as decided from time to time.

- (e) To submit an annual report to the National Headquarters of the Bharat Scouts and Guides including an evaluation of progress against the requirements of its State Association in a form which the National Headquarters of the Bharat Scouts and Guides may determine.
- (f) Approval by the Chief National Commissioner prior to implementation of any changes to its State Association Memorandum and Bye-laws (State Association Constitution).

8. Suspension and Expulsion

The Chief National Commissioner may provisionally suspend the membership of any Member Association which, in its opinion, no longer fulfils the requirements for membership. If the National Executive Committee maintains its suspension, the National Council at its next meeting shall hear the report of the National Executive Committee and invite the suspended Member Association to make its written or oral comments. The National Council has the broadest power to decide on an appropriate course of action; if its decision is to expel the Member Association, such decision shall require a two-thirds majority of the votes cast.

9. Effect of Termination of Membership

A Member Association which, for any reason, ceases to be a Member Association shall no longer be entitled to the privileges and services of the Bharat Scouts and Guides and cease to the use of the emblems and other proprietary material associated with the Bharat Scouts and Guides and the WOSM and WAGGGS.

10. National Council

There shall be a National Council of the Bharat Scouts and Guides, as specified in the Bye-laws and Prescribed in the Rules of the Bharat Scouts and Guides, which is the supreme body of the Association and functions as its General Body, exercising the powers and discharging the functions therein provided.

11. National Executive Committee

There shall be a National Executive Committee of the Bharat Scouts and Guides, as specified in the Bye-laws, which shall be the governing body of the Association, exercising the powers and discharging the functions therein provided.

12. Project Approval Board

Constitution of the National Project Approval Board

- (a) There shall be a Project Approval Board for scrutinising and approving the projects and schemes including seeking grants, financial aid or other external support and authorising Director for opening of Bank Account.

- (b) The Board shall function under the authority and overall control of the National Executive Committee (Governing Body) chaired by the Chief National Commissioner.
- (c) The Project Approval Board shall ensure that projects and schemes are in conformity with the aims and objects of the Bharat Scouts and Guides with its policies and priorities, and that they comply with applicable legal, financial and donor requirements.
- (d) The powers, functions and procedure of the Board shall be prescribed in the Rules of the Bharat Scouts and Guides and as amended from time to time.

13. Committees of the Bharat Scouts and Guides

The Bharat Scouts and Guides Committees ensure effective national governance and delivery of the Movement's objectives, advising and supporting the Chief National Commissioner, National Executive Committee, and National Council across programme development, training, finance, youth participation, adult management, safeguarding, membership growth, and business development.

1. National Committees

1. National Programme and Planning Committee

Oversees design, review, and quality assurance of youth programme content and activities.

2. National Training and Capacity Building Committee

Sets training standards, curricula, and certifications for adult leaders and trainers.

3. National Finance Committee

Provides financial oversight, budgeting guidance, and audit follow-up to ensure fiscal discipline.

4. National Adult in Scouting and Guiding Committee

Develops policies and practices for recruitment, retention, wellbeing, and recognition of adult volunteers.

5. National Rules Committee

Reviews and recommends amendments to rules, Bye-laws, and procedural frameworks.

6. National Youth Committee

Amplifies youth voice, promotes youth leadership, and advises on youth-led initiatives.

7. National Business Development Committee

Guides partnerships, resource mobilisation, brand/licensing opportunities, and sustainability initiatives.

- 8. National Safeguarding & Safe from Harm Committee**

Establishes safeguarding standards, case-handling protocols, and prevention training to keep all members safe.
- 9. National Policy Committee**

Frames and reviews organisation-wide policies to align with mission, law, and best practices.
- 10. National Membership Growth Committee**

Drive sustainable membership growth across the Bharat Scouts and Guides by converting the National Growth Strategy into state-wise plans with measurable outcomes—recruitment, retention, new units, and leader pipeline—while safeguarding programme quality.
- 11. National Awards Committee**

The National Award Committee safeguards the integrity of Bharat Scouts and Guides’ highest honours. It evaluates and recommends eligible individuals, units, and organisations for national awards recognising outstanding service, achievement, and contribution to Scouting and Guiding in India, in line with the Bye-laws and Rules, applying uniform criteria to ensure fairness, transparency, and accountability.
- 12. National Internal Committee (POSH)**

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed thereunder. The National Internal Committee (NIC) is to be constituted to ensure a safe, dignified, inclusive, and respectful environment for all members, employees, volunteers, trainees, and participants associated with the Movement as provided in the Rules.
- 13. National Advisory Committee for State Affairs**

The National Advisory Committee for State Affairs shall be constituted to provide guidance, oversight, and recommendations on matters relating to State-level functioning, policy implementation, and coordination with the National Headquarters as provided in the Rules. The Committee aims to ensure uniformity, transparency, and effective governance across all States/UTs affiliated with the organization.

2. **Task Forces & Special Committees**

The Chief National Commissioner may constitute Task Forces or additional committees as required to address specific priorities or emerging needs.

ORGANISATIONAL STRUCTURE OF THE BHARAT SCOUTS AND GUIDES

14. Organisation Structure of Bharat Scouts and Guides

The Bharat Scouts and Guides operates through a clear, multi-tier structure that links national leadership to grassroots delivery. This design ensures consistent policy, strong oversight, and high-quality programmes across India—while keeping the Group as the core unit where young people meet, learn, serve, and lead.

1. National Association — Vision & Policy

Sets the Movement's vision, policy, standards, and national programmes; ensures unity and compliance across all tiers. National Association is affiliated with WOSM and WAGGGS.

Regional Organisations — Coordination & Support

Provide guidance and capacity-building to clusters of States/UTs; facilitate inter-state coordination and quality assurance. The Regional Organisations are the Branches of National Association as prescribed in the Rules of the Bharat Scouts and Guides.

2. State Associations — Statewide Programme Delivery

Administer and supervise the Movement within the State/UT; implement national policy; support districts/divisions and local bodies.

These are BSG Member Associations at State level, affiliated to the National Association as prescribed in the Rules of the Bharat Scouts and Guides.

3. District Associations — Field Supervision

Oversee day-to-day mentoring, training, and programme quality; guide Local Associations and Groups.

These are the Bharat Scouts and Guides Associations at District level, affiliated to their respective State Association as prescribed in the Rules of the Bharat Scouts and Guides.

4. Local Associations — Community Interface

Serve towns, municipalities, and neighbourhoods; register and support Groups; connect community partners with the Movement.

These are the Bharat Scouts and Guides Associations at the Local level, affiliated to their respective District Association as prescribed in the Rules of the Bharat Scouts and Guides.

5. Groups — Unit of Programme & Youth Leadership

The primary setting where young people meet, learn, serve, and lead under trained adult leadership as prescribed in the Rules of the Bharat Scouts and Guides.

(i) Types of Groups — Sponsored & Open

Sponsored Groups: Sponsored by an Institution (e.g., school, college, organisation) and registered with Local Association/District Association as the case may be.

Open Groups: Community-based and open to eligible local youth and registered with Local Association/District Association as the case may be.

(ii) Two Wings of the Bharat Scouts and Guides

Each Group runs parallel Scout (boys/young men) and Guide (girls/young women) wings, ensuring equitable opportunities and tailored programme delivery.

(iii) Age Sections & Small-Team System

Programme is organised by age sections. Each section uses small teams (e.g., patrols/sixes) to develop leadership, responsibility, and peer learning.

MEMBERS OF THE BHARAT SCOUTS AND GUIDES

15. Young Peoples and Youth Members

The Membership of the local/district association is open to Young People and Youth Members who subscribe to the Fundamentals, which includes Purpose, principles, the Methods, the Promise and the Law supervised and trained by adult unit leaders.

The Beneficiaries Young Peoples and Youth are enrolled as Members to the Units and digital membership systems in the following sections:

1. Bunnies
2. Cubs and Bulbuls
3. Scouts and Guides
4. Rovers and Rangers

16. Adult Leaders and Volunteers

The Bharat Scouts and Guides is run by the Adult Resources managed by the Adults in Scouting and Guiding as under.

1. Unit Leaders/Scouters and Guiders.
2. Trainers holding valid Hon'ble Charge.
3. Commissioners holding valid Warrants.
4. All the Office Bearers of Local/District/State and National Association.

5. Professionals working at Local/District/State and National Association.
6. Others such as BSG Fellows, Life Members, Members of the Rashtrapati Scouts and Guides Guild, Members of BSG Alumni and any other categories decided by the National Executive Committee from time to time.

The Above functionaries are the members of the Bharat Scouts and Guides who will discharge roles and responsibilities as per the Bharat Scouts and Guides Rules.

17. Membership of the Bharat Scouts and Guides

The Membership of the Bharat Scouts and Guides is open to citizens of India who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member of the local/district association with the approval of the State Chief Commissioner who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

The Membership of the Bharat Scouts and Guides is subject to payment of Annual Membership Fees (Individual Registration Fees) as decided from time to time by the National Council and registration on digital Membership System.

18. Uniform of Members

1. Symbolism and Significance of the Uniform

The uniform is a visible symbol of unity, equality and discipline. It embodies the ideals of the Scout and Guide Promise and Law and signifies both membership of, and commitment to, the Movement.

2. Obligation to wear the Official Uniform

All members of the Bharat Scouts and Guides, including Bunnies, Cubs, Bulbuls, Scouts, Guides, Rovers, Rangers, adult leaders, trainers, commissioners and office bearers, shall wear the official uniform of the Movement as approved by the National Council.

3. Standardisation of Design and Prohibition of Alterations

The design, colour, pattern, badges and insignia of the uniform shall be uniform throughout India and shall be as prescribed in the Uniform Regulations of the Bharat Scouts and Guides, as amended from time to time. No alteration, variation or addition to the approved uniform shall be made by any member or authority.

4. Compulsory Use of Uniform in Official Activities

Wearing the uniform shall be compulsory for participation in all official Scouting and Guiding activities, functions, ceremonies and events conducted at the Local, District, State, National or International level. Every Leader, Commissioner and Office Bearer

shall be responsible for ensuring that all members within their jurisdiction are properly and correctly uniformed in accordance with the Uniform Regulations.

5. Dignified Use and Protection of the Uniform

The uniform shall at all times be worn with dignity, respect and pride, reflecting the principles of equality, discipline and service enshrined in the Movement. Any misuse, improper display or unauthorised reproduction of the uniform, badges or insignia shall be treated as a violation of the Rules and shall be liable to disciplinary action in accordance with the Code of Conduct of The Bharat Scouts and Guides.

19. Termination of Membership of the Bharat Scouts and Guides

Applies to members of all units and associations at every level.

1. Conviction for Offence Involving Moral Turpitude

Upon conviction for an offence involving moral turpitude, the member's membership shall be terminated and any awards/privileges withdrawn.

2. Conduct Detrimental to the Movement

A member who, while supporting any other organisation, engages in activities detrimental to the interests or reputation of the Movement—including writings in publications/media (included digital and social media) or propaganda—shall be liable to termination, subject to due enquiry and an opportunity to be heard.

3. Affiliation with Parallel Scouting/Guiding Bodies

Membership shall be terminated if a member belongs to, aids, or abets any parallel organisation purporting to conduct Scouting or Guiding.

4. Breach of Code of Conduct & Safeguarding Policies

Membership may be terminated for violation of the Code of Conduct and the Safeguarding and Safe from Harm policies of the Bharat Scouts and Guides, as approved and periodically revised.

5. Due Process

In all cases, termination shall follow a fair enquiry, with notice of allegations and a reasonable opportunity for the member to present their response.

AWARDS AND DECORATIONS

20. Awards and Decorations

The Awards and Decorations of the Bharat Scouts and Guides are distinctions instituted by the National Association to recognize outstanding service, exemplary conduct, gallantry, and meritorious

contributions to the Movement. All citations, insignia, and records shall be issued and maintained in the standard format notified by the National Association to ensure uniformity, transparency, and dignity of the honours system nationwide. These honours may be conferred either by the National Association or, as duly authorized, by a State Association in accordance with the Constitution, Rules, and approved guidelines. The Chief National Commissioner may confer the National Level awards and decorations, in accordance with the Rules of the Bharat Scouts and Guides. The National Council may institute additional awards and may abolish any award.

A. National Awards

1. The Silver Elephant
2. Bar to Silver Star Award
3. The Silver Star Award
4. The Tricolor Flame Award
5. The Diamond Ashoka Recognition

B. International Friendship Award

1. Silver Award
2. Bronze Award

C. Messengers of Peace Star Award

D. Gallantry Awards

1. Letter of Commendation
2. BSG Gallantry Medal

E. Member Association Awards

1. The Silver Lotus Award
2. Bar to Medal of Merit
3. Medal of Merit
4. Thanks Badge

F. Long Service Decorations

1. Service Star
2. Special Service Star
3. Long Service Decoration

G. Ranga Rao Award

For Dedicated Service of the Highest Order by the National Headquarter Professional.

H. Rashtrapati Award

Rashtrapati Scout/Guide/Rover/Ranger Certificate/Award is presented to Scout/Guide/Rover/Ranger based on the Youth Programme of the Bharat Scouts and Guides.

The Rashtrapati/President Scout/Guide/Rover/Ranger Award represents the pinnacle of achievement in the Scout & Guiding programme of the Bharat Scouts and Guides (BSG). This honour is conferred upon Scout/Guides who exemplify outstanding character, leadership, service, and Scouting/Guiding proficiency. 120 Top Achievers in Scout/Guide/Rover/Ranger are conferred the Rashtrapati/President Scout/Guide/Rover/Ranger Award respectively and all other qualifiers as per the Bharat Scouts and Guides, National Headquarters guideline are issued the Rashtrapati/President Scout/Guide/Rover/Ranger Certificate. The Rashtrapati Scout/Guide/Rover/Ranger Badge is to be designed and supplied by National Headquarters as per youth Programme.

I. Peacock Award

Peacock Award is presented to Scout/Guide/Rover/Ranger based on the Youth Programme of the Bharat Scouts and Guides.

J. Rajya Puraskar Award

Rajya Purashkar is presented to Scout/Guide/Rover/Ranger Certificate/Award based on the Youth Programme of the Bharat Scouts and Guides.

This award is presented by the Governor or Patron/President of the State Association on the recommendation of State Chief Commissioner and can be withdrawn under compelling circumstances by State Chief Commissioner who is the final authority to grant Rajya Puraskar shall issue from time to time suitable directives in respect of badge, tests etc. and ensure proficiency of knowledge and skills. The Rajya Puraskar Badge will be designed and supplied by National Headquarters as per youth Programme.

K. Golden Arrow Award

Golden Arrow Award is presented to Cub/Bulbul based on the Youth Programme of the Bharat Scouts and Guides.

A Chaturth Charan Cub/Heerak Pankh Bulbul having earned totally six proficiency badges, remaining four badges to be earned from the proficiency badge groups not earned earlier. He/She may be awarded a special badge called "Golden Arrow" before completing ten years of age. The Badge will be on blue background with golden border with a prominent golden arrow with Bharat Scout and Guides Emblem in the centre. The Golden Arrow badge is presented by the President of Bharat Scouts and Guides along with the certificate signed by the Chief National Commissioner.

L. Lifetime Achievement Award

A Lifetime Achievement Award will be conferred to honour individuals who have rendered exceptional, sustained, and

lifelong service of the highest order to The Bharat Scouts and Guides.

ELECTIONS OF THE OFFICE BEARERS

21. Returning Officer for the Electoral College

1. Appointment of Returning Officer

The Returning Officer shall be appointed by the Chief National Commissioner to conduct and supervise the election of office bearers of the Bharat Scouts and Guides through the Electoral College.

2. Qualifications of the Returning Officer

The Returning Officer shall be a person of high integrity, impartiality, and administrative experience, and shall not be a candidate for any post in the said election. The Returning Officer may be the Director, Executive Director or any other independent person to conduct free and fair elections.

3. Responsibilities of the Returning Officer

The Returning Officer shall be responsible for the entire conduct of the election process, including:

1. Preparation and publication of the Electoral College list;
2. Issuing of election notifications, nomination forms, and schedules;
3. Scrutiny of nomination papers;
4. Withdrawal of candidatures;
5. Conduct of voting, counting, and declaration of results.

The Returning Officer shall ensure that the election is conducted in a free, fair, and transparent manner, maintaining neutrality and adherence to the principles of democratic governance and good conduct.

4. Assistance to Returning Officer

The Returning Officer may be assisted by one or more Assistant Returning Officers and Tellers, appointed with the approval of the Chief National Commissioner, to ensure the smooth and fair conduct of the election.

5. Decision of the Returning Officer

The decision of the Returning Officer on all matters relating to the validity of nominations, counting of votes, and declaration of results shall be final and binding, subject to any appeal mechanism provided in the Constitution or Rules of the Bharat Scouts and Guides.

6. Appeal

The National Executive Committee shall appoint an officer having judicial background and experience to hear an appeal and decide regarding matter arising from election process of the National Association.

22. Appointment of Tellers

1. Appointment of Tellers

A suitable number of Tellers shall be appointed by the Chief National Commissioner to assist the returning officer in the conduct of voting and counting of votes during the election of office bearers by the Electoral College.

2. Qualifications of the Teller

The Tellers shall be persons of integrity and impartiality, preferably members or staff of the Association who are not candidates for any post in the said election.

3. Responsibilities of the Returning Officer

- (a) Assisting the Returning Officer in the distribution and collection of ballot papers.
- (b) Supervising the ballot boxes or voting process under the direction of the Returning Officer.
- (c) Counting and verifying the votes in accordance with the prescribed procedure.
- (d) Recording and authenticating the results of the count before submission to the Returning Officer.
- (e) All Tellers shall work under the direct supervision and control of the Returning Officer, whose decision on all matters relating to the counting process shall be final and binding.
- (f) The Tellers shall maintain strict confidentiality of the voting process and results until formally declared by the Returning Officer.

23. Elections for President, Vice-President(s) & Chief National Commissioner

I. Electoral Colleges

A. National Electoral College for President & Chief National Commissioner

Each State Association shall be represented by two delegates with votes allocated on the basis of the most recent Scout and Guide census.

Delegates:

1. Delegate 1: State Chief Commissioner.

2. Delegate 2:

- If the State Chief Commissioner is male the second delegate shall be the State Commissioner (Guide).
- If the State Chief Commissioner is female the second delegate shall be the State Commissioner (Scout).

B. Regional Electoral Colleges for Vice-Presidents

For each region, an Electoral College comprising two delegates per Member Association in that region with votes allocated on the basis of the most recent Scout and Guide census approved by National Council.

Delegates:

1. Delegate 1: State Chief Commissioner.

2. Delegate 2:

- If the State Chief Commissioner is male the second delegate shall be the State Commissioner (Guide).
- If the State Chief Commissioner is female the second delegate shall be the State Commissioner (Scout).

C. Vote Allocation (Scout & Guide Wings considered separately)

- **Basis:** The annual census is on the basis of the most recent Scout and Guide census approved by National Council.
- **Minimum entitlement:** Every State has at least one Scout vote and one Guide vote.
- **Scaling of votes:**
 - **Scouts:** For every 5,000–25,000 Scouts, 1 vote; thereafter, +1 vote for each additional 25,000 Scouts.
 - **Guides:** For 3,000–25,000 Guides, 1 vote; thereafter, +1 vote for each additional 25,000 Guides.
 - **Cap:** Maximum of 20 votes in total per State.
- **Low-census States:** States not meeting the minimum census thresholds shall cast only two votes (one Scout, one Guide).

II. Common Election Procedures

Apply to President, Vice-Presidents, Chief National Commissioner

1. Meeting & Mode of Election

- **President & Chief National Commissioner:** Elected at a special meeting of the relevant Electoral College (convened alongside an ordinary meeting, as scheduled).
- **Vice-Presidents:** Elected by the concerned Regional Electoral College by secret ballot. (convened alongside an ordinary meeting, as scheduled).

2. Notice & Election Calendar

- The Returning Officer shall issue not less than 30 days' notice, enclosing:
 - the latest vote allocation
 - the list of delegates, and
 - a calendar of events (time, date, place; and deadlines for nomination, scrutiny, withdrawal, and poll).

3. Eligibility

- Only persons eligible are as prescribed in the Rules of the Bharat Scouts and Guides may contest for the office of President, Vice-President, or Chief National Commissioner.
- **Age limit President & Chief National Commissioner:**

The person eligible to contest elections for the office of President, Vice-President, or Chief National Commissioner shall be less than 70 years and in case after the election one attains the age of 70 years he shall continue to complete his term for the office for which he is elected as per guidelines of the Ministry of Sports and Youth Affairs.

4. Nominations

1. Forms:

Prescribed Nomination Form signed by the Returning Officer and Bearing Seal of the National Association.

1. Nomination in Form-I (for the Office of President).
2. Nomination in Form-II (for the Office of Vice-Presidents).
3. Nomination in Form-III (for the Office of Chief National Commissioner).

2. Proposer/Seconder:

- 1. For President/Chief National Commissioner:** proposer and seconder must be members of the National Electoral College.
- 2. For Vice-President:** proposer and seconder must be members of the Regional Electoral College of the concerned region.

3. Signatures:

Each nomination must be signed by the proposer, seconder, and the candidate.

4. Limits:

A delegate may subscribe as proposer or seconder to only one nomination in specific category i.e. President, Vice President and Chief National Commissioner.

5. Filing:

Nominations must reach the Returning Officer by the date/time fixed in the election calendar.

6. Invalid nominations:

A nomination shall be invalid if it:

- (i) is not submitted in the prescribed form.
- (ii) is incomplete.
- (iii) is submitted after the stipulated deadline.
- (iv) lacks any required signature.
- (v) names an ineligible candidate.
- (vi) is proposed or seconded by an ineligible person.
- (vii) contains overwriting or unauthorised alterations; or
- (viii) is not accompanied by valid address proof of the proposer and seconder and any other documents required by the Nomination Form.

5. Scrutiny, Publication & Withdrawal

- **Scrutinise of the Nomination:** The Returning Officer shall scrutinise nominations on the appointed date and declare them valid or invalid.
- **List of Valid Nomination:** A list of valid nominations shall be posted at NHQ notice board and emailed to each candidate at their notified address.

- **Withdrawal:** A candidate may withdraw by signed written intimation delivered in person, by registered post, or by email mentioned in the nomination form within the prescribed time.
- **Final List:** After the withdrawal deadline, the final list of contesting candidates shall be posted on the NHQ notice board.

6. Uncontested/Partly Contested Scenarios

- If number of candidates duly nominated is equal to the number of vacancies, the Returning Officer shall declare them elected.
- If the number of candidates duly nominated is less than the number of vacancies, the Returning Officer shall declare the candidates duly elected and in case of vacancies in the office of Vice Presidents same shall be filled up by the nomination by the President in consultation with the Chief National Commissioner from amongst the eligible candidates for the Vice President Office.

7. Contested Polls, Voting & Counting

- Where candidates exceed vacancies, polling shall be by secret ballot at the meeting specified for that office.
- **Ballot casting:** The voter shall mark the ballot by placing the 'X' seal against the preferred candidate(s) in the voting compartment and deposit the ballot in the ballot box.
- **Counting:** On completion of voting, the Returning Officer shall openly count the votes in the presence of candidates/agents or members present, assisted by tellers nominated by the Chief National Commissioner.

III. Office-Specific Groupings

A. Election of the President

- **Electoral College:** National (as per Section I-A).
- **Meeting:** Special meeting (alongside an ordinary meeting, as scheduled).
- **Method:** Secret ballot if contested.
- **Eligibility & Age:** As per Rules; The person eligible to contest elections for the office of President shall be less than 70 years and in case after the election one attains the age of 70 years he shall continue to complete his term for the office of the President as

per guidelines of the Ministry of Sports and Youth Affairs.

- **All procedural steps:** See Section II.

B. Election of the Vice-Presidents

- **Electoral College:** Regional (as per Section I-B).
- **Meeting:** Special meeting (alongside an ordinary meeting, as scheduled).
- **Method:** Secret ballot.
- **Proposer/Seconder:** Must be from the concerned Regional Electoral College.
- **All procedural steps:** See Section II.

C. Election of the Chief National Commissioner

- **Electoral College:** National (as per Section I-A).
- **Meeting:** Special meeting (alongside an ordinary meeting, as scheduled).
- **Method:** Secret ballot if contested.
- **Eligibility & Age:** The person eligible to contest elections for the office of Chief National Commissioner shall be less than 70 years and in case after the election one attains the age of 70 years he shall continue to complete his term for the office of the Chief National Commissioner as per guidelines of the Ministry of Sports and Youth Affairs.
- **All procedural steps:** See Section II.

IV. Invalid Ballot—Grounds for Rejection

A ballot paper shall be treated as invalid if:

1. Not in Prescribed Form

It is not in the prescribed format, or it lacks the seal of the National Association and the initials of the Returning Officer.

2. Voter Identifiable

It bears the signature of the voter or any identifying mark by which the voter can be recognised.

3. Incorrect Marking

- No 'X' seal appears against any candidate; or
- More than one 'X' seal appears where only one person is to be elected; or
- The number of 'X' seals exceeds the number of vacancies.

4. Ambiguity

It is unclear for which candidate the vote has been cast.

V. Declaration of Results

Where more than one vacancy exists, candidates shall be declared elected in descending order of votes polled—the candidate securing the highest number of votes first, followed by the next highest, and so on until all vacancies are filled. For a single vacancy, the candidate with the highest number of votes is declared elected.

VI. Tie-Breaking Procedure

In the event of an equality of votes, the result shall be decided by the drawing of lots.

MISCELLANEOUS

24. Finances

1. Affiliation & Annual Registration (Individual Registration Fees-IRF) Fees

Each Member Association shall pay affiliation fees and membership fees (Individual Registration Fees - IRF) at a rate and according to the capping to be determined from time to time by the National Executive Committee.

2. Deposit of Funds & Budgeted Disbursements

All funds shall be deposited to the credit of the National Headquarters and shall be disbursed by the Treasurer in accordance with a budget approved by National Executive Committee.

2. Investment of Funds

The funds of The Bharat Scouts and Guides, including corpus funds, reserves, endowments, and surplus income, may be invested or deposited only in government-approved modes to retain tax exemptions as permitted under Section 11(5) of the Income-tax Act, 1961, and the rules framed thereunder, or under any statutory modification or re-enactment thereof. All investments shall be made in the name of The Bharat Scouts and Guides and shall be authorised by the National Executive Committee. The BSG shall ensure that investments are made with due regard to risk, safety, liquidity, and reasonable return, and no investment shall be made in speculative instruments or in any manner inconsistent with the charitable and non-profit character of the Society. All income arising from such investments shall be accounted for as income and applied solely towards the promotion of its aims and objects, and full disclosure of

investments shall be made in the annual accounts and audit reports

3. Annual Audited Financial Statements & Circulation

An audited financial statement shall be submitted annually by the Treasurer to the National Executive Committee and National Council and shall be sent to all Member Associations.

4. Appointment of Auditors

The National Executive Committee shall appoint auditors to the National Headquarters the Bharat Scouts and Guides as specified in Bye-laws.

25. Languages

1. Official Languages of National Headquarters

The official languages of National Headquarters of the Bharat Scouts and Guides are English and Hindi.

2. Interpretation Clause — English Text to Prevail

In the event of a conflict arising out of the interpretation of this Memorandum of Association or any other official document of the National Headquarters, the original language of the document or the English text shall prevail.

3. Translations into Constitutionally Recognized Languages

The Bharat Scouts and Guides shall endeavour to translate the publications in the official languages as recognized by Indian Constitutions.

26. Amendment of the Bye-laws

1. These Bye-laws of the Bharat Scouts and Guides National Association may be amended by the National Council of the Bharat Scouts and Guides at any of its meetings by a two-thirds majority of the votes cast. Texts of proposed amendments shall be communicated by the Bharat Scouts and Guides to all Member Associations.
2. The Amendments to the Bye-laws shall come in force on the date on which approved by the National Council.

APPENDIX**FORM-I****THE BHARAT SCOUTS AND GUIDES****NATIONAL ASSOCIATION****Election to the Office of PRESIDENT****NOMINATION PAPER**

A. DETAILS OF THE PROPOSER	
Particulars	Details to be Filled
Name of the Proposer (in full)	
Member of the Electoral College of (State Association)	
Sl. No. of the Electoral College	
Signature of the Proposer	
Date	
Address Proof of Proposer (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

B. DETAILS OF THE CANDIDATE	
Particulars	Details to be Filled
Name of the Candidate (Mr./Ms.)	
State	
Address Proof of Candidate (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No
Office for which Nominated	President, The Bharat Scouts and Guides (National Association)

C. DETAILS OF THE SECONDER	
Particulars	Details to be Filled
Name of the Seconder (in full)	
Member of the Electoral College of (State Association)	
Sl. No. of the Electoral College	
Signature of the Seconder	
Date	
Address Proof of Seconder (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

D. DECLARATION OF CANDIDATE	
Particulars	Details / Declaration
Name of the Candidate (in full)	
Office for which Contesting	President, The Bharat Scouts and Guides (National Association)
Willingness to Serve	I hereby declare that I am willing to serve in the office of the President and, if elected, I shall faithfully perform my duties and responsibilities in accordance with the Rules, Bye-laws, and Code of Conduct of the Organisation.
Date of Birth	
Proof of Date of Birth Attached	Yes / No
Eligibility Declaration	I hereby declare that I fulfill all the eligibility criteria for the office as prescribed under the Rules and Bye-laws of the National Association and as stated in the Election Notification, which I have read and understood, and I agree to abide by the same.

D. DECLARATION OF CANDIDATE	
Particulars	Details / Declaration
सत्यापन / Verification of Information	I further certify that all information furnished above is true, correct, and complete to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect, my candidature shall be liable to cancellation.
Date	
Signature of the Candidate	
Name in Block Letters	

FORM-II

THE BHARAT SCOUTS AND GUIDES

NATIONAL ASSOCIATION

Election to the Office of VICE-PRESIDENT (Region)

NOMINATION PAPER

A. DETAILS OF THE REGION	
Particulars	Details to be Filled
Region	

B. DETAILS OF THE PROPOSER	
Particulars	Details to be Filled
Name of the Proposer (in full)	
Member of the Electoral College of (State Association)	
Region	
Sl. No. of the Electoral College	
Signature of the Proposer	
Date	
Address Proof of Proposer (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

C. DETAILS OF THE CANDIDATE	
Particulars	Details to be Filled
Name of the Candidate (Mr./Ms.)	

C. DETAILS OF THE CANDIDATE	
Particulars	Details to be Filled
State	
Region	
Office for which Nominated	Vice-President, The Bharat Scouts and Guides (National Association)
Address Proof of Candidate (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No
National/State Level Position Held	
Period of Service (From – To)	
Supporting Document Attached (Warrant of State Chief Commissioner / SC OR Certificate from State Secretary for State President/Vice-President)	Yes / No

D. DETAILS OF THE SECONDER	
Particulars	Details to be Filled
Name of the Secunder (in full)	
Member of the Electoral College of (State Association)	
Region	
Sl. No. of the Electoral College	
Signature of the Secunder	
Date	

D. DETAILS OF THE SECONDER	
Particulars	Details to be Filled
Address Proof of Secunder (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

DECLARATION OF CANDIDATE <i>(Election to the Office of Vice-President – Region)</i>	
Particulars	Details / Declaration
Name of the Candidate (in full)	
Region	
Place of Residence (within the same Region)	
Office for which Contesting	Vice-President, The Bharat Scouts and Guides (National Association)
Willingness to Serve	I hereby declare that, being a resident of the above-mentioned Region, I am willing to serve in the office of the Vice-President and, if elected, I shall faithfully perform my duties and responsibilities in accordance with the Rules, Bye-laws, and Code of Conduct of the Organisation.
Eligibility Declaration	I hereby declare that I fulfill all the eligibility criteria for the office as prescribed under the Rules and Bye-laws of the National Association and as stated in the Election Notification, which I have read and understood, and I agree to abide by the same.
Verification of Information	I further certify that all information furnished above is true, correct, and complete to the best of my knowledge and belief. I understand that if any part of the information is found to be incorrect or false, my candidature shall be liable to cancellation.

DECLARATION OF CANDIDATE <i>(Election to the Office of Vice-President – Region)</i>	
Particulars	Details / Declaration
Date	
Signature of the Candidate	
Name in Block Letters	

FORM – III**THE BHARAT SCOUTS AND GUIDES****NATIONAL ASSOCIATION****Election to the Office of CHIEF NATIONAL COMMISSIONER****NOMINATION PAPER**

A. DETAILS OF THE PROPOSER	
Particulars	Details to be Filled
Name of the Proposer (in full)	
Member of the Electoral College of (State Association)	
Sl. No. of the Electoral College	
Signature of the Proposer	
Date	
Address Proof of Proposer (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

B. DETAILS OF THE CANDIDATE	
Particulars	Details to be Filled
Name of the Candidate (Mr./Ms.)	
State	
Present Designation (if any)	
Office for which Nominated	Chief National Commissioner, The Bharat Scouts and Guides (National Association)

B. DETAILS OF THE CANDIDATE	
Particulars	Details to be Filled
Address Proof of Candidate (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No
National / State Level Position Held	
Period of Service (From – To)	
Copy/Copies of Warrant Attached	Yes / No

C. DETAILS OF THE SECONDER	
Particulars	Details to be Filled
Name of the Seconder (in full)	
Member of the Electoral College of (State Association)	
Sl. No. of the Electoral College	
Signature of the Seconder	
Date	
Address Proof of Seconder (Aadhaar / Voter ID / Driving Licence / Passport No.)	
Copy of Address Proof Attached	Yes / No

DECLARATION OF CANDIDATE <i>(Election to the Office of Chief National Commissioner)</i>	
Particulars	Details / Declaration
Name of the Candidate (in full)	
Office for which Contesting	Chief National Commissioner, The Bharat Scouts and Guides (National Association)
Willingness to Serve	I hereby declare that I am willing to serve in the office of the Chief National Commissioner and, if elected, I shall discharge my duties and responsibilities in accordance with the Rules, Bye-laws, and Code of Conduct of the Organisation.
Date of Birth	
Proof of Date of Birth Attached (duly signed by candidate)	Yes / No
Eligibility Declaration	I hereby declare that I fulfill all the eligibility criteria for the office as prescribed under the Rules and Bye-laws of the National Association and as stated in the Election Notification, which I have read and understood, and I agree to abide by the same.
Verification of Information	I further certify that all information furnished above is true, correct, and complete to the best of my knowledge and belief. I understand that if any part of the information is found to be incorrect or false, my candidature shall be liable to cancellation.
Sl. No. of the Electoral College	
Date	
Signature of the Candidate	
Name in Block Letters	

Form - IV**THE BHARAT SCOUTS AND GUIDES****NATIONAL ASSOCIATION****Election to the Office of**

BALLOT PAPER

Sl. No.	Name of Candidate	Cross (X) Mark in Favour of Desired Candidate
1.		
2.		
3.		
4.		
5.		

PART C
THE BHARAT SCOUTS AND
GUIDES NATIONAL
ASSOCIATION RULES

1

GENERAL

1. Short Title

These Rules shall be called “The Rules of the The Bharat Scouts and Guides”

2. Definitions

1. Scouter

“**Scouter**” means a person who holds a warrant in the Scout Wing of the Bharat Scouts and Guides.

2. Guider

“**Guider**” means a person who holds a warrant in the Guide Wing of the Bharat Scouts and Guides.

3. Scout Group

“**Scout Group**” means a complete unit of three sections of the Scout Wing of the Bharat Scouts and Guides and includes Cub Pack, Scout Troop and Rover Crew, or any one or more of the said sections wherever the context so permits or requires.

4. Guide Group

“**Guide Group**” means a complete unit of three sections of the Guide Wing of the Bharat Scouts and Guides and includes Bulbul Flock, Guide Company and Ranger Team or any one or more of the said sections wherever the context so permits or requires.

5. Combined Group

“**Bharat Scouts and Guides Group**” (Combined Group) means a unit in which both Scout Group and Guide Group function together as a single organizational body under one Group Leader. The Combined Group may consist of any of the following units: Bunny Tamtola, Cub Pack, Scout Troop, Rover Crew, Bulbul Flock, Guide Company and Ranger Team. A Combined Group may operate with all six Units, or with any combination of the above Units.

6. Training Counsellor of Scouts

“**Training Counsellor of Scouts**” means Training Counsellor (Cub), Training Counsellor (Scout) and Training Counsellor (Rover).

7. Training Counsellor of Guides

“Training Counsellor of Guides” means Training Counsellor (Bulbul), Training Counsellor (Guide) and Training Counsellor (Ranger).

8. Year

“Year” means the financial year from April to March.

9. “National Association”

National Association means the National Association of the Bharat Scouts and Guides.

10. State Associations

State Associations means the Member Association of the Bharat Scouts and Guides National Association at State level, affiliated to the National Association as prescribed in the Rules of the Bharat Scouts and Guides.

11. District Associations

District Associations means the Bharat Scouts and Guides Associations at District level, affiliated to their respective State Association as prescribed in the Rules of the Bharat Scouts and Guides.

12. Local Associations

Local Associations means the Bharat Scouts and Guides Associations at the Local level, affiliated to their respective District Association as prescribed in the Rules of the Bharat Scouts and Guides.

13. Volunteer leader

“Volunteer leader” means one who performs services / functions in the honorary capacity in the Bharat Scouts and Guides and does not receive any monthly salary from the Association.

14. Professional leader

“Professional leader “ means one who is duly appointed by a competent authority in the Bharat Scouts and Guides on a monthly salary and is governed by the Service Conduct Rules of the Association.

15. National Headquarters

“National Headquarters” means the registered office of the National Association as provided in the Memorandum of Association.

2

NATIONAL ASSOCIATION

1. National Association

National Association of the Bharat Scouts and Guides is the apex body for the Scout and Guide movement across India, aligned with the purpose and principles of WOSM and WAGGGS. It serves as the national authority for policy, programme and standards, ensuring unity of character, method and training throughout the country. National Association of Bharat Scouts and Guides comprises of Member Associations and Accredited Member Associations, all functioning within a common constitutional framework. Together, they promote disciplined citizenship, community service and holistic development of young people through Scouting and Guiding.

NATIONAL COUNCIL**2. National Council****1. National Council — General Body of the Bharat Scouts and Guides**

The National Council is the general body of the Bharat Scouts and Guides and is composed of all the Member Associations.

2. Composition of the National Council

The National Council of the Association shall consist of President, Vice-President and other Office Bearers of the National Association, Chairperson and Vice-Chairperson of the National Youth Committee, Delegates of the Member Associations, Professionals, Nominated and Coopted Members as per the Bye-laws of the Bharat Scouts and Guides.

3. Delegate Representation at National Council Meetings

Member Associations are represented at any National Council meeting of the Bharat Scouts and Guides by delegates not exceeding ten. Accredited Member Associations are represented at any meeting of the National Council by delegates not exceeding two as specified in the Bye-laws.

4. Duration of the National Council

The National Council shall continue for Five years from the date of its first meeting. Provided, that the duration of the National Council may be extended but not more than twenty four months on the recommendation of the National Executive Committee by a decision of 2/3 majority of members present at a Special

Meeting of the National Council called for the purpose, notice of which shall be given to every member of the National Council, not less than one month prior to the meeting and report same to registrar.

3. Functions of the National Council

The powers and functions of the National Council are:

- 1. National Policy & Standards Oversight**
To consider the policy and standards of the Bharat Scouts and Guides throughout the country and to take such action as shall further the purpose of the Bharat Scouts and Guides.
- 2. Formulation of General Policy**
To formulate the general policy of the Bharat Scouts and Guides.
- 3. Membership Admission & Expulsion Decisions**
To consider applications for membership and decide as to the expulsion of Members.
- 4. Election of Office Bearers**
To elect when due to the office bearers in accordance with the Rules and Bye-laws of the National Association.
- 5. Consideration of NEC Reports & Recommendations**
To consider reports and recommendations presented by the National Executive Committee.
- 6. Consideration of Member Association Recommendations**
To consider recommendations brought forward by Member Associations.
- 7. Framing & Amendment of Bye-laws**
To lay down the bye- laws of the National Association and to make additions, decisions, deletions, amendments and alterations there to.
- 8. Functions Under the Memorandum & Bye-laws**
To exercise other functions resulting from this Memorandum of Association and Bye-laws.
- 9. Approval of the Annual Budget**
To consider and approve the Budget of the National Association.
- 10. Approval of Annual Report & Audited Accounts**
To consider and approve the Annual Report and the Annual Audited Statement of Accounts and Balance Sheet of the National Association.

11. Rule-Making for All Levels of the Association

To lay down the Rules of the National Association, the State Association, the District Association and the Local Association and Group Organization and make additions, deletions, amendments and alterations thereto.

12. Rules on Uniforms, Warrants, Decorations & Awards

To lay down Rules for Uniform, Warrants, Decorations and Awards.

13. Management and Disposal of Property

To acquire, hold, administer, pledge, mortgage, alienate and disposal of property movable and immovable.

14. Borrowing, Lending, Fundraising & Investments

To lend and borrow with or without security and to raise funds and invest money for any of the purposes of the National Association.

15. Appointment of Auditors & Remuneration

To appoint Auditors and fix their remuneration.

16. Residual Powers to Further the Aims & Objects

To do all other things as are required for the furtherance of the Aims and Objects of the Association.

17. Recommendation for Various National and International Awards and Recognition

To recommend Individuals with outstanding contribution to the Bharat Scouts and Guides and The Bharat Scouts and Guides as a Organisation for various National and International Awards and Recognitions.

4. Members of the National Council

A. Members of the National Council

Following shall be the Members of the National Council:

1. Elected Office Bearers of the National Association

1. President
2. Vice Presidents
3. Chief National Commissioner

**2. Appointed Office Bearers of the National Association
Core Members (Mandatory Appointments)**

4. Additional Chief National Commissioner
5. Chief Commissioner of Scouts
6. Chief Commissioner of Guides
7. International Commissioner of Scouts.

8. International Commissioner of Guides
9. National Commissioner of Scouts (Adult Resources)
10. National Commissioner of Guides (Adult Resources)
11. National Treasurer
12. Chairman National Youth Committee
13. Vice-Chairman National Youth Committee

Other Members (Optional Appointments)

14. Additional International Commissioner of Scouts
 15. Additional International Commissioner of Guides
 16. National Commissioner of Cubs
 17. National Commissioner of Scouts
 18. National Commissioner of Rovers
 19. National Commissioner of Bulbuls
 20. National Commissioner of Guides
 21. National Commissioner of Rangers
 22. National Commissioners (Headquarters)
 23. Dy. International Commissioner of Scouts
 24. Dy. International Commissioner of Guides
 25. Deputy National Commissioners of Cubs
 26. Deputy National Commissioners of Scouts
 27. Deputy National Commissioners of Rovers
 28. Deputy National Commissioners of Bulbul
 29. Deputy National Commissioners of Guides
 30. Deputy National Commissioners of Rangers
 31. Deputy National Commissioners of (Headquarters)
 32. National Advisors
- 3. Past Chief National Commissioner**
33. Immediate Past Chief National Commissioner
- 4. Delegates of the Member Associations in the National Council.**
- In the meetings of the National Council, the Bharat Scouts and Guides member associations shall be represented through the following:
34. State Chief Commissioner
 35. State Commissioner of Scouts
 36. State Commissioner of Guides
 37. State Secretary
 38. State Org. Commissioner of Scouts
 39. State Org. Commissioner of Guides

40. State Trg. Commissioner of Scouts
41. State Trg. Commissioner of Guides
42. Chairmans State Youth Committee
43. Vice-Chairman State Youth Committee

5. Delegates of the Accredited Member Associations in the National Council.

In the meetings of the National Council, the Bharat Scouts and Guides member associations shall be represented through the following:

44. Chief Commissioner
45. Chairman of the Youth Committee

6. Members of the President-in-Council

46. Members of the President-in-Council not represented above.

7. Nominated as Special Invitees to the National Council Meeting

One or more but not more than twenty members may be nominated by the Chief National Commissioner in consultation with the President of BSG and at least half of whom shall be women. The following shall be considered for nomination as special invitees for the meeting of the National Council:

47. Volunteer leaders/ Leader Trainers having not less than twenty years of active association with the Bharat Scouts and Guides.
48. Silver Elephant Awardees and Persons who have rendered meritorious service to the Movement
49. Donor & who have donated ten lakhs or more to National Association.
50. Eminent Persons in the field of Education, Administration, Literature, Finance, Law, Management, Sports, Art and Culture and Information Technology etc.
51. Members of any partner organisation of the Bharat Scouts and Guides and any other person whose services may be useful for the movement.

8. Secretary of the National Council

52. Director shall be the Secretary of the National Council.
53. Executive Director shall be the Joint Secretary of the National Council and shall discharge duties and

functions of the Director in his/her absence in respect of the National Council.

9. Professionals

- 54. Joint Director of Scouts (Programme and Training)
- 55. Joint Director of Guides (Programme and Training)

B. National Council: Vacancies, Ex-Officio Tenure, and Dual-Membership

1. Continuity of Council & Ex Officio Cessation

The National Council shall have the power to act notwithstanding any vacancy in the membership thereof. Provided, further, that any member of the National Council who is a member by virtue of office shall cease to be a member of the National Council when he/she ceases to hold such office.

2. Termination of National Council Membership for State Representatives

Any member who is representing the State Association ceases to be the member of the National Council in case the State Council is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the National Council stands terminated.

3. No Dual Membership Across Associations

No member can be enrolled as member of two District Associations or two State Associations at the same time.

4. Grounds and Procedure for Debarment from National-Level Positions and Elections

1. Debarment from Contesting Elections of National Association

Any member who fails to attend three consecutive meetings of the National Council and/or the National Executive Committee shall be debarred, with immediate effect, from holding any position at the National Level and from contesting any election of the National Association for a period of three years. This bar shall take effect from the date on which such failure occurs.

It is hereby clarified that the expression "absence from three consecutive meetings" shall include the meeting of the National Council at which the present decision was taken, and shall further encompass all ensuing Special and General Meetings of the National Council as well as meetings of the National Executive Committee.

In view of the continued non-attendance of delegates of the concerned Member Association at meetings of the National Council and/or the National Executive Committee, it is expected that such delegates shall attend the subsequent meetings of the National Council and the National Executive Committee, particularly as the decision was duly within their knowledge.

Accordingly, if such delegates continue to remain absent from **two further consecutive meetings** of the National Council and/or the National Executive Committee subsequent to the National Council in which decision was taken, the **debarment for a period of three (3) years** from contesting elections of the National Association shall become applicable.

2. Performance of Core Members

The performance of the Core Members shall be reviewed in the first quarter of the final year of the National Council by a committee consisting of two Vice-Presidents (one male and one female), with the Additional Chief National Commissioner serving as the Member Secretary. In the case of the performance review of the Additional Chief National Commissioner, the Chief National Commissioner shall serve as the Member Secretary.

If the performance of any Core Member is found to be unsatisfactory, the concerned member shall be debarred, with immediate effect, for a period of three years from holding any position at the National Level and from contesting any election of the National Association. The decision of the Review Committee shall be final.

5. National Council Meeting

A. The Ordinary Annual Meeting (General Body Annual Meeting of the National Council)

1. Frequency of the Meeting:

The Bharat Scouts and Guides, National Association shall hold every year a General Meeting called the Annual General Meeting of the National Council of the Bharat Scouts and Guides.

2. Scheduling of the National Council's Annual Meeting:

The National Council shall ordinarily meet once in every year normally before 31st December in consultation with

the President or with senior Vice President in the absence of the President.

3. Time, Date and Place of Meeting

The Director in consultation with the Chief National Commissioner and the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

4. Quorum:

The quorum of the meeting shall be one-fourth of total number of members of the National Council or 100 members whichever is less.

5. Rules and Procedures:

The National Council of the Bharat Scouts and Guides shall record and adopt its own rules of procedure.

6. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than thirty days before the date of Meeting.

7. Mode of Sending Notice of the Meeting

The Director shall send the notice of the meeting by email to all the members of the National Council and by speed post/courier to the Member Associations and Accredited Member Associations. Notice should be displayed on the Notice Board of the National Headquarters and Circulated digitally on the official Website for transparency.

8. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the Director shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

9. Circulation of Agenda & Resolutions

The Director shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the ordinary annual meeting not less than seven days before the date of the meeting. With the permission of the Chair any other item may be brought before the National Council for its consideration.

10. Presiding Officer for National Council Meetings

The President shall preside over all meetings of the National Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members

present shall elect one of their member to chair the meeting.

11. Mode of Attending Meetings

All the Ordinary Annual Meeting (General Body National Council) will be held in person. Attendance is counted when the member attends the Full duration of the Meeting.

12. Decision-Making and Voting Procedure

Save as otherwise provided in the Societies Registration Act (Act XXI) of 1860 and in these Bye-laws all questions before the National Council shall be decided by a simple majority of vote. In case of equal number of votes, the Chairman of the Meeting shall have a casting vote, in addition to his own vote.

13. Business to be transacted at the Ordinary Annual Meeting:

At the Ordinary Annual Meeting the following business shall be transacted:-

1. Confirmation of the minutes of the previous meeting.
2. Follow-up on Business Arising from the previous meeting and action taken report.
3. Consideration and adoption of the Annual Report.
4. Consideration and adoption of the Audited Statement of Accounts and Balance Sheet.
5. Consideration and approval of the Budget.
6. Consideration of resolutions and subjects of which the Notice has been given.
7. Consideration of such matters as have been tabled by the National Executive Committee and included in the Agenda.
8. Consideration of matters not included in the Agenda but which are brought before the Council with the permission of the President.
9. Election of the Office Bearers when due.
10. Consideration of the appointment of Auditors and fix remuneration when due.

14. The Adjourned Ordinary Annual Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

B. The Special General Meeting of the National Council

1. Convening Special Meeting of the National Council

(i) Convening of Special Meetings of the National Council

A Special Meeting of the National Council other than a Special Meeting for the purpose of Section 12 of the Societies Registration Act may be convened either by the Chief National Commissioner or the National Executive Committee in consultation with the President for transaction of specified business.

(ii) Special Meeting on Requisition by One-Third Members of the National Council

A Special Meeting of the National Council shall also be convened on receipt of a written requisition by at least one third of the members of the National Council for the transaction of the business specified in the requisition.

2. Time, Date and Place of Meeting:

The Director in consultation with the Chief National Commissioner and the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

3. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than seven days before the date of Meeting.

4. Mode of Sending Notice of the Meeting

The Director shall send the notice of the meeting by email to all the members of the National Council and to the Member Associations and Accredited Member Associations. Notice should be displayed on the Notice Board of the National Headquarters and Circulated digitally on the official Website for transparency.

5. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the Director shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

6. Circulation of Agenda & Resolutions

The Director shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the Special General Meeting not less than seven days before the date of the meeting. With the

permission of the Chair any other item may be brought before the National Council for its consideration.

7. Presiding Officer for National Council Meetings

The President shall preside over all meetings of the National Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

8. Quorum

The quorum for any such Special Meeting shall be one fifth of the members of the National Council or forty (40) whichever is less.

9. Mode of Attending Meetings

All the Special Meeting of the National Council shall be held in person or virtual or hybride as decided by the Chief National Commissioner in consultation with the President of the Bharat Scouts and Guides. Attendance is counted when the member attends the Full duration of the Meeting.

10. The Adjourned Special Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

PATRON-IN-CHIEF, CHIEF PATRON AND BOARD OF PATRON

6. Patron-in-Chief, Chief Patron and Board of Patron

1. Patron-in-Chief

There shall be a Patron-in-Chief and the President of India shall be invited to be the Patron-in-Chief of the National Association.

2. Chief Patron

There shall be a Chief Patron and the Vice President of India shall be invited to be the Chief Patron of the National Association.

3. Board of Patrons

There shall be a Board of Patrons headed by the Chief Patron. Members of the Board of Patrons shall be invited preferably from Ministers in charge of:

1. Human Resource Development

2. Youth Affairs and Sports
3. Railways
4. Women and Child Development
5. Skill Development and Entrepreneurship
6. Art and Culture

Provided further, the National President of the Bharat Scouts and Guides may invite one or more persons of outstanding repute and standing, in the interest of the association.

PRESIDENT, VICE PRESIDENTS AND PRESIDENT-IN-COUNCIL

7. The President

1. Election of the President by Electoral College

The President shall be elected by the Electoral College as specified in these Bye-laws from among the citizens of India who subscribe to the Aims and Objects of the Association.

2. Tenure of the President

The President shall hold office for Five years or for the duration of the National Council, as the case may be, provided, however, he/she shall continue to hold office until his/her successor is elected.

3. President as Presiding Officer of the National Council

The President shall preside over the meeting of the National Council.

4. Succession in Case of Vacancy in the Office of the President

In the event of a vacancy in the office of the President, the Vice President, senior by age shall act as President until a new President is elected for the remainder of the term.

5. Age Limit

The person eligible to contest elections for the office of President, shall be less than 70 years and in case after the election one attains the age of 70 years he shall continue to complete his term for the office for which he is elected as per guidelines of the Ministry of Sports and Youth Affairs but may be appointed on any other post where such age bar does not apply.

6. Powers and functions of the President:

1. Decision on Violations of MoA, Bye-laws, Rules and Code of Conduct

In case of violation to any provision of MoA, Bye-laws, Rules and Code of Conduct of the National Association, the same may be brought in the notice of the President for

necessary decision as deems fit. The President may refer the matter to the President-in- Council and may act on the recommendation of the President-in- Council.

2. Appellate Authority on Orders of Chief National Commissioner

Any person aggrieved by an order made by the Chief National Commissioner of the Bharat Scouts and Guides, within thirty days from the date on which the order is communicated to him/her, refer and appeal to the President of the Bharat Scouts and Guides.

Provided, the President may entertain the appeal after the expiry of the said period of thirty days if he/she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. The President may refer the appeal to the President-in- Council if considered necessary and on the recommendations of the President-in Council, may decide the appeal.

3. Emergency Powers and Interim Appointments

In case of emergent situations, the President may take appropriate decision and/or steps as deem fit including appointment of Chief National Commissioner/Administrator/Board of Administrator on arising vacancy in the office of Chief National Commissioner.

4. Intimation of Appointments

All appointments in the Bharat Scouts and Guides, National Headquarters and its branches or offices shall be made under intimation to the President.

5. Intimation of Warrants of Appointment

All Warrants of Appointment shall be issued under intimation to the President.

7. Eligibility for the President of the Bharat Scouts and Guides

1. Distinguished National Figure:

A person of national repute with a demonstrated record of service to society—preferably in youth development, education, social service, public administration, art and culture, sports, science and technology, law, defence or Scouting and Guiding etc.

2. Values & Integrity:

Possesses high moral integrity, proven leadership, and a clear commitment to the aims and principles of the Scouting and Guiding Movement.

3. **Legal & Constitutional Fitness:**
An Indian citizen of sound mind, not disqualified under any law or under the Association's Constitution from holding office.
4. **Non-Executive & No Office of Profit:**
Shall not hold any office of profit or any executive position within the Bharat Scouts and Guides at the time of assuming office of the President.
5. **Preferred Experience:**
Prior leadership experience in national or international voluntary, government, educational, public and private sector or youth organisations is desirable.
6. **Neutral & Non-Partisan:**
Must remain impartial and above party politics.
7. **Election & Tenure:**
Elected in accordance with these Bye-laws.
8. **Honorary Capacity:**
The office is honorary and non-executive; the President represents the Association at national and international levels and upholds its image and values.

8. The Vice Presidents

1. **Regional Representation through Vice Presidents**
There shall be twelve Vice Presidents of the National Association representing two (one male and one female) from each Region.
2. **Eligibility and Election of Regional Vice Presidents**
The Vice-President shall be elected by the members of the electoral college of the Region concerned as specified in these Bye-laws who has served as President or Vice President at National or State level in the Association or the State Chief Commissioner or the State Commissioner for at least five years and residing in the same region for which he elected.
3. **Tenure of the Vice-President**
The Vice-President shall hold office for five years or for the duration of the National Council, as the case may be.
4. **Vice-President to Preside in the Absence of the President**
When the President is not present, one of the Vice- Presidents, senior by age may preside over the Ordinary and Special meetings of the National Council.
5. **Honorary Vice-Presidents of the Association**

There shall be two Hony. Vice-Presidents of the Association. A person of national repute with a demonstrated record of service to society—preferably in youth development, education, social service, public administration, art and culture, sports, science and technology, law, defence or Scouting and Guiding etc. may be nominated by the National Council on the recommendation of National Executive Committee and Chief National Commissioner. An interim arrangement to be made for nominating Honorary Vice-Presidents of the Association by the President of the Bharat Scouts and Guides.

6. Nomination of Vice Presidents for Unrepresented Regions

For the un-represented Regions from where no Vice President is elected, the President may nominate the Vice President who will be the In-charge of that particular Region.

9. The President-in-Council

There shall be a President'-in-'Council with following details.

1. Functions of the President-in-Council-

There shall be a President-in-Council to aid and advise the President in respect of matters referred to it and to make recommendations in the interest of the Bharat Scouts and Guides. The President-in-Council shall be an apex advisory body of the Bharat Scouts and Guides.

2. Composition of the President-in-Council-

The President- in-Council shall consist of following:

1. All the twelve Vice Presidents of the Bharat Scouts and Guides and one of the Legal Advisors for legal issues.
2. Preceding outgoing Chief National Commissioner.
3. Two Scouts/Guides leaders of repute and standing to be nominated by the President.
4. One person having knowledge and experience in the field of finance, accounts, audit and fund management.
5. Secretary General of the President-in-Council there shall be a Secretary General of the President-in-Council to be appointed by President in consultation with the Chief National Commissioner who shall be convenor of the President-in-Council.

3. Meeting of the President-in-Council-

The meeting of the President-in-Council may be held once in a quarter and special meetings may be convened at any time as directed by the President of Bharat Scouts and Guides. The quorum of meeting of the President-in-Council shall be five members.

4. Procedure of meetings of the President-in- Council:

The President-in-Council shall regulate its own procedure. Convenor shall summon the meetings of the President-in - Council in consultation with the President.

5. Executive Advisor

The President may appoint any member of the President-in-Council as Executive Advisor. He/She may be assigned any independent work by the President.

6. Vacancy in President-in-Council not to invalidate any act or proceedings

No act or proceedings of the President-in Council shall be called in question on the ground merely of the existence of any vacancy in or any defect in the constitution of the President-in-Council.

NATIONAL EXECUTIVE COMMITTEE**10. National Executive Committee**

There shall be a National Executive Committee of the Bharat Scouts and Guides, as specified in the Bye-laws, which shall be the governing body of the Association, exercising the powers and discharging the functions therein provided.

1. National Executive Committee as the Governing/Managing Body

The management of the affairs of the Bharat Scouts and Guides be entrusted to the National Executive Committee constituted in accordance with the Bye-laws being in force.

2. Composition of the National Executive Committee

National Executive Committee consists of all the State Chief Commissioners, Appointed Office Bearers of National Association, Nominated Members and Special Invitees as per the Bye-laws of the Bharat Scouts and Guides.

3. Term of the National Executive Committee

The term of the National Executive Committee shall be coterminus with the terms of the National Council.

11. Powers and Functions of the National Executive Committee

1. to affiliate the State Associations.
2. to form and reform State Associations.
3. to lay down the policy with regard to the General Scheme of Training of Adult Leaders; and for Advancement of Cubs, Scouts, Rovers, Bulbuls, Guides and Rangers on the recommendations of the Rules Committee and Sandhan.
4. to determine the membership of a person.

5. to recommend any special case of registration and administration of Scout and Guide Groups or Accredited Member Associations in an area or areas subject to the approval of the National Council.
6. to convene the meeting of the National Council.
7. to control and administer the funds and properties movable and immovable of the National Associations.
8. to recommend to the National Council consideration, approval and adoption of the Budget, Annual Statement of Accounts, Balance Sheet and the Annual Report.
9. On the recommendations of the Chief National Commissioner to appoint seven Trustees of whom Chief National Commissioner, Additional Chief National Commissioner, Chief Commissioner of Scouts, Chief Commissioner of Guides shall be ex-officio members and the remaining four members will be for a period of not exceeding five years.
10. The whole or part of properties, movable and immovable of National Association, shall be held by the Trustees in Trust for the Associations.
11. Whenever any vacancy occurs due to death, resignation or removal, a new Trustee for the remainder of the term shall be appointed by the National Executive Committee on the recommendation of the Chief National Commissioner.
12. to appoint Special officers and Special Committee for special purpose, whenever, necessary.
13. to frame the Rules of the National Association, the State Associations, the District Associations, the Local Associations and the Group Organizations and make additions, deletions, amendments and alterations including APROs and Memorandum of Associations there undersubject to the approval of the National Council.
14. to frame the Bye-laws of the National Association, with such modifications as may be necessary subject to the approval of the National Council.
15. to sanction posts, to fix scales of pay and to frame the Service Rules for the stipendiary officers and employees for the National Association.
16. to decide on the institution of the Award and matters incidental thereto.
17. to decide the design and production of Badges.
18. to decide on matters as regards the World Organisation of Scout Movement and World Association of Girl Guides and Girl Scouts.
19. to sanction and approve the organization of National and International Conferences, Rallies, Jamborees, Training Camps and Social Services.

20. to fix the minimum census required for the Group/Local/District Associations and to fix Annual Affiliation fee payable to the National Association by the State Associations and the Annual membership fees (Individual Registration fee) payable to the National Association as per census of Cubs, Bulbuls, Scout, Guide, Rovers, Rangers, Scouter, Guider, Adult Leaders and Volunteers as specified in the Bye-laws and registered with the State Associations through the Local/District association.
21. to deal with matters in regard to the control and coordination of Training and Programmes and activities.
22. to advise and coordinate the programme and activities of the Member Associations, and enforce observance of Aims and Objects, Rules, Policy and Organisation.
23. to uphold and promote the Aims and Objects of the Bharat Scouts and Guides and promote cooperation between the various State Associations, other organizations with similar aims and objects.
24. to do all matters connected with the National Association.

12. Member of the National Executive Committee

A. Following shall be the Members of the National Executive Committee:

1. Elected Members

1. Chief National Commissioner

2. Office Bearers of the National Association

Core Members (Mandatory Appointments)

2. Additional Chief National Commissioner
3. Chief Commissioner of Scouts
4. Chief Commissioner of Guides
5. International Commissioner of Scouts.
6. International Commissioner of Guides
7. National Commissioner of Scouts (Adult Resources)
8. National Commissioner of Guides (Adult Resources)
9. National Treasurer
10. Chairperson of the National Youth Committee
11. Co-Chairperson of the National Youth Committee

Other Members (Optional Appointments)

12. Additional International Commissioner of Scouts
13. Additional International Commissioner of Guides
14. National Commissioner of Cubs
15. National Commissioner of Scouts
16. National Commissioner of Rovers

17. National Commissioner of Bulbuls
18. National Commissioner of Guides
19. National Commissioner of Rangers
20. National Commissioners (Headquarters)
3. **Delegates of the Member Associations in the National Executive Committee.**
 21. All State Chief Commissioners of Member Associations.
4. **Delegates of the Accredited Member Associations in the National Council.**
 22. Chief Commissioner of Accredited Member Associations.
5. **Special Invitees to the National Executive Committee**
 23. All Vice Presidents of the Bharat Scouts and Guides National Associations
 24. One or more but not more than five members may be nominated by the Chief National Commissioner.
6. **Secretary of the National Executive Committee**
 25. Director shall be the Secretary of the National Executive Committee.
 26. Executive Director shall be the Joint Secretary of the National Executive Committee and shall discharge duties and functions of the Director in his/her absence in respect of the National Executive Committee.
7. **Professionals**
 27. Joint Director of Scouts (Programme and Training)
 28. Joint Director of Guides (Programme and Training)
- B. **National Executive Committee: Vacancies and Ex-Officio Tenure**
 1. **Continuity of National Executive Committee & Ex Officio Cessation**

The National Executive Committee shall have the power to act not withstanding any vacancy in the membership there of.
 2. **Termination of National Executive Committee Membership**

Any member who is representing the State Association ceases to be the member of the National Executive Committee in case the State Council is dissolved. Furthermore, when he/she ceases to hold such office,

his/her membership of the National Executive Committee stands terminated.

3. Disqualification of National Executive Committee Membership

Any member who fails to attend three consecutive meetings of the National Council and/or the National Executive Committee shall be debarred, with immediate effect, from holding any position at the National Level and from contesting any election of the National Association for a period of three years. This bar shall take effect from the date on which such failure occurs.

The performance of the Core Members shall be reviewed in the first quarter of the final year of the National Council by a committee consisting of two Vice-Presidents (one male and one female), with the Additional Chief National Commissioner serving as the Member Secretary. In the case of the performance review of the Additional Chief National Commissioner, the Chief National Commissioner shall serve as the Member Secretary.

If the performance of any Core Member is found to be unsatisfactory, the concerned member shall be debarred, with immediate effect, for a period of three years from holding any position at the National Level and from contesting any election of the National Association. The decision of the Review Committee shall be final.

13. National Executive Committee Meeting

The National Executive Committee Meeting (Governing Body)

1. Frequency of Meetings of the National Executive Committee

The National Executive Committee shall meet at least twice in every year and as often as necessary for transaction of business.

2. Time, Date and Place of Meeting

The Director in consultation with the Chief National Commissioner shall decide the time, date & place of meeting.

3. Conduct of the National Executive Committee Meeting:

National Executive Committee shall have the power to regulate its own procedure in conduct of its business and meetings as deemed necessary.

1. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than Seven days before the date of Meeting.

2. Mode of Sending Notice of the Meeting

The Director shall send the notice of the meeting by email to all the members of the National Executive Committee by speed post/courier/email. Notice should be displayed on the Notice Board of the National Headquarters and Circulated digitally on the official Website for transparency.

3. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the Director shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

4. Circulation of Agenda & Resolutions

The Director shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the National Executive Committee meeting not less than seven days before the date of the meeting with the permission of the Chair any other item may be brought before the National Executive Committee for its consideration.

5. Presiding Officer for National Executive Committee Meetings

The Chief National Commissioner shall preside over all meetings of the National Executive Committee. In the Chief National Commissioner's absence, the person nominated by Chief National Commissioner shall preside the meeting.

6. Quorum

The quorum of the meeting shall be twenty members out of which atleast four State Chief Commissioners participating.

4. Meetings to transact urgent business of the National Executive Committee

Notwithstanding the foregoing, in the event of urgent business, a virtual meeting of the National Executive Committee may be convened with not less than three days' notice and atleast ten members of which two State Chief Commissioner participating.

5. National Executive Committee Meetings by Circulation in special circumstances

If the Chief National Commissioner decides that a matter is to be considered by the National Executive Committee thru circulation by email, it may be passed by the National Executive Committee by confirmation of atleast twenty members within three days of circulation and the same shall be reported to the National Executive Committee at its next meeting.

6. **Mode of Attending Meetings**

All the Meeting of the National Executive Committee shall be held in person unless otherwise decided by the Chief National Commissioner to hold the meeting Virtual or Hybrid Mode. Attendance is counted when the member attends the Full duration of the Meeting.

7. **The Adjourned National Executive Committee Meeting**

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, not with standing want of quorum, the members present may transact the business tabled for the meeting, but no other business.

NATIONAL HEADQUARTERS

14. National Headquarters

Functions of National Headquarters

1. To assist the National Council, National Executive Committee, and all subsidiary organs in the fulfillment of their responsibilities, to make preparations for their meetings, and to provide the necessary services for the implementation of their decisions.
2. To provide administrative, technical, and professional services necessary for the promotion of the Scout and Guide Movement throughout the country, including research, documentation, training, program development, publications, and public relations.
3. To maintain relations with Member Associations and Accredited Member Association and assist them in organizational development, capacity building, and implementation of national programs.
4. To promote the development of Scouting and Guiding in areas or States where the Movement is not yet strong, and to support newly emerging associations in meeting the national standards for recognition.
5. To process applications for affiliation, requests for assistance, and other matters referred to the National Headquarters by Member/Accredited Member Associations or international organizations.
6. To support the organization and conduct of national and regional Scout and Guide events, including jamborees, rallies, training camps, and service projects.
7. To maintain and develop relations with government departments, educational institutions, youth organizations, and international

bodies whose objectives align with those of The Bharat Scouts and Guides.

8. To run the National Training Center, National Adventute Institues, National Youth Complex, National Training and Camping Center and any other setup of the National Associations efectively.
9. To setup Regional Offices of the Bharat Scouts and Guides if required to function as the field arms of the National Headquarters to ensure efficient implementation of the Movement’s policies and programs in all parts of the country.

15. Chief National Commissioner

A. Role and Responsibilities of Chief National Commissioner

1. Position & Mandate

As the chief executive head of the Bharat Scouts and Guides, the Chief National Commissioner ensures the effective implementation of the Movement’s aims and principles across the country.

2. Stewardship of Values

The Chief National Commissioner upholds and promotes the core ideals of Scouting and Guiding—duty to God, duty to country, and service to others—fostering national unity and social responsibility.

3. National Leadership & Governance

The Chief National Commissioner presides over the National Executive Committee, providing strategic direction, ensuring policy execution, and overseeing accountability for national decisions and initiatives.

4. Government & International Coordination

Serving as the principal liaison, the Chief National Commissioner coordinates with the Government of India and represents India in international forums of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS).

5. Programme, Training & Youth Development

The Chief National Commissioner leads national programmes, training systems, and youth development projects, ensuring high standards, inclusivity, and impact—so that young people are inspired and equipped to become responsible citizens and future leaders.

B. Chief National Commissioner: Election, Eligibility, Tenure, Vacancies & Age Limit

1. Election of the Chief National Commissioner

The Chief National Commissioner shall be elected by the Electoral College from amongst its members or the present Chief National Commissioner who has an experience as a warranted Commissioner for at least 5 years at National or 10 years at State level.

**Explanation: Delegates including Chief National Commissioner having experience as warranted Commissioners for at least 5 years at National or 10 years at State level can contest the election of the Chief National Commissioner.*

2. Tenure of the Chief National Commissioner

The Chief National Commissioner shall hold office for a period of five years or for the duration of the National Council, as the case may be, provided however, the Chief National Commissioner shall hold office until his / her successor is elected.

3. Interim Arrangement in Case of Vacancy in the Office of the Chief National Commissioner

In the event of a vacancy in the office of the Chief National Commissioner, the Chief Commissioner, senior by age or if there is only one Chief Commissioner, the said Chief Commissioner shall act as Chief National Commissioner until a new Chief National Commissioner is elected for the remainder of the term. The election of the new Chief National Commissioner shall be held as soon as practicable.

4. Special Appointment of the Chief National Commissioner in Exceptional Circumstances

Appointment of the Chief National Commissioner, Bharat Scouts and Guides in special circumstances:

1. Appointment of Chief National Commissioner by Consensus in President-in-Council

Notwithstanding anything contained in the Rules of the Bharat Scouts and Guides, National Association, special procedure for appointment of the Chief National Commissioner shall be adopted in case of vacancy arising on account of death, retirement, removal, resignation or otherwise. The matter regarding appointment of the Chief National Commissioner for the remaining term shall be considered by the President-in-Council and in case

there is unanimity on the candidature of one eligible person, then such person shall be the Chief National Commissioner for the remaining term agreed upon by all the members present in the meeting of the President-in-Council through consensus and also approved by the President.

2. Ratification of Chief National Commissioner's Appointment for Remaining Term

The appointment of the Chief National Commissioner for the remaining term shall be confirmed by the National Council. After confirmation of the nomination by National Council, the Chief National Commissioner shall be deemed as elected for the remaining term.

3. Reversion to Normal Election Procedure in Absence of Consensus

In case of no unanimity or no agreement or consensus on the name of one person to be nominated as the Chief National Commissioner for the remaining term, the normal election procedure shall be followed.

5. Age Limit

The person eligible to contest elections for the office of Chief National Commissioner shall be less than 70 years and in case after the election one attains the age of 70 years he shall continue to complete his term for the office for which he is elected as per guidelines of the Ministry of Sports and Youth Affairs but may be appointed on any other post where such age bar does not apply.

C. Powers and Functions of the Chief National Commissioner

The Powers and Functions of the Chief National Commissioner shall be:

1. Nomination and Appointment of Non Elected Office Bearers

To appoint the Non Elected Office Bearers as provided in the Bye-laws.

2. Constitution of Committees

To constitute Committees and nominate its Chair persons and members for specific purpose.

3. Appointment of Professional Staff of the National Headquarters

To appoint the professional staff of the National Headquarters as per Recruitment and Condition of Service

Rules of the Bharat Scouts and Guides, National Association.

4. Enforcement of Code of Conduct

To secure and enforce adherence to the Code of Conduct of the Bharat Scouts and Guides by the entire structure of the Bharat Scouts and Guides as defined in Bye-laws.

5. Administration of Finance and Property

To administer or cause to be administered the finance and properties, movables and immovable, tangible or intangible Assets including intellectual properties of the Bharat Scouts and Guides.

6. Sanction of Expenditure

To sanction expenditure in accordance with the Budget and in special cases, in excess of the budget subject to the ratification of the National Executive Committee and the National Council.

7. Decision-Making on Referred Matters

To enquire into and give decisions on all matters referred to him/her by the National Executive Committee or National Council and report accordingly.

8. Publication of Literature

To publish or cause to be published Scouts and Guides Literature.

9. Conferring of Awards

To confer awards in accordance with the rules.

10. Issuance of Warrants

To issue warrants of appointment to the Commissioners at the National Level, State Level warrants of Member Association and Accredited Member Association in accordance with the Bye-laws and Rules of the Bharat Scouts and Guides.

11. Withdrawal of Warrants Issued

To withdraw warrants of appointments to Commissioners issued to the Commissioners at the National and State Level.

12. Counsel & Support to the Member Associations

Provide strategic guidance to State Chief Commissioners to strengthen governance and improve the administration of Member Associations and strengthening the Scout Movement.

13. Interim Discharge of State Chief Commissioner Functions

In the event of a vacancy, the Chief National Commissioner shall perform, or cause to be performed, the functions of the State Chief Commissioner to ensure continuity of administration until the post is duly filled.

14. Powers of the Chief National Commissioner in Cases of Serious Irregularities in a State Association

If the Chief National Commissioner is of the opinion that a State Association is affected by a serious dispute, a serious breach of the Aims and Objects/Policy/Rules/Organisation, or serious maladministration or breakdown in its affairs, the CNC may exercise the following powers:

(a) Inquiry and Initial Action

The CNC may appoint a Commission of Inquiry with such terms of reference as deemed necessary. After considering the Commission's report and any representations from the State Chief Commissioner, and if satisfied (with reasons recorded in writing) that serious irregularities persist, the CNC may proceed as herein provided.

(b) Special State Council Meeting Under CNC Supervision

The CNC may direct the State Chief Commissioner to convene a special meeting of the State Council to adopt remedial measures. For this purpose, the CNC may appoint a Special Representative to supervise and direct the meeting, which shall be held within 90 days of the CNC's direction. The Special Representative's directions regarding the proper constitution of the State Council, disputes about membership, meeting procedure, and related matters shall be final. If no special meeting is held, or if held but the breach/maladministration is not remedied, the CNC may take further action as herein provided.

(c) Suspension/Cancellation of Warrants and Interim Appointments

The CNC may suspend or cancel the warrants of the warranted Commissioners and may appoint substitutes as required.

(d) Dissolution and Reconstitution of State Bodies

The CNC may suspend or cancel the appointments of the State Treasurer, State Secretary, and other

officers; suspend or dissolve the State Council and the State Executive Committee; entrust their functions to such person(s) as designated; and arrange for the reconstitution of these bodies and the election/appointment of office bearers as early as possible, issuing such further directions as may be necessary.

(e) Election Oversight to Restore Administration

Where there is a breakdown of administration in a State Association, the CNC may appoint a person to conduct elections to the State Council and officers of the State Association to restore normalcy, and take necessary action as deem fit.

(f) Reporting to the National Executive Committee

All actions taken by the CNC under this clause shall be reported to the National Executive Committee at the earliest for such action as the National Executive Committee may deem fit. The National Executive Committee's decision shall be final.

(g) Adhoc Council for Membership Disputes

In the event of disputes regarding State Council membership when the State Council stands dissolved, the Chief National Commissioner may direct an Administrator or a nominee to convene all warranted Scouters/Guiders as an Ad hoc Council to approve State Bye-laws and elect the President, Vice-Presidents, and State Chief Commissioner.

15. Approval of State Bye-laws

To approve or withdraw the approval of State Bye-laws.

16. The National Treasurer:

1. National Treasurer—Honorary Role & Financial Governance

The National Treasurer shall serve in an honorary capacity and shall uphold transparency, accountability, and good governance in all financial affairs of the Bharat Scouts and Guides.

2. National Treasurer Eligibility

- (i) The National Treasurer shall be a person of high integrity and proven financial competence, preferably with professional qualifications in Finance, Accountancy, Commerce, or Business Administration.
- (ii) Preference shall be given to candidates who is Chartered Accountants, Cost Accountants, or have equivalent qualifications from a recognized institution.

- (iii) The National Treasurer shall have sound knowledge of the Societies Registration Act, 1860, Income Tax Act, Foreign Contribution Regulatory Act and other relevant financial laws, rules, and procedures applicable to registered societies and charitable institutions.

3. Tenure of the National Treasurer

The National Treasurer shall hold office co terminus with the National Council or for not more than five years the case may be. Provided, however that he/she shall continue to hold office until his/her successor is appointed.

4. Vacancy and Interim Functioning of the National Treasurer

In the event of a vacancy in the office of the National Treasurer, a person appointed by the Chief National Commissioner shall perform the functions of the National Treasurer until a new National Treasurer is appointed by the Chief National Commissioner for the remainder of the term and the matter may be brought to the notice of the National Executive Committee in its next meeting.

5. Age Limit

The National Treasurer of the Bharat Scouts and Guides, National Association shall be less than 70 years and in case after the appointment one attains the age of 70 years he shall continue to complete his term for the office for which appointed as per guidelines of the Ministry of Sports and Youth Affairs but may be appointed on any other post where such age bar does not apply.

6. Financial Responsibilities of the National Treasurer

1. Accounts & Records

- (i) Keep and maintain accurate, up-to-date books of account for the National Association as per the financial standers and statutory requirements.
- (ii) Ensure proper classification, documentation, and safekeeping of financial records.

2. Oversight & Accountability

Be responsible to the National Council, National Executive Committee, and the Chief National Commissioner for the proper custody, utilisation, and reporting of funds.

3. Audit & Compliance

- (i) Arrange the annual statutory audit and preparation of the Balance Sheet and related financial statements.
- (ii) Facilitate auditor access to records and ensure timely closure of audit observations.

4. Budgeting & Financial Planning

- (i) Prepare the annual budget and present it to the National Executive Committee and the National Council for consideration and approval.
- (ii) Monitor performance against the approved budget and flag significant variances.

5. Receipts & Banking

- (i) Receive all monies due to the Association and deposit them promptly into the bank account(s) designated by the Chief National Commissioner/ National Executive Committee.
- (ii) Maintain proper acknowledgement and reconciliation of receipts.

6. Disbursements & Controls

- (i) Make payments only on proper sanction/authorisation and in accordance with approved budget and policies.
- (ii) Maintain internal controls for approvals, segregation of duties, and expense verification.

7. Reporting & Transparency

- (i) Provide periodic financial reports to the Chief National Commissioner, National Executive Committee and National Council ensuring clarity, accuracy, and timeliness.
- (ii) Promote transparency and good governance across all financial operations.

8. Chair the Finance Committee

To Chair the Finance Committee Meeting, to regulate its procedures and reporting to the Chief National Commissioner.

7. Separation of the Office of the National Treasurer

The office of the National Treasurer shall not be combined with any other office in the National Association.

ROLE AND RESPONSIBILITIES OF APPOINTED OFFICE BEARERS IN THE NATIONAL ASSOCIATION

17. Additional Chief National Commissioner

The Additional Chief National Commissioner provides professional counsel and strategic support to the Chief National Commissioner to advance the Scout and Guide Movement. A proven Scouting/Guiding leader with substantial experience—preferably with international

exposure—the Additional Chief National Commissioner assists in the general supervision of National Headquarters, coordinates with Member Associations, and oversees regional branches and other NHQ institutions to ensure aligned, effective implementation nationwide.

1. Appointment of Additional Chief National Commissioner

There shall be an Additional Chief National Commissioner to be appointed by the Chief National Commissioner.

2. Tenure of Additional Chief National Commissioner

The Additional Chief National Commissioner shall be appointed for the term as per Warrant of Appointment but not more than five years or coterminus with the term of National Council.

3. Functions and Responsibilities of Additional Chief National Commissioner

Additional Chief National Commissioner shall carry out the work as assigned by the Chief National Commissioner.

4. Channel of Additional Chief National Commissioner

The matters referred to him shall be routed to the Chief National Commissioner through him.

18. Chief Commissioner of Scouts and Guides

The Chief Commissioner (Scouts) and Chief Commissioner (Guides) are the senior-most national officers for their respective wings.

1. Appointment

The Chief Commissioner (Scouts) and Chief Commissioner (Guides) shall be appointed by the Chief National Commissioner.

2. Tenure

Each shall serve for the period specified in the Warrant of Appointment, not exceeding five years, or co-terminous with the term of the National Council.

3. Functions and Responsibilities

They provide professional leadership and strategic support to the Chief National Commissioner, guiding, supervising, and advancing Scouting and Guiding nationwide under the overall direction of the Chief National Commissioner and the National Executive Committee. They ensure consistent implementation of policies, training schemes, advancement programmes, and youth development initiatives across the country.

1. Advise and support the Chief National Commissioner on matters related to their respective wings.
2. Oversee the work of Member Associations and the relevant National Programme Divisions.
3. Lead programme planning, training, and quality assurance.

4. Coordinate with the National Commissioners of their respective wings.
5. Represent the Bharat Scouts and Guides at official forums and engagements.
6. Carry out any additional duties assigned by the Chief National Commissioner or as prescribed in the Rules and Job Profile.

4. Channel

Matters relating to the Scouts/Guides wings shall be routed to the Chief National Commissioner through the respective Chief Commissioner.

19. The International Commissioner of Scouts and the International Commissioner of Guides

The International Commissioner (Scouts) and the International Commissioner (Guides) of the Bharat Scouts and Guides shall be responsible for managing, coordinating, and promoting all international relations and activities of the Organization within the framework of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS), respectively. They shall serve as the principal liaison officers between the Bharat Scouts and Guides and the WOSM and WAGGGS, Regional Offices, and other National Scout and Guide Organizations. The International Commissioners shall represent the Bharat Scouts and Guides at international and regional conferences, seminars, events, and training programmes, and shall promote international understanding, partnerships, and exchanges among members. They shall advise the Chief National Commissioner and the National Executive Committee on all matters relating to global Scouting and Guiding policies, compliance with world constitutions, and implementation of international programmes within India. The International Commissioners shall be appointed by the Chief National Commissioner for such term and under such conditions as may be prescribed in the Rules and Job Profile of the Bharat Scouts and Guides.

1. Appointment

The International Commissioner of Scouts and the International Commissioner of Guides shall be appointed by the Chief National Commissioner.

2. Tenure of International Commissioners

The International Commissioner of Scouts and the International Commissioner of Guides shall serve for the period specified in the Warrant of Appointment, not exceeding five years, or co-terminous with the term of the National Council.

3. Functions of the International Commissioners

1. Responsibility for International Relations and Overseas Indian Scout/Guide Units

To be responsible for relations with Scouts and Guides Association in other countries and with Indian Groups formed in other countries.

2. International Communication and Issuance of International Letters of Introduction

All International Correspondence and Communication shall be made by the International Commissioner and shall issue letter of introduction to Scouts and Guides in other countries and Scouts and Guides in India respectively on their visits to other countries.

3. Assistance in Selection for International Events and Visits

To assist in the selection of persons for International events and visits.

4. Coordination of Programmes for International Visitors

To arrange programmes for visitors from abroad.

5. General Residual Powers and Duties

To do such other things as are necessary for the performances to the office.

20. Additional International Commissioners

The Additional International Commissioners of the Bharat Scouts and Guides shall assist the International Commissioner (Scouts) and International Commissioner (Guides) in carrying out all duties related to international affairs, representation, and cooperation with the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS). The Additional International Commissioner shall support the coordination of international events, training, exchanges, and partnerships, and may be delegated specific responsibilities such as youth exchange programmes, global initiatives, or liaison with Regional and World Scout/Guide Offices. The Additional International Commissioner shall act on behalf of the respective International Commissioner when authorized, ensuring continuity and efficiency in the management of international relations and commitments of the Organization. The appointment shall be made by the Chief National Commissioner for such term and under such conditions as may be prescribed in the Rules and Job Profile of the Bharat Scouts and Guides.

1. Appointment

The Additional International Commissioner of Scouts and the International Commissioner of Guides shall be appointed by the Chief National Commissioner.

2. **Tenure of Additional International Commissioners**

The Additional International Commissioner of Scouts and the Additional International Commissioner of Guides shall serve for the period specified in the Warrant of Appointment, not exceeding five years, or co-terminous with the term of the National Council.

3. **Functions of the Additional International Commissioner**

The functions of the **Additional International Commissioner** shall be to advise, aid and assist the concerned **International Commissioner**.

4. **Suggestive Criteria — Additional International Commissioner (Scouts) & Additional International Commissioner (Guides)**

Same as for the International Commissioner (Scouts) and (Guides).

21. **The National Commissioner of Scouts and the National Commissioner of Guides**

The National Commissioners of the Bharat Scouts and Guides shall be responsible for the leadership, development, and coordination of specific program sections and functional areas of the Movement across the country. There can be National Commissioners for specialized areas such as Community Development, Adult Resources, Youth Programme, Training, and Extension. Each National Commissioner shall promote and supervise the implementation of the program, training, and advancement scheme in their respective sections or areas of responsibility, ensuring adherence to the policies and standards laid down by the National Council and the Chief National Commissioner. They shall guide State-level counterparts, assist in organizing national events and training courses, and contribute to the continuous growth and quality of Scouting and Guiding in India.

1. **Appointment of National Commissioners of Scouts and Guides**

The Three National Commissioners of Scouts and Four National Commissioners of Guides shall be appointed by the Chief National Commissioner.

2. **Tenure of National Commissioners of Scouts and Guides**

The National Commissioner be appointed for not more than five years and hold the office for such a period as may be specified in the warrant issued by the Chief National Commissioner or coterminus with the term of National Council.

3. **Functions and Responsibilities of National Commissioners**

The functions of the National Commissioners as the head of their respective sections shall be to advise, aid and assist the Chief Commissioner in the performance of his/her duties and in

administration of their sections respectively. They will be head of the particular section and its programme planning, its implementation and evaluation.

4. Channel of Communication Through National Commissioners

The matters in respect of their section shall be routed to the Chief Commissioner through them.

22. National Commissioners (Adult Resources)

The National Commissioner (Adult Resources) – Scouts and Guides shall be responsible for the overall management, development, and support of the adult leadership system within *The Bharat Scouts and Guides*. The Commissioner shall guide the planning, recruitment, training, appointment, motivation, and recognition of adult leaders and volunteers at all levels of the Movement, ensuring alignment with the World Adult in Scouting/Guiding Policy and the objectives of the Organization. Working under the direction of the Chief National Commissioner. The National Commissioner (Adult Resources) shall coordinate with the National Training Center, State Training Commissioners, and Member Associations to promote effective adult leader development systems and continuous learning opportunities. The Commissioner shall also support the formulation of strategies, tools, and standards to ensure quality leadership, succession planning, and the welfare of adult members throughout the country.

1. National Commissioner Scouts (Adult Resources) and National Commissioner Guides (Adult Resources)

The National Commissioner Scouts (Adult Resources) and National Commissioner Guides (Adult Resources) shall be appointed by the Chief National Commissioner.

2. Tenure

The National Commissioner Scouts (Adult Resources) and National Commissioner Guides (Adult Resources) be appointed for not more than five years and hold the office for such a period as may be specified in the warrant issued by the Chief National Commissioner or coterminus with the term of National Council.

3. Functions and Responsibilities of National Commissioners

The National Commissioner Scouts (Adult Resources) and National Commissioner Guides (Adult Resources) function as the mentor of the training for the respective wing—development, planning, implementation, evaluation; guide recruitment, appointment, motivation, recognition; coordinate with national/state training leadership; set strategies, tools, and standards for leadership quality, succession, and welfare.

4. **Channel of Communication Through National Commissioners**

The matters in respect of their section shall be routed to the Chief Commissioner of respective wing.

23. **The Deputy International Commissioner of Scouts and Guides**

The Deputy International Commissioner (Scouts) and the Deputy International Commissioner (Guides) of the Bharat Scouts and Guides shall assist the respective International Commissioners in managing and promoting all matters relating to international relations, representation, and cooperation within the framework of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS). They shall support the implementation of international programmes, global initiatives, and youth exchange activities, and coordinate with State Associations and Administrative Units to encourage participation in regional and world events. The Deputy International Commissioners shall also act on behalf of the respective International Commissioners when authorized, ensuring continuity and effective communication with international and regional offices. They shall perform such duties and responsibilities as may be delegated by the Chief National Commissioner or the International Commissioners and as may be prescribed in the Rules and Job Profile of the Bharat Scouts and Guides.

1. **Appointment**

The Deputy International Commissioner of Scouts and Deputy International Commissioner of Guides shall be appointed by the Chief National Commissioner.

2. **Tenure of Deputy International Commissioner Scouts and Guides**

Deputy International Commissioner may be appointed for not more than five years and hold the office for such a **period as may be specified in the warrant issued by the Chief National Commissioner** or coterminus with the term of National Council.

3. **Functions of the Deputy International Commissioner Scouts and Guides**

The functions of the **Deputy International Commissioner** shall be to advise, aid and assist the concerned International Commissioner for the administration of his/ her section.

24. **The Deputy National Commissioner of Scouts and Guides**

The Deputy National Commissioners of Scouts and Guides of the Bharat Scouts and Guides shall assist the Chief Commissioners and National Commissioners in the effective administration, coordination, and supervision of the Scouting and Guiding Movements throughout the

country. They shall support the implementation of national programmes, training schemes, youth initiatives, and policy decisions of the National Council and the National Executive Committee, ensuring uniformity and quality in execution across all State Associations and Administrative Units. The Deputy National Commissioners shall oversee specific programme areas or zones as assigned by the Chief National Commissioner, provide guidance to State-level leadership, and help monitor the progress and development of the Movement. They may also represent the Organization in official forums and perform such other duties as may be prescribed in the Rules and Job Profile of the Bharat Scouts and Guides.

1. Appointment

The Deputy National Commissioners of Scouts and Deputy National Commissioners of Guides shall be appointed by the Chief National Commissioner

2. Tenure of Deputy National Commissioners

Six Deputy National Commissioners may be appointed for not more than five years and hold the office for such a **period as may be specified in the warrant issued by the Chief National Commissioner** or coterminus with the term of National Council.

3. Functions of the Deputy National Commissioner

The functions of the **Deputy National Commissioner** shall be to advise, aid and assist the concerned National Commissioner for the administration of his/ her section.

25. The National Commissioners (Headquarters)

The National Commissioner (Headquarters) of the Bharat Scouts and Guides appointed for specific purpose shall be responsible for the coordination, supervision, and management of all activities, operations, and administrative functions at the National Headquarters. The National Commissioner (Headquarters) shall oversee communications with State Associations, Administrative Units, and Regional Offices, ensure timely execution of national programmes and events, and maintain effective liaison among different wings of the Organization. The National Commissioner shall also ensure that the records, correspondence, and documentation of the National Headquarters are properly maintained and that all administrative procedures are conducted efficiently and as may be prescribed in the Rules and Job Profile of the Bharat Scouts and Guides.

1. Appointment of National Commissioners (Headquarters)

The National Commissioners (Headquarters) not more than twelve may be appointed by the Chief National Commissioner for specific functions.

2. Tenure of National Commissioners (Headquarters)

The National Commissioners (Headquarters) be appointed for not more than five years and hold the office for such a period as may be specified in the warrant issued by the Chief National Commissioner or coterminus with the term of National Council.

3. Functions and Responsibilities of National Commissioners (Headquarters)

The functions of the National Commissioners (Headquarters) is to assist the Chief National Commissioner in ensuring the smooth functioning of the various national divisions, offices, and sections, and in implementing the policies and decisions of the National Council and the National Executive Committee.

4. Channel of Communication Through National Commissioners (Headquarters)

The matters in respect of their area of work shall be routed to the Chief National Commissioner.

26. Honorary Commissioner

The Honorary Commissioners of the Bharat Scouts and Guides shall be distinguished individuals appointed in recognition of their exceptional service, experience, or contribution to the development and promotion of the Scouting and Guiding Movement in India. Honorary Commissioners may be designated for specific areas such as Programme, Training, Administration, International Relations, or any other field deemed appropriate by the Chief National Commissioner. They shall act in an advisory capacity and may be invited to assist in national programmes, committees, or special assignments, contributing their expertise and experience for the advancement of the Movement. Honorary Commissioners shall not hold executive authority unless specifically assigned duties by the Chief National Commissioner or the National Executive Committee.

1. Appointment of Honorary Commissioner

The Honorary Commissioner may be appointed by the Chief National Commissioner for specific functions.

2. Tenure of Honorary Commissioner

The Tenure of the Honorary Commissioner shall not be more than five years or coterminus with the term of National Council.

3. Functions and Responsibilities of Honorary Commissioner

He/She shall do his/her best for the promotion of the organisation in his/her area of work or as may be requested by the Chief National Commissioner from time to time.

4. Channel of Communication Through Honorary Commissioner

The matters in respect of their area of work shall be routed to the Chief National Commissioner.

27. National Advisers

The National Advisers of the Bharat Scouts and Guides shall be eminent persons or experts appointed to provide professional, technical, or policy advice to the Organization in specific areas such as legal affairs, finance, administration, communication, youth development, community engagement, education, or international relations. The National Advisers shall assist the Chief National Commissioner, the National Executive Committee, and the National Headquarters by offering expert consultation, guidance, and recommendations to strengthen the policies, governance, and operational efficiency of the Movement. They may be invited to attend meetings of the National Council, National Executive Committee, or any Sub-Committee when matters relevant to their expertise are under consideration, but shall not have voting rights.

1. Appointment of National Advisers

The National Adviser may be appointed by the Chief National Commissioner for specific functions.

2. Tenure of National Advisers

The National Adviser be appointed by the Chief National Commissioner for not more than five years or coterminus with the term of National Council.

3. Functions and Responsibilities of National Advisers

National Advisers shall provide professional, technical or policy advice in their designated area of expertise to the Chief National Commissioner, the National Executive Committee and the National Headquarters, including reviewing proposals and policies, supporting compliance with laws and best practices, and contributing to strategic planning and institutional strengthening. They may be invited to attend meetings of the National Council, National Executive Committee or Sub-Committees in an advisory capacity without voting rights. They shall uphold the values and policies of the Bharat Scouts and Guides, maintain confidentiality, and avoid conflicts of interest by making full disclosure wherever required.

4. Channel of Communication Through National Advisers

The matters in respect of their area of work shall be routed to the Chief National Commissioner.

28. Director

The Director of the Bharat Scouts and Guides shall be the chief executive officer of the National Headquarters responsible for the overall administration, coordination, and management of the activities and operations of the National Headquarters under the direction of the Chief National Commissioner.

1. Appointment of Director

The Director shall be appointed by the Chief National Commissioner in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions as may be specified in the order of appointment.

2. Tenure of Director

The tenure of the Director shall be as determined by the Chief National Commissioner and as specified in the order of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. Functions and Responsibilities of Director

1. Administrative Leadership

The Director shall be responsible for the overall administration, coordination, and management of the National Headquarters.

2. Implementation of Policies and Programmes

The Director shall ensure the effective implementation of the policies, programmes, and decisions of the National Council and the National Executive Committee.

3. Supervision of Divisions and Offices

The Director shall oversee the functioning of regional offices, and departments of the Organisation.

4. Staff Supervision and Management

The Director shall supervise the staff of the National Headquarters and ensure the efficient performance of their duties.

5. Records and Documentation

The Director shall maintain and safeguard all official records and documents of the National Headquarters.

6. Legal and Regulatory Compliance

The Director shall ensure compliance with the Constitution, Rules, and financial regulations of the Bharat Scouts and Guides and with all applicable laws, including those under the Societies Registration Act, 1860.

7. Maintaining External Relations

The Director shall promote and maintain cordial relations with organizations, institutions, government bodies, and other partners to strengthen the reach, collaboration, and effectiveness of the Movement.

8. Any Other Duties Assigned

The Director shall perform such other duties and responsibilities as may be assigned by the Chief National Commissioner or the National Executive Committee..

4. Channel of Communication Through Director

All matters relating to the administration and operations of the National Headquarters shall ordinarily be routed through the Director to the Chief National Commissioner, and the Director shall be responsible for communicating and implementing the decisions of the Chief National Commissioner, the National Council, and the National Executive Committee at the National Headquarters.

29. Executive Director

The Executive Director of the Bharat Scouts and Guides shall be the chief operational officer of the Organisation, responsible for the execution of the policies, programmes, and directives of the National Council, National Executive Committee, and the Chief National Commissioner.

1. Appointment of Executive Director

- (1) The Executive Director shall be appointed by the Chief National Commissioner in accordance with the Recruitment and Conditions of Service Rules and on such terms and conditions as may be specified in the order of appointment.
- (2) The Joint Director (Support Services) shall, by virtue of such office, be designated as an Executive Director.
- (3) Where both the Director and the Joint Director (Support Services) are male, the Joint Director (Guide) shall also be designated as an Executive Director, and the allocation of duties among the Executive Directors shall be determined by the Chief National Commissioner.
- (4) Where both the Director and the Joint Director (Support Services) are female, the Joint Director (Scout) shall also be designated as an Executive Director and the allocation of duties among the Executive Directors shall be determined by the Chief National Commissioner.
- (5) At least one among the Director and the Executive Director(s) shall be a female.
- (6) The number of Executive Directors shall not exceed two.

2. Tenure of Executive Director

The tenure of the Executive Director shall be as determined by the Chief National Commissioner and as specified in the order of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. Functions and Responsibilities of Executive Director

1. Operational Leadership

The Executive Director shall provide operational leadership for the Organisation and be responsible for the day-to-day execution of the policies, programmes, and directives of the National Council, National Executive Committee, and the Chief National Commissioner.

2. Execution of Policies, Programmes and Directives

The Executive Director shall ensure the effective execution and timely implementation of all approved policies, programmes, and directives issued by the Chief National Commissioner, the National Council, and the National Executive Committee.

3. Coordination of Administrative, Financial and Programme Functions

The Executive Director shall ensure effective coordination of administrative, financial, and programmatic functions across all departments of the National Headquarters so as to maintain coherence and efficiency in operations.

4. Implementation of National Initiatives, Events and Training

The Executive Director shall oversee the planning and implementation of national initiatives, events, and training activities in alignment with the aims and objectives of the Movement.

5. Collaboration with the Director and Programme Oversight

The Executive Director shall work in close cooperation with the Director, providing leadership in planning, monitoring, and evaluation of the Organisation's programmes and ensuring synergy between programme implementation and overall administration.

6. Resource Management and Representation

The Executive Director shall ensure the efficient management of the Organisation's human, financial, and material resources and may, as authorised, represent the

Organisation in official capacities before external bodies and stakeholders.

7. Any Other Duties Assigned

The Executive Director shall perform such other functions and responsibilities as may be assigned by the Chief National Commissioner or the National Executive Committee.

4. Channel of Communication Through Executive Director

All matters relating to the execution of policies, programmes, and operational decisions at the National Headquarters shall ordinarily be routed through the Director to the Chief National Commissioner and, where appropriate, to the National Executive Committee. The Executive Director shall be responsible for communicating and implementing the decisions of the Chief National Commissioner, the National Council, and the National Executive Committee in respect of operational matters of the Bharat Scouts and Guides in consultation with the Director.

30. Joint Director (Support Services)

The Joint Director (Support Services) of the Bharat Scouts and Guides shall be responsible for managing and coordinating all administrative, logistical, and support functions essential to the efficient operation of the National Headquarters and the successful implementation of the Organisation's programmes and activities.

1. Appointment of Joint Director (Support Services)

The Joint Director (Support Services) shall be appointed by the Chief National Commissioner in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions as may be specified in the order of appointment.

2. Tenure of Joint Director (Support Services)

The tenure of the Joint Director (Support Services) shall be as determined by the Chief National Commissioner and as specified in the order of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. Functions and Responsibilities of Joint Director (Support Services)

1. Management of Support Services

The Joint Director (Support Services) shall be responsible for the overall management and coordination of support services essential for the efficient functioning of the National Headquarters and the smooth implementation of the Organisation's programmes and activities.

2. Administration and Human Resources

The Joint Director (Support Services) shall oversee general administration and human resource functions, including deployment, supervision, and discipline of administrative and support staff as may be assigned.

3. Infrastructure, Transport and Security

The Joint Director (Support Services) shall supervise infrastructure management, transport arrangements, security, and hospitality to ensure that the National Headquarters and related facilities operate in a safe, secure, and orderly manner.

4. Assets and Training Centres Management

The Joint Director (Support Services) shall oversee the maintenance, upkeep, and optimal utilisation of the National Training Centres and other assets of the Organisation, ensuring that they adequately support the Movement's programmes.

5. Operational Procedures and Systems

The Joint Director (Support Services) shall assist in formulating, updating, and implementing operational procedures, systems, and workflows to improve efficiency, transparency, and cost-effectiveness in support services.

6. Compliance with Statutory and Organisational Standards

The Joint Director (Support Services) shall ensure that all support service activities are carried out in accordance with the Constitution, Rules, and policies of the Bharat Scouts and Guides and in compliance with applicable statutory and organisational standards.

7. Any Other Duties Assigned

The Joint Director (Support Services) shall perform such other functions and responsibilities relating to support services as may be assigned by the Director, Executive Director, the Chief National Commissioner, or the National Executive Committee.

4. Channel of Communication Through Joint Director (Support Services)

All matters relating to administrative, logistical, and support service functions at the National Headquarters, and in respect of National Training Centres and other assets, shall ordinarily be routed through the Joint Director (Support Services) to the Director and thereafter, where necessary, to the Chief National Commissioner or the National Executive Committee.

5. Joint Director (Support Services) to function as Executive Director.

Joint Director (Support Services) may be designated as Executive Director.

31. Joint Director of Scouts (Programme and Training) and Joint Director of Guides (Programme and Training)

The Joint Director of Scouts (Programme and Training) and Joint Director of Guides (Programme and Training) of the Bharat Scouts and Guides shall be responsible for planning, organising, coordinating, and monitoring all Scouting and Guiding programmes and training activities throughout the country under the overall supervision of the Director, Executive Director.

1. Appointment of Joint Director Programme and Training

The Joint Director of Scouts (Programme and Training) and Joint Director of Guides (Programme and Training) shall be appointed by the Chief National Commissioner in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions as may be specified in the respective orders of appointment.

2. Tenure

The tenure of the Joint Director of Scouts (Programme and Training) and Joint Director of Guides (Programme and Training) shall be as determined by the Chief National Commissioner and as specified in the respective orders of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. Functions and Responsibilities

1. Programme and Training Leadership

The Joint Directors shall provide leadership for the planning, organisation, coordination, and monitoring of Scouting and Guiding programmes and training activities at the national level.

2. Implementation of Youth and Adult Programme

The Joint Directors shall ensure the uniform implementation of youth programmes, adult leader training schemes, proficiency badge systems, and advancement requirements in accordance with the Youth Programme and Training Scheme of the Bharat Scouts and Guides.

3. Alignment with WOSM and WAGGGS Guidelines

The Joint Directors shall ensure that programmes and training activities are in harmony with the Educational

methods, guidelines, policies and method of WOSM and WAGGGS, as applicable.

4. Support to State Training Structures

The Joint Directors shall provide professional guidance and support State Organising Commissioner to State Training Commissioners and other training functionaries, and coordinate national-level training conferences, workshops, seminars, camps, and similar events.

5. Development of Educational Materials

The Joint Directors shall support and coordinate the preparation, revision, and dissemination of educational materials, training manuals, handbooks, and programme tools for both Young People and Adult Leaders.

6. Monitoring, Evaluation and Quality Assurance

The Joint Directors shall assist in monitoring and evaluating the quality and effectiveness of adult training and youth programmes and recommend such improvements as may be necessary to maintain high standards, relevance, and impact.

7. Any Other Duties Assigned

The Joint Directors shall perform such other functions and responsibilities relating to programme and training as may be assigned by the Director, Executive Director the Chief National Commissioner.

4. Channel of Communication

All matters relating to shall ordinarily be routed through the Joint Director Programme and Training (Scouts) and/or Joint Director Programme and Training (Guides) to the Director, Executive Director and thereafter, where necessary, to the Chief National Commissioner.

32. Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme)

Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme) of the Bharat Scouts and Guides shall be responsible for assisting the Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme) in the planning, coordination, and effective implementation of all youth programmes and activities throughout the country.

1. Appointment of Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme)

The Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme) shall be appointed by the Chief National Commissioner in accordance with the Recruitment

and Condition of Service Rules and on such terms and conditions as may be specified in the respective orders of appointment.

2. **Tenure**

The tenure of the Deputy Director of Scouts (Boy Programme) and the Deputy Director of Guides (Girl Programme) shall be as determined by the Chief National Commissioner and as specified in the respective orders of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. **Functions and Responsibilities**

1. **Support to Programme Planning and Coordination**

The Deputy Directors shall assist the Joint Directors in the planning, organisation, coordination, and follow-up of youth programmes and activities at the national and regional levels.

2. **Application of Youth Programme**

They shall help to ensure that the educational objectives, methods, and programme standards of the Bharat Scouts and Guides are uniformly applied across all Member Associations in accordance with the Youth Programme Policy of the Bharat Scouts and Guides.

3. **Alignment with WOSM and WAGGGS Frameworks**

They shall support the alignment of youth programmes with the principles, framework, and educational approaches of WOSM and WAGGGS, as applicable.

4. **Design and Organisation of Events**

They shall assist in designing, organising, and evaluating national and regional events such as camps, jamborees, rallies, community development projects, and other programme-based initiatives that promote the holistic development of young people.

5. **Programme Materials and Youth Advancement Resources**

They shall contribute to the development, revision, and dissemination of programme materials, handbooks, advancement charts, and other youth advancement resources for Young People.

6. **Support to Member Associations and Programme Functionaries**

They shall provide assistance and guidance, as directed, to State Associations and programme functionaries in

implementing and enriching youth programmes at the grassroots level.

7. Monitoring, Evaluation and Reporting

They shall assist in monitoring and evaluating the quality, relevance, and impact of youth programmes and events, and prepare such reports and recommendations as may be required by the Joint Directors.

8. Any Other Duties Assigned

They shall perform such other programme-related functions and responsibilities as may be assigned by the Joint Directors, Director, Executive Director.

4. Channel of Communication

All matters relating to youth programmes and programme-based national or regional events shall ordinarily be routed through the Deputy Director (Scouts) – Programme and/or Deputy Director (Guides) – Programme to the Joint Director (Scouts) – Programme and Training and/or Joint Director (Guides) – Programme and Training, and thereafter, where necessary, to the Director, Executive Director, and the Chief National Commissioner. The Deputy Directors shall be responsible for communicating and implementing, within the scope of programme work entrusted to them as per the decisions of the competent National authorities.

33. Deputy Director (Scouts) Leader Training and Deputy Director (Guides) Leader Training

The Deputy Director (Scouts) – Leader Training and the Deputy Director (Guides) – Leader Training of the Bharat Scouts and Guides shall be responsible for the planning, organisation, coordination, and supervision of all adult leader training programmes within their respective sections. They shall assist the Joint Director (Programme and Training), the State Training Commissioners (Scouts and Guides), and the Chief National Commissioner and Chief Commissioner in ensuring that all training activities are conducted in accordance with the Training Policy, standards, and methods prescribed by the Bharat Scouts and Guides and in alignment with the educational principles of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS). They shall oversee the conduct of all Training Courses and Specialised Courses for adult leaders, maintain training records, develop training materials and resources, evaluate the effectiveness of training at national and state levels, and provide professional guidance to State Training Commissioners, National Training Centres, and other training establishments to ensure consistency and quality across the Movement.

1. Appointment of Deputy Director (Scouts) – Leader Training and Deputy Director (Guides) – Leader Training

The Deputy Director (Scouts) – Leader Training and Deputy Director (Guides) – Leader Training shall be appointed by the Chief National Commissioner in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions as may be specified in the respective orders of appointment.

2. Tenure

The tenure of the Deputy Director (Scouts) – Leader Training and Deputy Director (Guides) – Leader Training shall be as determined by the Chief National Commissioner and as specified in the respective orders of appointment, subject to the Recruitment and Condition of Service Rules and any extension, renewal, or termination made thereunder.

3. Functions and Responsibilities

1. Support to Training Policy and Planning

The Deputy Directors shall assist the Joint Director (Programme and Training), the State Training Commissioners (Scouts and Guides), and the Chief National Commissioner and Chief Commissioner in planning, reviewing, and implementing the Adult Leader Training Scheme in accordance with the Training Policy of the Bharat Scouts and Guides.

2. Coordination of Adult Leader Training Programmes

They shall coordinate and supervise adult leader training programmes within their respective sections to ensure that training activities are properly scheduled, staffed, and resourced at the national and regional levels.

3. Conduct and Supervision of Courses

They shall oversee and support the conduct of Adult Leader Training Courses and Specialised Courses for adult leaders, ensuring adherence to prescribed syllabi, standards, and training methods.

4. Alignment with WOSM and WAGGGS Educational Principles

They shall help ensure that adult leader training programmes are in alignment with the educational principles, methods, and frameworks of WOSM and WAGGGS, as applicable to their respective sections.

5. Development of Training Materials and Resources

They shall contribute to the development, revision, and dissemination of training literature, manuals, handbooks,

audio-visual aids, and other training resources for adult leaders.

6. Training Records and Data Management

They shall ensure that accurate and up-to-date records at the National Training Center with respect to training courses, participants, and training qualifications are maintained at the National Headquarters and that such data is used to plan and improve training provision.

7. Support to National Training Centres and State Training Structures

They shall provide professional guidance and support to State Training Commissioners, National Training Centres, and other training establishments to ensure consistency, quality, and uniform application of training standards across the Movement.

8. Monitoring, Evaluation and Quality Assurance

They shall assist in monitoring and evaluating the effectiveness, relevance, and impact of adult leader training programmes, and prepare such reports and recommendations as may be required by the Joint Director (Programme and Training), the Chief Commissioners, or higher authorities.

9. Any Other Duties Assigned

They shall perform such other training-related functions and responsibilities as may be assigned by the Joint Director (Programme and Training), Director, Executive Director, the Chief National Commissioner, Chief Commissioners or the National Executive Committee.

4. Channel of Communication

All matters relating to adult leader training programmes, courses, and training establishments shall ordinarily be routed through the Deputy Director (Scouts) – Leader Training and/or Deputy Director (Guides) – Leader Training to the Joint Director (Programme and Training), and thereafter, where necessary, to the Director, Executive Director, the Chief Commissioners concerned, and the Chief National Commissioner. The Deputy Directors shall be responsible for communicating and implementing, within the scope of leader training work entrusted to them, as per the decisions of the competent National authorities.

PROJECT APPROVAL BOARD

34. Project Approval Board

1. Composition

The Project Approval Board shall consist of the following members to be nominated by Chief National Commissioner:

- (a) Vice-Chairperson – One senior office-bearer of the National Executive Committee.
- (b) Members (ex officio) – National Treasurer.
- (c) Members (nominated) – Not more than three persons with expertise in project management, finance, development sector, CSR or international cooperation.
- (d) Member-Secretary – The Director/Executive Director of the National Headquarters responsible for projects/grants, who shall convene meetings and maintain records.
- (e) The term of Project Approval Board shall not be more than five years or co-terminus with the National Council.

2. Objectives of the Board

1. To scrutinise, evaluate and approve new project and scheme proposals of the Bharat Scouts and Guides, prior to their submission to:

- (a) The Government of India and State Governments.
- (b) National funding agencies and corporate bodies.
- (c) International organisations, multilateral and bilateral agencies.
- (d) Any other body from which grants, financial aid or technical support are sought.

2. To ensure that all such proposals are:

- (a) Aligned with the aims and objectives of the Bharat Scouts and Guides.
- (b) In conformity with the policies, programmes and priorities.
- (c) Compliant with applicable laws, regulations, donor guidelines and internal financial rules.

3. Functions of the Board

1. Project Screening & Concept Approval

- (a) Examine concept notes and project ideas received from National Headquarters, Member Associations.
- (b) Recommend whether a concept should be developed into a detailed proposal.

2. Technical and Financial Appraisal

- (a) Scrutinise detailed project proposals & reports, including objectives, activities, timelines, and Key Performance Indicators.
- (b) Examine budget estimates, cost norms, matching contributions, sustainability plans and risk factors.
- (c) Seek clarifications and modifications from the proposing unit, where necessary.

3. Approval for Submission

- (a) Grant approval for submission of project proposals and schemes to Government, national and international bodies for grants and financial aid.
- (b) Prescribe conditions, where required, to safeguard the interests of the Bharat Scouts and Guides.

4. Monitoring & Review

- (a) Review the progress of approved projects based on reports, evaluations and financial statements.
- (b) Recommend corrective measures, reallocation of funds or closure/termination of projects where justified.

5. Policy & Systems Development

- (a) Recommend guidelines, formats and standard operating procedures for project formulation, appraisal, monitoring and reporting.
- (b) Advise on strengthening internal capacities for project implementation, documentation and audit.

6. Liaison & Coordination

- (a) Facilitate coordination between the National Headquarters, Member Associations and implementing units in relation to approved projects.
- (b) Provide inputs to the governing body on matters related to partnerships, donor relations and multi-year programmes.

4. Meetings and Procedure

- (a) The Board shall meet as frequently as may be required, at the call of the Chairperson.
- (b) Quorum for a meeting of the Board shall be one-third of the total members, subject to a minimum of four members, including the Chairperson or Vice-Chairperson.
- (c) Decisions of the Board shall, as far as possible, be taken by consensus; failing which, they shall be decided by a simple

majority of members present and voting. In the event of a tie, the Chairperson shall have a casting vote.

- (d) The Board may, in urgent matters, take decisions by circulation (including electronic communication), and such decisions shall be placed before the next meeting for ratification.
- (e) The Member-Secretary shall cause minutes of every meeting to be recorded and placed before the chairperson for approval and submit report to the National Executive Committee for information and such further action as may be required.

5. Responsibilities, Accountability and Reporting

1. The Board shall be collectively responsible for ensuring that:

- (a) No project or scheme is submitted to any external agency without prior approval of the Board.
- (b) All proposals are accurate, complete and supported by necessary documentation and approvals.
- (c) There is due diligence in respect of financial implications, liabilities and compliance obligations.
- (d) The Board shall submit an annual report of its activities, including a summary of projects considered, approved and implemented, to the governing body of the Association.

6. Conflict of Interest

Any member of the Board who has a direct or indirect interest in any project or proposal under consideration shall disclose such interest and shall refrain from participating in the deliberations and decision on that particular matter in adherence to the Conflict of Interest Policy of the Bharat Scouts and Guides.

COMMITTEES OF THE BHARAT SCOUTS AND GUIDES

35. Committees of The Bharat Scouts and Guides

The Committees of the Bharat Scouts and Guides are established to ensure the effective governance, coordination, and implementation of the Movement's objectives at the national level. They serve as advisory and functional bodies to support the National Executive Committee in key areas such as programme development, training, finance, youth participation, adult management, safeguarding, membership growth, and business development.

1. Composition and Appointment

- Each Committee shall be appointed by the Chief National Commissioner with the information to the National Executive Committee.
- Min 5 – Max 10 Members including chairman and convenor shall form the committee which include representatives from different regions, sections, youth representatives and subject experts, ensuring balanced representation and inclusivity.
- The Chairperson of each Committee shall be nominated by the Chief National Commissioner.
- The Secretary shall be a designated officer from the National Headquarters responsible for record-keeping and coordination.

2. Meetings

- Each Committee shall meet preferably at least twice a year.
- Special meetings may be convened by the Chairperson or Chief National Commissioner as required.
- A quorum shall consist of one-third of the total members, unless otherwise specified in individual terms of reference.
- Minutes of all meetings shall be properly recorded and submitted to the Chief National Commissioner.

3. Reporting and Accountability

- All Committees shall report to the National Executive Committee through the Chief National Commissioner.
- Committees shall submit Annual Work Plans and Progress Reports, Recommendations and policy proposals and Summary of key outcomes and challenges.
- The National Headquarters shall consolidate reports for presentation to the National Council during its annual meeting.

4. Tenure

- The tenure of each Committee shall be coterminous with that of the National Council.
- The Chief National Commissioner may reconstitute or extend any Committee as deemed necessary for efficient functioning or continuity of work.

36. Terms of Reference of Committees

1. National Programme Planning Committee

The National Programme Planning Committee is constituted to plan, coordinate, and monitor the implementation of the Youth Programme of The Bharat Scouts and Guides. The Committee

ensures that all Scouting and Guiding activities remain relevant, attractive, and aligned with the aims and principles of the Movement, fostering the holistic development of young people through education, adventure, and community service.

1. Objectives

- To plan and review national-level programmes, projects, and events for all sections—Cubs, Bulbuls, Scouts, Guides, Rovers, and Rangers.
- To ensure the integration of educational objectives, life skills, and values into all programme activities.
- To develop programme frameworks, resources, and manuals in line with international Scouting and Guiding standards.
- To incorporate national themes, government priorities, and global initiatives (such as SDGs, environmental action, and youth empowerment) into BSG programmes.

2. Functions and Responsibilities

- Develop the annual and long-term programme calendar of the Bharat Scouts and Guides.
- Review and recommend changes to badge systems, award schemes, and proficiency programmes.
- Plan and support national events, such as jamborees, rallies, community service projects, and observances.
- Promote innovation, inclusion, and quality in programme delivery at all levels.
- Coordinate with the National Training Committee for integrating programme and training goals.
- Evaluate the impact of programmes and recommend improvements for future planning.
- Ensure all programme activities promote Safe from Harm, gender equality, and environmental sustainability.

3. Guiding Principles

- The National Programme Planning Committee shall function in the true spirit of Scouting and Guiding, ensuring that all programmes contribute to the character development, citizenship training, and service orientation of young people in India.

2. National Training & Capacity Building Committee

The National Training & Capacity Building Committee is established to plan, coordinate, and oversee all aspects of adult

training, leader development, and capacity-building within The Bharat Scouts and Guides. The Committee ensures that every adult leader, trainer, and volunteer receives high-quality training aligned with the Mission of Scouting and Guiding, fostering competence, confidence, and commitment to the Movement.

1. Objectives

- To develop and implement a national training policy and framework for all adult leaders.
- To enhance the capacity of trainers, commissioners, and adult volunteers at all levels.
- To maintain the quality, uniformity, and credibility of training programmes across the country.
- To integrate modern learning methods, technology, and evaluation systems into training delivery.
- To ensure that training supports the effective implementation of the Youth Programme and organizational growth.

2. Functions and Responsibilities

- Formulate and periodically review the National Training Policy and Syllabi.
- Plan and coordinate Training Courses, Wood Badge courses, and Training for Trainers across all levels.
- Approve and monitor the functioning of National Training Centres and their programs.
- Recommend recognition and renewal of Training Counsellors, Leaders, and Commissioners.
- Ensure integration between Training and Programme Committees for holistic development.
- Promote Safe from Harm, diversity, and gender equality principles in all training processes.
- Evaluate training quality through feedback, assessment tools, and field observation.
- Maintain a national training database and publish reports on training achievements and impact.

3. Guiding Principles

The Committee shall uphold the spirit of learning through doing, ensuring that all training promotes the Scout/Guide Promise and Law, strengthens leadership capacity, and supports quality Scouting and Guiding for every young person in India.

3. National Finance Committee

The National Finance Committee is constituted to ensure the financial integrity, sustainability, and accountability of The Bharat Scouts and Guides. It oversees all matters relating to budgeting, financial management, investments, and audits, ensuring that the Association's financial operations are transparent, lawful, and aligned with its mission and objectives.

1. Objectives

- To ensure sound financial planning, control, and monitoring across all levels of the Association.
- To guide the preparation and review of annual budgets, accounts, and audit reports.
- To recommend policies for income generation, investments, and asset management.
- To promote transparency, accountability, and compliance with statutory and regulatory requirements.
- To support financial sustainability through resource mobilization and business development initiatives.

2. Functions and Responsibilities

- Prepare and recommend the annual budget for approval by the National Executive Committee.
- Examine and review quarterly and annual financial statements of the Association.
- Oversee and guide audit processes, both internal and statutory, ensuring compliance.
- Advise on investment of funds, endowments, and management of assets and properties.
- Formulate and monitor financial policies and procedures for State and National levels.
- Ensure compliance with statutory obligations under the Societies Registration Act, Income Tax Act, and FCRA (where applicable).
- Support fundraising, partnerships, and resource development efforts.
- Recommend measures for cost control, efficiency, and sustainability in all operations.

3. Guiding Principles

The National Finance Committee shall ensure that all financial decisions uphold the principles of honesty, transparency, responsibility, and trust, in keeping with the values of the Scouting and Guiding Movement. It shall safeguard the assets and reputation of the Bharat Scouts

and Guides and promote financial discipline at every level of the organization.

4. **National Adult in Scouting and Guiding Committee**

The National Adult in Scouting and Guiding Committee is constituted to ensure that adult members of the Bharat Scouts and Guides — including leaders, trainers, commissioners, and volunteers — are effectively supported, recognized, and developed throughout their involvement in the Movement and ensure the all round development and management of Adult Resources. The Committee promotes a culture of learning, motivation, ethical conduct, and lifelong commitment to the principles of Scouting and Guiding.

1. **Objectives**

- To implement and oversee the National Policy on Adults in Scouting & Guiding (AIS&G).
- To enhance the management, motivation, and recognition of adult leaders and volunteers.
- To strengthen the appointment, performance evaluation, and renewal systems for adult roles.
- To ensure continuous learning, well-being, and ethical engagement of all adult members.
- To promote a safe, inclusive, and supportive environment for adults to contribute meaningfully.

2. **Functions and Responsibilities**

- Develop, review, and implement the National Policy on Adults in Scouting & Guiding.
- Establish and maintain standards for recruitment, appointment, performance appraisal, and renewal of adult volunteers.
- Recommend awards, recognitions, and distinctions for outstanding service.
- Promote leadership development, mentoring, and continuing education opportunities for adults.
- Coordinate with the National Training Committee to ensure that training supports adult performance and well-being.
- Encourage gender balance, diversity, and inclusion in leadership roles.
- Uphold and promote the Code of Conduct and Safe from Harm principles among adult members.
- Support the emotional, physical, and social well-being of adult volunteers, including recognition of long service.

3. Guiding Principles

The National Adult in Scouting and Guiding Committee shall function in accordance with the Adult Leader Policy of BSG, ensuring that every adult is motivated, valued, and empowered to serve the Movement effectively and ethically.

5. National Rules Committee

The National Rules Committee is constituted to review, interpret, and recommend amendments to the Constitution, Rules, and Bye-laws of *The Bharat Scouts and Guides*. The Committee ensures that the governance framework of the Association remains legally compliant, transparent, democratic, and aligned with the principles and objectives of the Scouting and Guiding Movement.

1. Objectives

- To ensure that the Constitution and Rules remain relevant and in conformity with statutory provisions and the Societies Registration Act, 1860.
- To review and recommend amendments, additions, or deletions to the governing documents of BSG.
- To interpret the rules and constitutional provisions in cases of doubt or dispute.
- To maintain uniformity in policy and procedure across all levels of the Association.
- To align national rules with WOSM and WAGGGS constitutions and international standards of good governance.

2. Functions and Responsibilities

- Examine and recommend amendments to the Constitution, Rules, Bye-laws, and related documents.
- Provide interpretation or clarification of any rule or constitutional provision upon reference.
- Review State Association constitutions and ensure they are in conformity with the National Constitution.
- Ensure all governance documents are compliant with Indian laws and WOSM/WAGGGS frameworks.
- Prepare and present draft amendments for consideration by the National Executive Committee and approval by the National Council.
- Maintain an updated compendium of all approved rules and amendments.

- Advise on procedural disputes, election regulations, and organizational governance issues when referred.

3. Guiding Principles

The National Rules Committee shall uphold the principles of clarity, legality, consistency, and democratic integrity, ensuring that the rules and constitution of the Bharat Scouts and Guides remain strong, transparent, and in harmony with both national law and the global Scouting and Guiding movement.

6. National Youth Committee

The National Youth Committee is constituted to promote youth participation, leadership, and advocacy within *The Bharat Scouts and Guides*. The Committee ensures that young people are actively involved in decision-making, program development, and community initiatives, in keeping with the principle of “*Youth for Youth*.” It acts as a bridge between young members and the leadership of the Movement, empowering them to become responsible citizens and change-makers.

1. Objectives

- To provide a structured platform for youth representation and leadership within BSG.
- To promote the active participation of Rovers, Rangers, Scouts, and Guides in governance and planning.
- To encourage youth-led initiatives that support community service, sustainability, and global citizenship.
- To strengthen the youth engagement strategy of BSG in line with the World Scout and WAGGGS frameworks.
- To represent Indian youth in national and international forums of Scouting and Guiding.

2. Functions and Responsibilities

- Develop and implement the National Youth Engagement Framework for BSG.
- Encourage youth involvement in decision-making bodies at national, state, and district levels.
- Organize National and Regional Youth Forums, summits, and consultations.
- Promote youth-led projects on SDGs, community action, peacebuilding, and climate change.

- Strengthen youth participation in WOSM and WAGGGS youth platforms and international events.
- Support leadership development programs for Rovers, Rangers, and young leaders.
- Advise on youth recognition and award schemes within the Movement.
- Ensure inclusivity, gender equality, and safeguarding in all youth engagement activities.

3. **Guiding Principles**

The National Youth Committee shall function in accordance with the World Scout Youth Involvement Policy and WAGGGS Young Women's Leadership Framework, ensuring that young people are empowered, represented, and heard. It shall uphold the core values of service, participation, leadership, and inclusion, fostering the next generation of leaders in The Bharat Scouts and Guides.

7. **National Business Development Committee**

The National Business Development Committee is constituted to strengthen the financial sustainability, enterprise development, and partnership growth of *The Bharat Scouts and Guides*. It oversees business operations such as BSG Supply Services, supports fundraising and marketing initiatives, and ensures that all income-generating activities align with the values, ethics, and mission of the Movement.

1. **Objectives**

- To develop strategies for sustainable revenue generation through business and social enterprise models.
- To strengthen the operations of BSG Supply Services for efficiency, quality, and profitability.
- To build partnerships and collaborations with government, corporate, and civil society organizations.
- To ensure that all business activities uphold the principles of integrity, transparency, and service.
- To explore innovative funding avenues, including sponsorships, merchandising, and donor engagement.

2. **Functions and Responsibilities**

- Develop and periodically review the National Business Development Strategy.

- Oversee the management and operations of BSG Supply Services, ensuring professional and ethical business conduct.
- Identify and promote new business ventures, branding, and marketing opportunities for BSG.
- Establish policies and guidelines for sponsorships, donations, and collaborations.
- Advise on financial planning and reinvestment of business proceeds into Scouting and Guiding programs.
- Explore corporate partnerships, CSR funding, and social enterprise models aligned with BSG's mission.
- Ensure full transparency and accountability in all commercial transactions and procurement processes.
- Submit regular financial and performance reports to the National Finance Committee and National Executive Committee.

3. Guiding Principles

The National Business Development Committee shall function in accordance with the values of integrity, transparency, and service upheld by The Bharat Scouts and Guides. It shall ensure that all business and commercial undertakings contribute to the sustainability, visibility, and growth of the Movement, while maintaining its non-profit and educational character.

8. National Safeguarding & Safe from Harm Committee

The National Safeguarding & Safe from Harm Committee is established to ensure that the Bharat Scouts and Guides provides a safe, respectful, and inclusive environment for all members, especially children and young people. The Committee promotes, monitors, and enforces adherence to the Safe from Harm Policy and Child Protection Framework of BSG in line with the standards of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS).

1. Objectives

- To ensure that the Safe from Harm Policy is implemented, monitored, and periodically reviewed across all levels.
- To build awareness and capacity among adult leaders and youth members on child protection and safeguarding.

- To establish clear and confidential reporting, referral, and response mechanisms for safeguarding concerns.
- To promote a culture of respect, inclusion, and zero tolerance for abuse or misconduct.
- To ensure compliance with national child protection laws and international safeguarding frameworks.

2. **Functions and Responsibilities**

- Develop, implement, and monitor the BSG Safe from Harm and Child Protection Policy.
- Ensure the integration of safeguarding principles into all BSG activities, programmes, and training.
- Provide guidance and oversight for incident management and case handling.
- Conduct regular training and orientation on safeguarding for adult leaders, trainers, and youth.
- Coordinate with State Associations to ensure the appointment of Safeguarding Focal Points at all levels.
- Review and update safeguarding protocols in accordance with national and international standards.
- Maintain strict confidentiality and integrity in handling all safeguarding matters.
- Report annually on the status of implementation, risks, and recommendations to the National Executive Committee.

3. **Guiding Principles**

The National Safeguarding & Safe from Harm Committee shall function under the principles of dignity, safety, respect, and equality. It shall ensure that every member of The Bharat Scouts and Guides—child, young person, or adult—has the right to participate in a safe environment, free from harm, abuse, discrimination, or exploitation. The Committee upholds the Movement’s duty of care and fosters a culture of safety and accountability across all levels.

9. **National Membership Growth Committee**

The National Membership Growth Committee is constituted to plan, coordinate, and monitor initiatives aimed at expanding and strengthening the membership base of *The Bharat Scouts and Guides*. The Committee ensures that Scouting and Guiding opportunities are made available to every child and young person

in India, while promoting inclusivity, accessibility, and retention across all sections and regions.

1. Objectives

- To develop and implement a National Membership Growth Strategy in alignment with BSG’s vision and global Scouting and Guiding targets.
- To support State Associations in recruitment, retention, and reactivation of units and members.
- To analyse and monitor membership data, trends, and reporting systems for informed planning.
- To promote membership expansion through school outreach, community initiatives, and institutional partnerships.
- To ensure that growth efforts reflect the principles of quality, inclusion, and sustainability.

2. Functions and Responsibilities

- Formulate and implement the National Membership Growth Action Plan with measurable targets.
- Assist State Associations in capacity building and outreach for unit establishment and reactivation.
- Maintain a national membership database, ensuring accurate and timely reporting from all levels.
- Identify and address barriers to participation for underrepresented groups, regions, or genders.
- Develop promotional materials, campaigns, and digital tools to attract new members.
- Coordinate with the National Programme and Training Committees to ensure programme quality and retention.
- Monitor progress through regular review meetings and growth analytics.
- Submit recommendations and annual reports to the National Executive Committee on membership trends and achievements.

3. Guiding Principles

The National Membership Growth Committee shall uphold the Scouting and Guiding principle of “Leave No One Behind”, ensuring every child and young person has access to quality Scouting and Guiding experiences. It shall promote growth that is inclusive, data-driven, sustainable, and impactful, thereby strengthening the Movement’s reach and relevance across India.

10. National Award Committee

The National Award Committee shall be constituted to consider, evaluate, and recommend eligible individuals, units, and organizations for the various national-level awards, recognitions, and honours instituted by the Bharat Scouts and Guides for outstanding service, achievement, and contribution to Scouting and Guiding in India.

1. Functions and Responsibilities

- Frame and periodically review criteria, guidelines, and procedures for all National Awards and Recognitions of BSG.
- Invite and scrutinize nominations received from State Associations, Administrative Units, or National Headquarters.
- Evaluate nominations based on merit, service record, and contribution to the Movement.
- Recommend suitable candidates for National Awards and other National Recognitions instituted by The Bharat Scouts and Guides.
- Ensure transparency, fairness, and uniformity in the award process.
- Maintain records of all deliberations, recommendations, and final approvals.
- Submit a comprehensive report of its proceedings to the National Executive Committee annually.

2. Guiding Principles

The State Award Committee shall function in accordance with the Rules of BSG, ensuring that every adult is motivated, valued, and empowered to serve the Movement effectively and ethically by selecting right person for the Award.

11. National Internal Committee (POSH)

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed thereunder. The National Internal Committee (NIC) is to be constituted to ensure a safe, dignified, inclusive, and respectful environment for all members, employees, volunteers, trainees, and participants associated with the Movement as provided in the Act.

The Committee shall function in accordance with the principles of natural justice, confidentiality, gender sensitivity, and fairness, in alignment with the values and ethos of Scouting and Guiding.

1. Functions and Responsibilities

- Receive, examine, and inquire into complaints of sexual harassment in a fair and impartial manner.
- Conduct inquiries in a time-bound manner, strictly in accordance with the provisions of the POSH Act, 2013.
- Recommend appropriate interim relief and disciplinary or corrective action, as warranted.
- Ensure strict confidentiality and protection of all parties against victimisation or retaliation.
- Facilitate awareness, sensitization, and preventive initiatives on POSH matters.
- Provide guidance and advisory support to State/UT Associations on POSH compliance, as required.
- Maintain proper records of complaints, proceedings, and outcomes, and submit statutory reports.
- Complaints shall be submitted in writing, either in physical or electronic form, within the prescribed time limits under the POSH Act.
- Necessary assistance shall be extended to the aggrieved person for filing a complaint, wherever required.
- Conciliation may be undertaken only at the written request of the aggrieved person and shall not involve any monetary settlement.
- The inquiry shall be completed within ninety (90) days, and the inquiry report submitted within ten (10) days thereafter.
- Absolute confidentiality shall be maintained with respect to the identity of the complainant, respondent, witnesses, inquiry proceedings, and recommendations.
- Any breach of confidentiality shall invite action as prescribed under the POSH Act.
- Ensure that no adverse action is taken against the complainant or witnesses for filing or supporting a complaint in good faith.
- Treat any form of retaliation, intimidation, or victimisation as misconduct.
- Organize periodic POSH awareness programmes, orientations, and training sessions.

- Ensure prominent display of POSH-related information, committee details, and procedures on official platforms and at workplaces.
- Submit the Annual Report to the competent authority as mandated under the POSH Act.
- Ensure statutory disclosures and overall compliance by the National Association.

2. Guiding Principles

The National Internal Committee shall function with fairness, sensitivity, and confidentiality, ensuring dignity, safety, and equality for all. It shall follow principles of natural justice, timely redressal, non-victimisation, and legal compliance, while promoting awareness, prevention, and a zero-tolerance approach to sexual harassment.

12. National Advisory Committee for State Affairs

The National Advisory Committee for State Affairs shall be constituted to provide guidance, oversight, and recommendations on matters relating to State-level functioning, policy implementation, and coordination with the National Headquarters. The Committee aims to ensure uniformity, transparency, and effective governance across all States/UTs affiliated with the organization.

1. Functions and Responsibilities

- Review and provide recommendations on State-level policies, programs, and activities.
- Monitor the **functioning of State/UT units**, ensuring compliance with organizational guidelines, bye-laws, and statutory requirements.
- Ensure that annual membership fees from all units are credited promptly to the National Headquarters.
- Evaluate and address **internal grievances at the State level**, including disputes among members, volunteers, or office bearers, and provide recommendations for resolution.
- Assist in resolving inter-state coordination issues and disputes.
- Suggest improvements in organizational structure, administrative procedures, and operational efficiency at the State level.
- Examine proposals related to resource allocation, training programs, and large-scale events conducted by States.
- Recommend actions for capacity building, monitoring, and evaluation of State-level units.

- Submit periodic reports to the National Headquarters on progress, challenges, grievances, and recommendations.
- The Committee shall establish internal processes for reviewing State-level matters, including:
 - Documentation of complaints or grievances received from States.
 - Investigation and fact-finding in coordination with relevant authorities.
 - Timely reporting and recommendation of corrective measures to National Headquarters.
 - For not attending two meetings continuously.

2. Guiding Principles

The Committee shall uphold transparency, accountability, and fairness in supervising State-level units. It aims to ensure effective functioning, adherence to organizational policies, and timely resolution of grievances. Through collaboration, guidance, and oversight, the Committee fosters a respectful, equitable, and well-governed environment across all States and Union Territories.

PERFORMANCE APPRAISAL

37. Performance Appraisal of Office Bearers

As per the Adults in Scouting and Guiding Policy of The Bharat Scouts and Guides, a structured Performance Appraisal of all Office Bearers shall be conducted three times during their term of office to ensure accountability, transparency, and continuous improvement. The first appraisal shall be carried out at the Mid-Term stage to review progress against assigned responsibilities and objectives. The second appraisal shall be undertaken in the Penultimate Year of the Term to assess sustained performance, leadership effectiveness, and corrective actions, if any. The final appraisal shall be conducted at the End of the Term to evaluate overall contribution, outcomes achieved, adherence to organizational values, and eligibility for future responsibilities. These appraisals shall form the basis for guidance, recognition, capacity building, and institutional learning within the organization.

38. Performance Appraisal of National Headquarters

As per the Staff Service Conduct Rules and the Adults in Scouting and Guiding Policy of The Bharat Scouts and Guides, a systematic and periodic Performance Appraisal of all staff of the National Headquarters shall be conducted to ensure efficiency, accountability, and professional growth. The appraisal shall assess performance against assigned duties, work output, discipline, integrity, adherence to organizational values,

and contribution to the objectives of the Bharat Scouts and Guides. The process shall also identify training needs, career progression opportunities, and areas requiring improvement. The appraisal outcomes shall serve as a basis for promotions, incentives, confirmations, disciplinary actions, and capacity-building initiatives, thereby strengthening the overall administrative and programmatic effectiveness of the National Headquarters.

2

REGIONAL
ORGANISATION**1. Establishment of Regional Organisation for Decentralized Management**

The Regional Organisations of The Bharat Scouts and Guides shall be administrative and coordinating bodies established by the National Association to ensure effective implementation of the Scouting and Guiding programmes, training, and policies within specific geographical regions of the country. Each Regional Organisation shall function under the overall supervision and control of the National Executive Committee, and shall act as an intermediary link between the National and State levels, facilitating communication, coordination, and capacity-building among Member Associations and Accredited Member Association within its jurisdiction. The Regional Organisation shall be Supported by a Regional Office, managed by a team of officers designated by the National Headquarters, and supported by a team of professional and volunteer personnel as may be required.

2. Regional Council

The Regional Council of The Bharat Scouts and Guides shall be constituted in each Region to promote coordination, consultation, and collaboration among the State Associations within that Region. The Council shall serve as a forum to review progress, strengthen programmes, and support the uniform implementation of the policies and objectives of The Bharat Scouts and Guides.

The Regional Council shall meet Once a year , to review the progress of Scouting and Guiding in the Region, recommend measures for improvement, and ensure effective communication and cooperation among the States for the advancement of the Movement.

Composition of the Regional Council

There shall be a Regional Council formed with the following:

1. One of the Vice Presidents of the National Association-In charge of the Region as nominated by the President shall be the Observer.
2. Regional Chief Commissioner shall be the chairman.
3. All the State Chief Commissioners of the Region.
4. One Scouter and one Guider Representatives from each State of the concern Region.
5. The State Secretary of the Regional Chief Commissioner's Member Association shall be the convener of the Regional Council Meeting and the Assistant Director of the Region shall be the

Secretary who will keep up all the Regional Council records and present them to the Regional Chief Commissioner whenever required.

3. Function of the Regional Council

1. Functions of the Regional Council – Planning, Budgeting, and Resource Mobilization

To formulate regional plan, general resources, prepare budget and explore funding resources and sanction of expenditure of the regional budget.

2. Advisory Role of the Regional Council for Movement Development

To find and suggest the ways and means to the National Council in regards to the development of the movement in the Region.

4. Meeting of the Regional Council

Regional Council shall meet on or before 30th September. The Assistant Director/Convener shall fix the date of the meeting in consultation with the Vice President In-charge of the Region and the Regional Chief Commissioner and send notice by mail at least seven days before the meeting with an Agenda of the Meeting.

5. Regional Chief Commissioner

The Regional Chief Commissioner of The Bharat Scouts and Guides shall be the senior volunteer leader in the Region and shall be responsible for providing leadership, guidance, and coordination among all State Associations within the Region. The Regional Chief Commissioner shall ensure the effective implementation of the programmes, training, and policies of The Bharat Scouts and Guides as laid down by the National Council and the Chief National Commissioner. The Regional Chief Commissioner shall preside over the meetings of the Regional Council and other regional gatherings, promote cooperation among State Associations, and support the development and expansion of Scouting and Guiding in the Region. The Commissioner shall work in close coordination with the Regional Office, the Assistant Director of the Region, providing necessary guidance and advice to the State Chief Commissioners.

1. Appointment of Regional Chief Commissioner

There shall be a Regional Chief Commissioner in each of the regions who will be appointed by the Chief National Commissioner among the State Chief Commissioners or a Govt. official from the Regional State for the period as may be specified in the Warrant.

2. The Function of the Regional Chief Commissioner:

The Regional Chief Commissioner shall be the Chief Executive of the Region and shall be responsible for its development and to execute the plan as approved by the Regional Council and to achieve the National Target.

3. Presiding Authority of the Regional Council Meetings

The Regional Chairman shall preside over the meeting of the Regional Council.

4. Supervisory Role and Developmental Responsibilities of the Regional Chief Commissioner

He/She shall supervise and suggest the ways and means for the development of the Region.

5. Accountability of the Regional Chief Commissioner for Achieving National Association Targets

He/She shall be responsible to the Regional Council and to the Chief National Commissioner in regards to achieving the Target of the National Association.

6. Representation of the Region in the National Executive Committee by the Regional Chief Commissioner

He/She shall represent the region in the National Executive Committee.

6. The Assistant Director

The Assistant Director of The Bharat Scouts and Guides shall be the chief administrative and programme officer of the Regional Office, responsible for the overall coordination, supervision, and implementation of all Scouting and Guiding activities within the Region. The Assistant Director shall function under the general direction of the National Headquarters and in close cooperation with the Regional Chief Commissioner, ensuring that the policies, programmes, and training schemes of The Bharat Scouts and Guides are effectively implemented and uniformly maintained across all Member Associations in the Region. The Assistant Director shall provide leadership to the Regional Organising Commissioner (Scouts and Guides) and other regional staff, coordinate regional events, training courses, and conferences, and serve as the principal link between the National Headquarters and the States within the Region. The Assistant Director shall also act as the administrative head of the Regional Headquarters, responsible for planning, monitoring, reporting, and managing the operations of the Region in accordance with the Constitution, Rules, and directives of the Chief National Commissioner and the National Executive Committee.

1. Appointment and Terms of Service of the Assistant Director

The Assistant Director shall be appointed by the Chief National Commissioner in consultation with the Chief Commissioner Scout/Guide in accordance with the Recruitment and Condition

of Service Rules or the terms and conditions contained in the order of appointment as the case may be. The terms and conditions of their service shall be laid down in the Recruitment and Condition of Service Rules.

2. Nature and Eligibility of the Post of Assistant Director

The post of the Assistant Director is stipendiary and is open for both men and women.

3. Duties and Responsibilities of the Assistant Director

Functions of the Assistant Director: He/she shall be responsible to the Director through the concerned Joint Director for the following functions:

1. Due and efficient administration of the Regional office.
2. Keeping and maintaining all registers, books, papers and records to be kept at the Regional office.
3. Managing all support services at the Regional office.
4. Submitting a monthly consolidated report of the regional operations.
5. Being a leader of the professionals at the Regional office, delegates, supervises and evaluates the job of all other employees in the Regional office.
6. Assist the State Associations in working towards National and State targets.

4. Membership of the Assistant Director in State Governing Bodies

The Assistant Director will be a member of the State Council and the State Executive Committee in the concerned Region of a State.

7. The Regional Organising Commissioners of Scouts and Guides

The Regional Organising Commissioner (Scouts) and Regional Organising Commissioner (Guides) of The Bharat Scouts and Guides shall be responsible for assisting in the effective coordination, implementation, and supervision of Scouting and Guiding programmes, training, and administrative functions within their respective Regions under the direction of the Assistant Director and the guidance of the Regional Chief Commissioner. They shall provide technical and professional support to the Member Associations, monitor the progress of programmes and training, assist in organizing regional events, courses, and camps, and ensure adherence to the Constitution, Rules, and Policies of The Bharat Scouts and Guides. The ROCs shall also serve as the link between the Regional Office and the National Headquarters, ensuring timely reporting, communication, and follow-up of decisions and directives.

1. Appointment of Regional Organising Commissioners of Scouts and Guides

The Regional Organising Commissioner of Scouts and the Regional Organising Commissioner of Guides shall be appointed by the Chief National Commissioner in accordance with Recruitment and Condition of Service Rules of the Bharat Scouts and Guides.

2. Stipendiary Nature and Operational Role of Regional Organising Commissioners

These posts are stipendiary and meant for assisting the Assistant Director in the operations of the respective Wings.

3. Functions of the Regional Organising Commissioner

Functions of the Regional Organising Commissioner of Scouts/Guides shall be:

1. Responsibility to Assistant Director for Coordinating State Activities

To be responsible to the Assistant Director in coordinating the activities in the State for achieving the National and State targets.

2. Responsibility to Joint Director for Executing NHQ Policies

To be responsible to the Joint Director of the respective Wing through the Assistant Director for executing the Programme and Training policies of the NHQ.

3. Regional Operations with Agreed Objectives

To operate in the region with objectives agreed with the Assistant Director.

4. Accountability for Mutually Agreed Goals

He/she is responsible to the Assistant Director in working for the mutually agreed goals and results.

5. Monthly Reporting to Joint Director

He/she reports monthly to the concerned Joint Director through the Assistant Director.

3

STATE ASSOCIATION

1. State Association

The State Association of The Bharat Scouts and Guides shall be the recognized unit of the National Association functioning within the jurisdiction of each State or Union Territory of India. Each State Association shall be affiliated to the National Headquarters and shall operate as a Member Association of The Bharat Scouts and Guides as prescribed in the Bye-laws of the Bharat Scouts and Guides . State Association is responsible for the administration, coordination, and promotion of the Scouting and Guiding Movement within its territorial limits. The State Association shall function in conformity with the Constitution, Rules, and Policies of the National Association and shall ensure that the aims, principles, and methods of the Movement are uniformly applied and maintained across all District Associations, Local Associations, and Units within the State. It shall organize training, youth programmes, membership growth activities, and community development projects, and shall maintain close liaison with the Regional Headquarters and the National Headquarters for guidance and support. The State Association shall be governed by its own constitution (Memorandum of Association & Bye-laws) as approved by the Chief National Commissioner.

2. Formation and Delimitation of Member Associations within the Bharat Scouts and Guides

The Member Associations shall be formed as per the Guideline laid out in the Bye-laws of the Bharat Scouts and Guides.

3. Procedure to be adopted / followed for forming the Member Associations after the civil state is bifurcated**1. Bifurcation of State Association Based on Government of India Notification**

The present State Chief Commissioner will be asked to bifurcate the present State Association into two, based on the notification by Govt, of India.

2. Demarcation of Geographical Jurisdiction and Districts based on Government Notification

The geographical area and the number of districts will be precisely determined for both the states on the basis of the notifications by Government of India.

3. Dissolution of Erstwhile State Association by Chief National Commissioner

The Chief National Commissioner will issue orders for dissolution of the erstwhile (former) State Association.

4. Appointment of Administrator for Newly Created State Associations

The Chief National Commissioner shall appoint the present State Chief Commissioner or in his/her absence any person to function as an Administrator for both the State Associations till such time as the State Councils of the newly created State Associations are formed.

5. Submission of Adhoc Committee Proposals for Newly Created States by Administrator

The Administrator will propose and submit a proposal of two Adhoc Committees for the newly created states to the Chief National Commissioner.

6. Approval of Adhoc Committees for Newly Created States by Chief National Commissioner

On receipt of such a proposal, Chief National Commissioner will accord approval to both the Adhoc Committees.

7. Composition Guidelines for Adhoc Committees of Newly Created State Associations

Generally the President, Vice-President, State Chief Commissioner, State Commissioner (S), State Commissioner (G), Headquarters Commissioners (S/G), Assistant State Commissioners (S/G), members of State Executive Committee, State Finance Committee, trainers residing in the areas of the respective states and nominee of the Chief National Commissioner will find a place in the list of two Adhoc Committees.

8. Criteria for Formation of Adhoc Committees Based on Geographical Jurisdiction and Residency

Geographical area, Districts in the bifurcated two states and the residential address of the office bearers will be the base for forming/constituting the two Adhoc Committees.

9. Appointment of Chairman for Adhoc Committee Based on Seniority and Residency

The senior most office bearer in the erstwhile State Association and residing in the area of newly formed State will be the Chairman of the Adhoc Committee.

10. Joint Meeting of Adhoc Committees Convened by the Administrator for Finalization of Transitional Arrangements

The Administrator i.e. the State Chief Commissioner of the former State Association will hold the joint meeting of both the Adhoc committees and finalize:

1. The geographical area and the number of Districts in consonance with the Govt, of India notification.
2. The number of members of both the newly formed State Associations.
3. The assets & liabilities of both the newly formed State Associations duly audited by the Chartered Accountant.
4. Sharing of existing employees in proportion to the ratio mentioned in the Govt, of India notification.
5. The calendar for formation of District Councils and elections of the office bearers of both the State Associations.
Note: 9 This rule is also applicable in case a District is bifurcated into two.
6. Appointment of Returning Officer for conducting elections of State level office bearers in the independently held State Council meetings.
7. Affiliation of newly formed two State Associations to the National Association of the Bharat Scouts and Guides.
8. The Bye-laws for the guidance of newly formed State Associations which in turn will submit them to the State Council through the State Executive Committee for approval and later to the Chief National Commissioner.

4. Affiliation and Issuance of Charter

The State Association shall be affiliated to the National Association and on such affiliation, the National Association shall issue a Charter signed by the Chief National Commissioner and Director and by virtue of such Charter only, the State Association shall function as such.

5. Rights and Obligation

The State Association shall confirm to the rights and obligations as prescribed in the Bye-laws of the Bharat Scouts and Guides.

6. Adherence

All the members of the Bharat Scouts and Guides State Associations are required to adhere to the Bye-laws, Rules, Code of Conduct and Policies as laid down by the Bharat Scouts and Guides.

7. State Association Logo

Each State Association may have its own State Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the State Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for State-level identity and recognition.

The design, proportion, colour scheme, and placement of the National Emblem within the State Association Logo shall conform to the branding standards and graphic specifications prescribed by the National Headquarters. No alteration or variation of the official emblem or logo shall be made.

All State Association Logos and related insignia like Flag and Mascot shall be duly approved by the Chief National Commissioner before adoption and use. Unauthorized creation, modification, or use of the Logo or Emblem in any form is strictly prohibited. The State Chief Commissioner shall ensure that all subordinate formations — including District Associations and Local Association — adhere to this policy and use only the approved versions of the Logo in all official communications, publications, events, and materials.

8. Payment of Annual Affiliation and Membership Fees (Individual Registration Fee) and Consequences of Default

The State Association shall pay to the National Association annually such Affiliation fee and such annual Membership fees (Individual Registration Fee) as may be fixed by the National Executive Committee and approved by the National Council from time to time and in default of such payment within a period of twelve months after the closure of the financial year for which the fees are due or within such extended period of time by the Chief National Commissioner being not more than six months, the office bearers and elected representatives of the State Association on the National Council and the National Executive Committee shall not be entitled to attend, participate or vote or contest for any election to the National Council till such dues are paid.

9. Legal Proceedings

The State Association shall sue and be sued in the name of the State Secretary.

MEMBERS OF STATE ASSOCIATION

10. Young Peoples and Youth Members

The Membership of the local/district association is open to Young People and Youth Members who subscribe to the Fundamentals, which includes Purpose, principles, the Methods, the Promise and the Law supervised and trained by adult unit leaders.

The Beneficiaries Young Peoples and Youth are enrolled as Members to the Units and digital membership systems in the following sections:

1. Bunnies
2. Cubs and Bulbuls
3. Scouts and Guides
4. Rovers and Rangers

11. Adult Leaders and Volunteers

The Bharat Scouts and Guides is run by the Adult Resources managed by the Adults in Scouting and Guiding as under.

1. Unit Leaders/Scouters and Guiders.
2. Trainers holding valid Hon'ble Charge.
3. Commissioners holding valid Warrants.
4. All the Office Bearers of Local/District/State Association.
5. Professionals working at Local/District/State Association.
6. Others such as BSG Fellows, Life Members, Members of the Rashtrapati Scouts and Guides Guild, Members of BSG Alumni and any other categories decided by the National Executive Committee from time to time.

The Above functioneries are the members of the Bharat Scouts and Guides State Association who will discharge roles and responsibilities as per the State Bye-laws and Bharat Scouts and Guides Rules.

12. Membership of the Bharat Scouts and Guides State Association

The Membership of the Bharat Scouts and Guides State Association is open to citizens of India who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member of the local/district association with the approval of the State Chief Commissioner who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

The Membership of the Bharat Scouts and Guides is subject to payment of Annual Membership Fees (Individual Registration Fees) as decided from time to time by the State Council and registration on digital Membership System.

13. Termination of Membership of the Bharat Scouts and Guides

Applies to members of all units and associations at every level.

1. Conviction for Offence Involving Moral Turpitude

Upon conviction for an offence involving moral turpitude, the member's membership shall be terminated and any awards/privileges withdrawn.

2. Conduct Detrimental to the Movement

A member who, while supporting any other organisation, engages in activities detrimental to the interests or reputation of the Movement—including writings in publications/media (included digital and social media) or propaganda—shall be liable to termination, subject to due enquiry and an opportunity to be heard.

3. Affiliation with Parallel Scouting/Guiding Bodies

Membership shall be terminated if a member belongs to, aids, or abets any parallel organisation purporting to conduct Scouting or Guiding.

4. Breach of Code of Conduct & Safeguarding Policies

Membership may be terminated for violation of the Code of Conduct and the Safeguarding and Safe from Harm policies of the Bharat Scouts and Guides, as approved and periodically revised.

Due Process

In all cases, termination shall follow a fair enquiry, with notice of allegations and a reasonable opportunity for the member to present their response.

STATE COUNCIL

14. State Council

1. State Council — General Body of the State Association of the Bharat Scouts and Guides

The State Council is the general body of the State Associations of the Bharat Scouts and Guides and is composed of all the District Associations.

2. Composition of the State Council

The State Council of the State Association shall consist of President, Vice-President and other Office Bearers of the State Association, Chairperson and Vice-Chairperson of the State Youth Committee, Delegates of the District Associations, Professionals, Nominated and Coopted Members as per the Bye-laws and Rules of the Bharat Scouts and Guides.

3. Delegate Representation at State Council Meetings

District Associations are represented at any State Council meeting by delegates not exceeding ten subject to the Bye-laws of the State Associations.

4. Duration of the State Council

The State Council shall continue for Five years from the date of its first meeting. Provided, that the duration of the State Council may be extended but not more than six months on the approval of the Chief National Commissioner and recommendation of the State Executive Committee by a decision of 2/3 majority of members present.

15. Functions of the State Council

The powers and functions of the State Council are:

- 1. National Policy & Standards Oversight**
To oversee the implementation of the policy and standards of the Bharat Scouts and Guides throughout the State and to take such action as shall further the purpose of the Bharat Scouts and Guides.
- 2. Membership Admission & Expulsion Decisions**
To consider applications for membership of the District Associations and decide as to their expulsion.
- 3. Election of Key Office Bearers**
To elect, when due, the President, Vice Presidents and State Chief Commissioner in accordance with the Rules and Bye-laws of the State Association.
- 4. Approval of State Association Budget**
To consider and approve the Budget of State Association.
- 5. Approval of Annual Report and Audited Accounts**
To consider and approve the Annual Report, the Annual Audited Statement of Accounts and the Balance Sheet.
- 6. Formulation and Amendment of Bye-laws**
Subject to the approval of the Chief National Commissioner to lay down the Bye-laws of State Association based on the model Bye-laws of the National Association and to make additions, deletions, amendments and alteration thereto.
- 7. Promotion of Activities to Meet National and State Targets**
To initiate, promote and monitor activities in the State to achieve National and State Targets keeping in view the priorities of the State.
- 8. Management of Movable and Immovable Property**
To acquire, hold, administer, pledge, mortgage and dispose of property, movable and immovable.
- 9. Raising and Utilising Financial Resources**
To lend and borrow with or without security to raise funds and invest money for any of the purposes of the Movement.
- 10. Appointment and Remuneration of Auditors**
To appoint Auditors and fix their remuneration.

11. General Powers for Advancement of the Movement's Objectives

To do all other things as are required for the furtherance of the Aims and Objects of the Association.

16. Members of the State Council

A. Members of the State Council

Following shall be the Members of the State Council:

1. **Elected Office Bearers of the State Associations**
 1. President
 2. Vice Presidents
 3. State Chief Commissioner
2. **Appointed Office Bearers of the State Association**

Core Members (Mandatory Appointments)

 4. Additional State Chief Commissioner
 5. State Commissioner of Scouts
 6. State Commissioner of Guides
 7. State Commissioner of Scouts (Adult Resources)
 8. State Commissioner of Guides (Adult Resources)
 9. State Treasurer
 10. Chairman State Youth Committee
 11. Vice-Chairman State Youth Committee

Other Members (Optional Appointments)

 12. State Commissioner of Cubs
 13. State Commissioner of Rovers
 14. State Commissioner of Bulbuls
 15. State Commissioner of Rangers
 16. State Commissioners (Headquarters)
 17. The Assistant State Commissioners of Scouts
 18. The Assistant State Commissioners of Guides
3. **Past State Chief Commissioner**
 19. Immediate Past State Chief Commissioner
4. **Leader Trainers**
 20. All Leader Trainers Holding Valid Hon'ble Charge
5. **Secretary of the State Council**
 21. State Secretary
 22. Joint State Secretary

6. Delegates of the District Associations in the State Council

23. District Chief Commissioners
24. District Secretaries
25. Joint District Secretaries
26. District Commissioners of Cubs
27. District Commissioners of Scouts
28. District Commissioners of Rovers
29. District Commissioners of Bulbuls
30. District Commissioners of Guides
31. District Commissioners of Rangers
32. District Commissioners of Scouts (Adult Resources)
33. District Commissioners of Guides (Adult Resources)
34. Assistant District Commissioners, In charge of Local Association if there is no District Associations
35. Local Association Secretary, if there is no District Association

7. Nominated as Special Invitees to the State Council Meeting

One or more but not more than twenty members may be nominated by the State Chief Commissioner in consultation with the President of State Associations and at least half of whom shall be women. The following shall be considered for nomination as special invitees for the meeting of the State Council:

36. Volunteer leaders/ Leader Trainers having not less than twenty years of active association with the Bharat Scouts and Guides.
37. Silver Elephant Awardees and Persons who have rendered meritorious service to the Movement.
38. Donor & who have donated one lakh or more to State Associations.
39. Eminent Persons in the field of Education, Administration, Literature, Finance, Law, Management, Sports, Art and Culture and Information Technology etc.
40. Members of any partner organisation of the Bharat Scouts and Guides and any other person whose services may be useful for the movement.
41. National Associations Office Bearers residing in the State.

8. Professionals

42. State Org. Commissioner of Scouts
43. State Org. Commissioner of Guides
44. State Trg. Commissioner of Scouts
45. State Trg. Commissioner of Guides

9. NHQ Professional

46. Assistant Director of the Region

B. State Council: Vacancies, Ex-Officio Tenure, and Dual-Membership**1. Continuity of Council & Ex Officio Cessation**

The State Council shall have the power to act notwithstanding any vacancy in the membership thereof. Provided, further, that any member of the State Council who is a member by virtue of office shall cease to be a member of the State Council when he/she ceases to hold such office.

2. Termination of State Council Membership for State Representatives

Any member who is representing the State Association ceases to be the member of the State Council in case the State Council is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the State Council stands terminated.

3. No Dual Membership Across Associations

No member can be enrolled as member of two District Associations or two State Association at the same time.

4. Disqualification of State Council Membership

If any member who fails to attend three consecutive meetings of State Council will be debarred for three years from holding any position at the State Level and from contesting any election of State Association for three years with immediate action. This bar would be applicable from the date of such failure.

17. State Council Meeting

A. The Ordinary Annual Meeting (General Body Annual Meeting of the State Council)**1. Frequency of the Meeting**

The Bharat Scouts and Guides, State Association shall hold every year a General Meeting called the Annual General Meeting of the State Council of the State Association.

2. Scheduling of the State Council's Annual Meeting:

The State Council shall ordinarily meet once in every year normally before 31st August in consultation with the President or with senior Vice President in the absence of the President.

3. Time, Date and Place of Meeting

The State Secret

ary in consultation with the State Chief Commissioner and the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

4. Quorum

The quorum of the meeting shall be one-tenth of total number of members of the State Council or 20 members whichever is less.

5. Rules and Procedures

The State Council of the Bharat Scouts and Guides shall record and adopt its own rules of procedure.

6. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than thirty days before the date of Meeting.

7. Mode of Sending Notice of the Meeting

The State Secretary shall send the notice of the meeting by email to all the members of the State Council and by speed post/courier to the District Associations. Notice should be displayed on the Notice Board of the State Headquarters and Circulated digitally on the official Website for transparency.

8. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the State Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

9. Circulation of Agenda & Resolutions

The State Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the ordinary annual meeting not less than seven days before the date of the meeting. With the permission of the Chair any other item may be brought before the State Council for its consideration.

10. Presiding Officer for State Council Meetings

The President shall preside over all meetings of the State Council. In the President's absence, the Vice-President

senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

11. Mode of Attending Meetings

All the Ordinary Annual Meeting (General Body State Council) will be held in person.

12. Decision-Making and Voting Procedure

Save as otherwise provided in the Societies Registration Act (Act XXI) of 1860 and in the State Bye-laws all questions before the State Council shall be decided by a simple majority of vote. In case of equal number of votes, the Chairman of the Meeting shall have a casting vote, in addition to his own vote.

13. Business to be transacted at the Ordinary Annual Meeting:

At the Ordinary Annual Meeting the following business shall be transacted:-

1. Confirmation of the minutes of the previous meeting.
2. Follow-up on Business Arising from the previous meeting and action taken report.
3. Consideration and adoption of the Annual Report:
4. Consideration and adoption of the Audited Statement of Accounts and Balance Sheet.
5. Consideration and approval of the Budget.
6. Consideration of resolutions and subjects of which the Notice has been given.
7. Consideration of such matters as have been tabled by the State Executive Committee and included in the Agenda.
8. Consideration of matters not included in the Agenda but which are brought before the Council with the permission of the President.
9. Election of the Office Bearers when due.
10. Consideration of the appointment of Auditors and fix remuneration when due.

14. The Adjourned Ordinary Annual Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

B. The Special General Meeting of the State Council**1. Convening Special Meeting of the State Council****(i) Convening of Special Meetings of the State Council**

A Special Meeting of the State Council other than a Special Meeting for the purpose of Section 12 of the Societies Registration Act may be convened either by the State Chief Commissioner or the State Executive Committee in consultation with the President for transaction of specified business.

(ii) Special Meeting on Requisition by One-Third Members of the State Council

A Special Meeting of the State Council shall also be convened on receipt of a written requisition by at least one third of the members of the State Council for the transaction of the business specified in the requisition.

2. Time, Date and Place of Meeting:

The State Secretary in consultation with the State Chief Commissioner and the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

3. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than seven days before the date of Meeting.

4. Mode of Sending Notice of the Meeting

The State Secretary shall send the notice of the meeting by email to all the members of the State Council and to the District Associations. Notice should be displayed on the Notice Board of the State Headquarters and Circulated digitally on the official Website for transparency.

5. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the State Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

6. Circulation of Agenda & Resolutions

The State Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the Special General Meeting not less than seven days before the date of the meeting. With the

permission of the Chair any other item may be brought before the State Council for its consideration.

7. Presiding Officer for State Council Meetings

The President shall preside over all meetings of the State Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

8. Quorum

The quorum for any such Special Meeting shall be one fifth of the members of the State Council or forty (40) whichever is less.

9. Mode of Attending Meetings

All the Special Meeting of the State Council shall be held in person or virtual or hybrid as decided by the State Chief Commissioner in consultation with the President of the State Association of the Bharat Scouts and Guides.

10. The Adjourned Special Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

CHIEF PATRON AND BOARD OF PATRON

18. Chief Patron, Vice Patrons and Board of Patrons

1. Chief Patron

There shall be a Chief Patron and the Governor or Lt. Governor may be invited to be the Chief Patron of the State Association.

2. Vice Patrons

The State Executive Committee may admit one or more Vice-Patrons—philanthropists, educationists/academicians, and eminent persons in art, culture, or social service—based on their generous contributions to The Bharat Scouts and Guides.

3. Board of Patrons

There shall be a Board of Patrons headed by the Chief Patron. Members of the Board of Patrons shall be invited preferably from Ministers in charge of:

1. Youth Affairs and Sports
2. Education
3. Women and Child Development
4. Skill Development
5. Any other Minister as decided by the State Executive Committee.

Provided further, the President of the State Association of the Bharat Scouts and Guides may invite one or more persons of outstanding repute and standing, in the interest of the Movement with information to State Council.

4. In Case of Administrative Units

1. The Chairman of the Railway Board/Head of the Administrative Units may be invited to be the Chief Patron of the Railway States Associations or Administrative Units as the case may be.
2. Head of the Organisation/Chairman Apex body of Railway may be Patron/Vice Patron of the Railway State Administrative State Association.

PRESIDENT, VICE PRESIDENTS

19. The President

1. Election of the President by Electoral College

The President shall be elected by the Electoral College as specified in the State Bye-laws and Rules from among the citizens of India who subscribe to the Aims and Objects of the Association.

Provided, further, The Governor or Lt. Governor or Chief Minister or Minister of Education/Sports / Home or Principle Secretary Education/ Chief/ Head of the Education/Sports Department/ Head of the Organisation/General Manager of Railway may be invited as President of the concerned state. Where the Governor is the Patron, he/she may be invited to be the President of the State Association.

2. Tenure of the President

The President shall hold office for Five years or for the duration of the State Council, as the case may be, provided, however, he/she shall continue to hold office until his/her successor is elected.

3. President as Presiding Officer of the State Council

The President shall preside over the meeting of the State Council.

4. Succession in Case of Vacancy in the Office of the President

In the event of a vacancy in the office of the President, the Vice President, senior by age shall act as President until a new President is elected for the remainder of the term.

5. Powers and functions of the President:

1. Authority of the State President in Case of Rule Violations

In case of violation of any provision of rules of the State Association, the same may be brought to the notice of the President for necessary decision as it may deem fit as per Rules of the State Association. The State President may refer the matter to the Chief National Commissioner and act on the recommendation of the Chief National Commissioner.

2. Final Authority in Case of Dispute Regarding President's Decision

In case of any dispute on the decision of the President, the matter shall be referred to the Chief National Commissioner whose decision shall be final.

3. Intimation of Appointments to the President at State Headquarters and Branches

All appointments to the Bharat Scouts and Guides, State Headquarters and its branches or offices shall be made with intimation to the President.

4. Consultation with the President for Issuance of Warrants of Appointments

All Warrants of Appointments shall be issued in consultation with the President.

5. Presidential Term Limits and Cooling-Off Period

An individual shall be ineligible to hold the office of the President for more than two (2) consecutive terms. A person who has held office for two consecutive terms shall become eligible for re-election to the same office only after a cooling-off period of one full term (five years) has elapsed.

6. Eligibility for the President of the State Association

1. Distinguished Person

A person of national repute with a demonstrated record of service to society—preferably in youth development, education, social service, public administration, art and culture, sports, science and technology, law, defence or Scouting and Guiding etc.

2. Values & Integrity

Possesses high moral integrity, proven leadership, and a clear commitment to the aims and principles of the Scouting and Guiding Movement.

3. Legal & Constitutional Fitness

An Indian citizen of sound mind, not disqualified under any law or under the Association's Constitution from holding office.

4. Non-Executive & No Office of Profit

Shall not hold any office of profit or any executive position within the Bharat Scouts and Guides at the time of assuming office of the President.

5. Preferred Experience

Prior leadership experience in national or international voluntary, government, educational, public and private sector or youth organisations is desirable.

6. Neutral & Non-Partisan

Must remain impartial and above party politics.

7. Election & Tenure

Elected in accordance with these Bye-laws.

8. Honorary Capacity

The office is honorary and non-executive; the President represents the Association at national and international levels and upholds its image and values.

20. The Vice Presidents

1. Composition and Gender Representation of Vice Presidents

There shall be one or more, but not more than Twelve Vice Presidents, out of them six shall be women. In case, no nomination is received from women, the vacancies will be filled by men and vice versa.

2. Eligibility and Election of Vice Presidents

The Vice Presidents shall be elected by the Electoral collage from among the members of the State Association, who have served as either President or Vice President at the State/ District level or Local Level or the State/District Chief Commissioner or State/ District Commissioner or as may be laid down in the State Bye-laws.

3. Tenure of the Vice-President

The Vice Presidents shall hold office for five years or for the duration of the State Council, as the case may be.

4. Vice-President to Preside in the Absence of the President

When the President is not present, one of the Vice- Presidents, senior by age may preside over the Ordinary and Special meetings of the State Council.

5. Nomination of Vice Presidents for Vacancy

For any Vacancies where no Vice President is elected, the President may nominate the Vice President on the recommendation of the State Chief Commissioner.

Provided further, The Head of the Organisation/ Department or Ministers of State may be invited to be the Vice President of the State Association. The President may also nominate, not more than two, Honorary Vice Presidents who can contribute for the development of the Organisation. The Honorary Vice Presidents shall not have rights to vote.

STATE EXECUTIVE COMMITTEE

21. State Executive Committee

There shall be a State Executive Committee of the Bharat Scouts and Guides, as specified in the State Bye-laws, which shall be the governing body of the State Association, exercising the powers and discharging the functions therein provided.

1. State Executive Committee as the Governing/Managing Body

The management of the affairs of the State Association of the Bharat Scouts and Guides be entrusted to the State Executive Committee constituted in accordance with the State Bye-laws being in force.

2. Composition of the State Executive Committee

State Executive Committee consists of all the District Chief Commissioners, Appointed Office Bearers of State Association, Nominated Members and Special Invitees as per the State Bye-laws and Rules of the Bharat Scouts and Guides.

3. Term of the State Executive Committee

The term of the State Executive Committee shall be coterminus with the terms of the State Council.

22. Powers and Functions of the State Executive Committee

1. Formation and Registration of Associations

To form and re-form and register District or Local Association for such area or areas as may be determined from time to time.

2. Registration of Units and Groups

To register Units and Groups of Scouts and Guides.

3. Management of State Association Funds and Properties

To control and administer the funds and the properties of the State Association.

4. Financial and Annual Reports Recommendation

To recommend to the State Council for consideration and approval and adoption of the Budget, Annual Audited Statement of Accounts, Annual Balance Sheet and the Annual Report.

5. Framing and Amendment of Bye-laws

To frame, amend, delete, alter and add Bye-laws of the State Association for the approval of the State Council and the Chief National Commissioner.

6. Appointment of Trustees

On the recommendation of the State Chief Commissioner to appoint seven Trustees of whom State Chief Commissioner, One State Commissioner of Scout wing and one State Commissioner of Guide wing senior by age, shall be exofficio members and the remaining four members will be for a period of not exceeding five years as may be appointed by the State Chief Commissioner.

7. Custody of Association Property by Trustees

The whole or part of the properties, movable and immovable of the State Association shall be held by the Trustee in trust for the State Association.

8. Filling Vacancies Among Trustees

Whenever any vacancy occurs due to death, resignation or removal, new trustee shall be appointed by the State Executive Committee on the recommendation of the State Chief Commissioner.

9. Sanctioning of Posts and Service Rules

To sanction posts, to fix their scales of pay and frame the Service Conduct Rules.

10. Recommendation for Decorations and Awards

To recommend Decorations and Awards as per the guidelines laid out in the Rules of the Bharat Scouts and Guides.

11. Fixation of Registration Fees

To fix the Annual Registration Fees payable to the State Association by the District or Local Association and the Individual Registration Fee.

12. Constitution of Special Committees

To appoint any other Committees for any specific purpose as may be deemed necessary.

13. Appointment of Liaison Officers

To appoint, if so desired, a post of liaison officer, one for Scout Wing and another for Guide Wing, to receive and look after

visitors from abroad or from other states with letters of introductions.

14. Coordination of Association Activities

To direct and co-ordinate the programmes and activities of the District Associations and the Local Associations and Group Organizations and enforce observance of the Aims and Objects, Rules and the Bye-laws of the State Association.

15. Promotion of Aims, Policy, and Cooperation

To uphold and promote the Aims and Objects and Policy matters of the Scouts and Guides and to promote cooperation within various District Associations and Local Associations and other organizations with similar Aims and Objects within the State in achieving the National Targets.

16. General Governance Authority

To deal with all matters connected with the State Association.

17. Determination of Membership

To determine the membership of a person.

18. Delegation of Powers and Functions

The State Executive Committee shall have power to delegate any of its powers and functions to any office bearer of committee of the State Association for such period, for such purpose and on such terms as may be decided and withdraw such delegations.

19. Induction of newly elected or appointed members

To establish and implement a systematic induction procedure for all newly elected or appointed members of the State Council and State Executive Committee. This induction must be documented and cover their roles, responsibilities, legal requirements, and the Association's strategic framework.

20. Adoption, Implementation and Reporting of National Policies

To adopt, implement, and ensure compliance with all policies of the Bharat Scouts and Guides.

23. Member of the State Executive Committee

A. Following shall be the Members of the State Executive Committee:

1. Elected Members

1. State Chief Commissioner

2. Appointed Office Bearers of the State Association

Core Members (Mandatory Appointments)

2. Additional State Chief Commissioner

3. State Commissioner of Scouts

4. State Commissioner of Guides
5. State Commissioner of Scouts (Adult Resources)
6. State Commissioner of Guides (Adult Resources)
7. State Treasurer
8. Chairman State Youth Committee
9. Vice-Chairman State Youth Committee
- Other Members (Optional Appointments)**
10. State Commissioner of Cubs
11. State Commissioner of Rovers
12. State Commissioner of Bulbuls
13. State Commissioner of Rangers
14. State Commissioners (Headquarters)
16. Assistant State Commissioner of Scouts
17. Assistant State Commissioner of Guides
- 3. Delegates of the District Associations in the State Executive Committee.**
18. District Chief Commissioners
19. Assistant District Commissioners, In charge of Local Association if there is no District Associations
20. Local Associations Secretary, if there is no District Associations
- 4. Leader Trainers**
21. One Leader Trainers from each section and from each Division Holding Valid Hon'ble Charge
- 5. Special Invitees to the State Executive Committee**
22. All the Vice Presidents
23. One or more but not more than five members may be nominated by the State Chief Commissioner.
- 6. Secretary of the State Executive Committee**
24. State Secretary shall be the Secretary of the State Executive Committee
25. Joint State Secretary shall be the Joint Secretary of the State Executive Committee and shall discharge duties and functions of the State Secretary in his/her absence in respect of the State Executive Committee.
- 7. Professionals**
26. State Org. Commissioner of Scouts
27. State Org. Commissioner of Guides

28. State Trg. Commissioner of Scouts
29. State Trg. Commissioner of Guides

8. NHQ Professional

30. Assistant Director of the Region

B. State Executive Committee: Vacancies and Ex-Officio Tenure

1. Continuity of State Executive Committee & Ex Officio Cessation

The State Executive Committee shall have the power to act not withstanding any vacancy in the membership there of.

2. Termination of State Executive Committee Membership

Any member who is representing the District Association ceases to be the member of the State Executive Committee in case the District Council is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the State Executive Committee stands terminated.

3. Disqualification of State Executive Committee Membership

If any member who fails to attend three consecutive meetings of State Executive Committee will be debarred for three years from holding any position at the State Level and from contesting any election of State Association for three years with immediate action. This bar would be applicable from the date of such failure.

24. State Executive Committee Meeting

The State Executive Committee Meeting (Governing Body)

1. Frequency of Meetings of the State Executive Committee

The State Executive Committee shall meet at least twice in every year and as often as necessary for transaction of business.

2. Time, Date and Place of Meeting

The State Secretary in consultation with the State Chief Commissioner shall decide the time, date & place of meeting.

3. Conduct of the State Executive Committee Meeting

State Executive Committee shall have the power to regulate its own procedure in conduct of its business and meetings as deemed necessary.

4. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than Seven days before the date of Meeting.

5. Mode of Sending Notice of the Meeting

The State Secretary shall send the notice of the meeting to all the members of the State Executive Committee by speed post/courier/email. Notice should be displayed on the Notice Board of the State Headquarters and circulated digitally on the official Website for transparency.

6. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the State Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

7. Circulation of Agenda & Resolutions

The State Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the State Executive Committee meeting not less than seven days before the date of the meeting with the permission of the Chair any other item may be brought before the State Executive Committee for its consideration.

8. Presiding Officer for State Executive Committee Meetings

The State Chief Commissioner shall preside over all meetings of the State Executive Committee. In the State Chief Commissioner's absence, the person nominated by State Chief Commissioner shall preside the meeting.

9. Quorum

The quorum of the meeting shall be at least Six Members representing District Associations.

10. Meetings to transact urgent business of the State Executive Committee

Notwithstanding the foregoing, in the event of urgent business, a virtual meeting of the State Executive Committee may be convened with not less than three days' notice and at least ten members of which two District Chief Commissioners participating.

11. State Executive Committee Meetings by Circulation in special circumstances

If the State Chief Commissioner decides that a matter is to be considered by the State Executive Committee through circulation by email, it may be passed by the State Executive Committee by confirmation of at least twenty members within three days of circulation and the same shall be reported to the State Executive Committee at its next meeting.

12. Mode of Attending Meetings

All the Meeting of the State Executive Committee shall be held in person unless otherwise decided by the State Chief Commissioner to hold the meeting Virtual or Hybrid Mode.

13. The Adjourned State Executive Committee Meeting

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, not with standing want of quorum, the members present may transact the business tabled for the meeting, but no other business.

STATE HEADQUARTERS

25. State Headquarters

1. Functions of State Headquarters

1. To assist the State Council, State Executive Committee, and all subsidiary organs in the fulfillment of their responsibilities, to make preparations for their meetings, and to provide the necessary services for the implementation of their decisions.
2. To provide administrative, technical, and professional services necessary for the promotion of the Scout and Guide Movement throughout the State, including research, documentation, training, program development, publications, and public relations.
3. To maintain relations with District Associations and assist them in organizational development, capacity building, and implementation of National and State programs.
4. To promote the development of Scouting and Guiding in areas or District where the Movement is not yet strong, and to support newly emerging Local Associations/ Groups/Units.
5. To process applications for affiliation, requests for assistance, and other matters referred to the State Headquarters by the District Associations.
6. To support the organization and conduct of State and regional Scout and Guide events, including jamborette, rallies, training camps, and service projects.
7. To maintain and develop relations with government departments, educational institutions, youth organizations, and State bodies whose objectives align with those of the Bharat Scouts and Guides.

8. To run the Training Centers, Adventute Institute/Centers, Youth Complex, Camping Centers and any other setup of the State Associations efectively.

26. The State Chief Commissioner

The State Chief Commissioner of the Member Association of the Bharat Scouts and Guides shall be the Executive Head of the State Association and State Headquarters shall function under the general supervision, direction and control of the State Chief Commissioner.

The State Chief Commissioner shall provide overall leadership, direction, and supervision to all Scouting and Guiding activities within the State, ensuring that the policies, programmes, and training schemes of the Bharat Scouts and Guides are effectively implemented in conformity with the Constitution, Rules, and directives of the Bharat Scouts and Guides.

The State Chief Commissioner shall act as the link between the National Headquarters and the State Association, ensuring proper communication, reporting, and compliance with national policies and standards. The State Chief Commissioner shall also be responsible for guiding the preparation of State-level strategic plans, programmes, and training calendars, and for representing the State Association at national and regional meetings of the Bharat Scouts and Guides.

1. Eligibility and Election of the State Chief Commissioner

The State Chief Commissioner shall be elected by the Electoral College among the members who have served as warranted State Chief Commissioner or State Commissioner for at least three years or District Chief Commissioner or District Commissioner, at least, for six years. Provided further, The Director of the Education/ Sports/Head of the Department/Education Secretary/ Principle Secretary or Additional Chief Secretary or Chief Secretary may be nominated to be the State Chief Commissioner by the State Council.

2. Tenure of the State Chief Commissioner

The State Chief Commissioner shall hold office for a period of five years or for the duration of the State Council, as the case may be. Provided, however, the State Chief Commissioner shall hold office until his/her successor is elected.

3. Interim Arrangement in Case of Vacancy in the Office of State Chief Commissioner

In the event of a vacancy in the office of State Chief Commissioner the function of the State Chief Commissioner may be performed by the State Commissioner, senior by age or if there is only one State Commissioner, by the said State Commissioner, or if there is no State Commissioner, by such person as may be appointed pro-Term by the President of the State Association, until, a new State

Chief Commissioner is elected for the remainder of the term. The election of the new State Chief Commissioner shall be held as soon as practicable.

4. Role and Responsibilities of the State Chief Commissioner

The State Chief Commissioner shall be the Chairman of the State Executive Committee and the Chief Executive Head of the State Association and represent State Association in the National Council and National Executive committee.

27. The Functions of the State Chief Commissioner shall be

1. Presiding Duties of the State Chief Commissioner

To preside over the meetings of the State Executive Committee and such other committees of which he/she is the Chairman.

2. Power to Appoint State Commissioners

To appoint all State Commissioners.

3. Appointment of State Commissioners (Headquarters) for Specific Functions

To appoint State Commissioners (Headquarters), for specific functions, not exceeding four for each of the Scout and Guide Wings in consultation with the State Executive Committee.

4. Constitution of Committees and Nomination of Chairperson and Members for Specific Purposes

To constitute Committees and nominate its Chairperson and members for specific purpose.

5. Appointment of Assistant State Commissioners in Consultation with Concerned State Commissioners

To appoint the Assistant State Commissioner of Scouts and Guides in consultation with the concerned State Commissioners.

6. Appointment of State and District Training Commissioners in Consultation with State Commissioners

To appoint the State Training Commissioner of Scouts and the State Training Commissioner of Guides, the Assistant State Training Commissioner of Scouts, the Assistant State Training Commissioner of Guides, District Chief Commissioners, and District Commissioners of Scouts and Guides in consultation with the concerned State Commissioners.

7. Appointment of District-Level Commissioners and Organizing Officials in Consultation with Concerned Authorities

To appoint the District Training Commissioner of Scouts, the District Training Commissioner of Guides, the District Organizing Commissioner of Scouts, the District Organizing Commissioner of

Guides, the Assistant District Commissioner of Scouts, the Assistant District Commissioner of Guides in consultation with the concerned authorities laid down in the respective rules.

8. Appointment of State Secretary and Supporting Secretarial Staff in Consultation with State Executive Committee

To appoint the State Secretary, and the Joint State Secretary and Assistant State Secretary as the case may be in consultation with the State Executive Committee.

9. Appointment of State Organizing Commissioners and Other Officers with Due Consultation

To appoint the State Organizing Commissioner of Scouts, the State Organizing Commissioner of Guides, the Joint or Assistant State Organizing Commissioner of Scouts and Guides in consultation with the State Commissioners concerned and the State Executive Committee and in accordance with the Service Conduct Rules and to appoint such other Officers as may be necessary.

10. Responsibility for Implementation of State Association Programmes

To organize and implement or cause to be implemented the work of the State Association in achieving the National Targets.

11. Ensuring Adherence to Aims, Objects, Rules, and Bye-laws

To secure and enforce adherence to the Aims and Objects, Rules and Bye-laws of the Bharat Scouts and Guides.

12. Administration of Finances and Properties of the State Association

To administer or cause to be administered the finances and the properties, movable and immovable of the State Association.

13. Power to Sanction Expenditure Within and Beyond Budgetary Provisions

To sanction expenditure in accordance with the Budget and in special cases in excess of the Budget subjects to such limits as may be laid down by the State Executive Committee and subject to ratification of the State Executive Committee and State Council at the next meeting.

14. Authority to Inquire and Decide on Referred Matters

To enquire into and give decisions on all matters referred to him/her and report the same to the State Executive Committee.

15. Authority to Publish Approved Scout and Guide Literature

To publish or cause to be published approved Scout and Guide Literature.

- 16. Power to Recommend and Confer Awards in Consultation with State Executive Committee**
To make and recommend awards in consultation with the State Executive Committee and in accordance with the Rules.
- 17. Authority to Delegate Functions to State Commissioners**
To delegate his/her functions to one or more State (Commissioners).
- 18. Power to Issue and Withdraw Warrants of Appointment at State and District Levels**
To issue warrants to Commissioners in the State except State Commissioner of Cub/Scout/Rover/ Adult Resources and the State Commissioner of Bulbul/ Guide/Ranger/Adult Resources, and to withdraw warrants of appointments issued by him/her at the State and District levels.
- 19. Authority to Perform Functions of State Commissioners During Vacancy**
To perform and arrange to be performed the functions of the State Commissioners of Cub, Scout, Rover, Adult Resource and State Commissioners of Bulbul, Guide, Ranger, Adult Resources or any other Commissioner during a vacancy.
- 20. Power to Sanction Registrations, Issue Charters, and Manage Warrants of Scouters and Guiders**
To sanction registration and issue of Charters to District Association, Local Association and Groups of Scouts and Guides to issue and renew warrants of Scouters and Guiders and to withdraw warrants issued by him/her.
- 21. Authority to Invite Special Guests to State Executive Committee and Council Meetings**
To invite specially any person or persons to attend or address any meeting of the State Executive Committee and with the consent of the President, the State Council.
- 22. Recommendation for Appointment of Leader Trainers and Assistant Leader Trainers**
To recommend to the Chief National Commissioner qualified persons for appointments as Leader Trainers and Assistant Leader Trainers for the State in consultation with the concerned State Commissioner(Adult Resource) and the State Training Commissioner.
- 23. Power to Enquire into Maladministration and Dissolve District/Local Associations**
To act as herein provided; if the State Chief Commissioner is of the opinion that a serious dispute or a serious breach of the Aims and Objects, Bye-laws and Aims, Policy Rules and Organisation has

taken place in a District or Local Association or if there is a serious maladministration, breakdown in the affairs of the District or Local Association, the State Chief Commissioner may appoint a commission to enquire into the matter with such terms of reference as he may deem necessary and on receipt of the report of such a commission and on consideration and the representation of the District Commissioner as the case may be, if he/she is still of the opinion that a serious dispute or a serious breach of the Aims and Object, Rules, Bye-laws and Aims, Policy, Rules and Organisation has taken place or that there is a serious mal-administration or breakdown in the affairs of the District or Local Association, he/she may, for reason to be recorded in writing, dissolve the District or Local Association and cancel such warrants as are considered necessary and arrange for reconstitution of the District or Local Association and issue warrants to suitable persons and the action taken under this provision shall be reported to the State Executive Committee and to the State Council at the next meeting.

In the event of the dissolution of a District or Local Association, all its assets, properties, and funds, after the settlement of all its debts and liabilities, shall vest in and be transferred to the State Association. The State Executive Committee shall define the specific policy for the management of such assets.

24. General Powers for Effective Execution of Office Duties

To do all acts and things necessary for due and efficient execution of the office.

25. Approval of District/Local Association Bye-laws

To approve or withdraw the approval of District/Local Association Bye-laws.

28. Additional State Chief Commissioner

The Additional State Chief Commissioner is appointed by the State Chief Commissioner in discharging their duties and to ensure effective supervision and coordination of Scouting and Guiding activities across the State. Acting under the overall authority of the State Chief Commissioner, the Additional State Chief Commissioner may be assigned specific portfolios, zones, or functional responsibilities such as training, programme implementation, or administration. They support policy execution, represent the State Association when delegated, and contribute to strengthening the Movement's growth and governance in alignment with the Constitution and policies of The Bharat Scouts and Guides.

29. The State Commissioners

The State Commissioners are responsible for leading and supervising specific wings or functional areas of the Bharat Scouts and Guides within the State Association, such as Scouts, Guides, Cubs, Bulbuls, Rovers, and Rangers. They act under the direction of the State Chief Commissioner and the State Executive Committee, ensuring effective implementation of the Movement's policies, training standards, and youth programmes. State Commissioners also provide guidance, monitor performance, and coordinate with District and Local Associations to promote uniformity, discipline, and growth of Scouting and Guiding throughout the State.

1. Appointment of State Commissioners for Scout and Guide Wings by State Chief Commissioner

The four State Commissioners of Cub, Scout, Rover & Adult Resources and four State Commissioners of Bulbul, Guide, Ranger and Adult Resources shall be appointed by the State Chief Commissioner.

2. Tenure and Warrant of State Commissioners

The State Commissioners shall be appointed for not more than five years and hold the office for such a period as may be specified in the warrant issued by the Chief National Commissioner in accordance with the Rules.

3. Functions of State Commissioners as Heads of Respective Sections

The function of the State Commissioners of Cub /Scout Rover/Adult Resources and the State Commissioner of Bulbul/Guide/Ranger/Adult Resources as the heads of their respective sections shall be:

1. Support Role of State Commissioners

Generally to aid and assist the State Chief Commissioner in the performance of his/her duties in the respective sections.

2. Recommendation Authority for Key Appointments

To make recommendations for the appointment of Assistant State Commissioners, State Training Commissioners, Leader Trainers and Assistant Leader Trainer for their respective sections.

3. Sectional Oversight and Programme Coordination

All matters pertaining to a particular section shall be routed to the State Chief Commissioner through the concerned State Commissioner. They will be head of the particular section and its programme planning, implementation and evaluation.

4. Leadership Structure of the Programme Committee

One of the senior State Commissioners of any of the section, by experience, will be the Chairperson of the Programme Committee and the other being senior by experience will be the Co-Chairperson. The rest shall be the members.

5. Leadership and Responsibilities of Adult Training and Resource Management

The State Commissioner for Scouts (Adult Resources) and The State Commissioner for Guides (Adult Resources) will be the head for Training, it's development, planning, implementation and evaluation of it's programme(s). The State Commissioner of Adult Resources senior by experience will be the Chairperson of the Adults in Scouting and Guiding Committee and other will be the Co-Chairperson.

30. The State Treasurer

The State Treasurer of The Bharat Scouts and Guides shall be the principal officer responsible for the custody, management, and proper accounting of all funds, properties, and financial transactions of the State Association. The State Treasurer shall ensure that all financial operations of the Association are conducted in accordance with the standard financial policies, rules, and directives of Government of India. The Treasurer shall be responsible for preparing the annual budget, maintaining accurate and up-to-date books of accounts, and ensuring that all receipts, payments, and investments are properly authorized and recorded. The State Treasurer shall also oversee the preparation of annual financial statements and audit reports, to be presented to the State Executive Committee and State Council.

1. Appointment and Removal of State Treasurer

The State Treasurer shall be appointed by the State Chief Commissioner on the recommendation of the State Executive Committee and can be removed by a resolution of the State Executive Committee.

2. Tenure of the State Treasurer

The State Treasurer shall hold office for a period of not more than five years or for the duration of the State Executive Committee, as the case may be, provided, however, he/she shall continue to hold office until his/ her successor is appointed.

3. Filling Vacancy in the Office of the State Treasurer

In the event of a vacancy in the office of the State Treasurer, person appointed by the State Chief Commissioner shall perform the functions of the State Treasurer and matter may be brought to

the **notice of the State Executive Committee in its next meeting.**

4. Functions and Responsibilities of the State Treasurer

The functions of the State Treasurer shall be to keep and maintain the accounts, to be responsible to the State Council and the State Executive Committee and State Chief Commissioner for the proper expenditure and maintenance of funds and accounts, to prepare the Annual Budget for presentation to the State Executive Committee and State Council, to receive all money and remit them in the bank or banks as decided by the State Executive Committee to the respective accounts, and to pay monies on proper sanction.

5. Conflict of Interest in State Treasurer's Role

The office of the State Treasurer shall not be combined with any other office in the State Association.

31. State Commissioners (Headquarters)

The State Commissioner (Headquarters) shall be responsible for the overall coordination and supervision of the administrative and organizational functions of the State Headquarters under the direction of the State Chief Commissioner. The State Commissioner (Headquarters) shall ensure the effective implementation of the policies, decisions, and programmes of the State Executive Committee and maintain close liaison with the State Headquarters.

The State Commissioners (Headquarters), not more than four for specific functions shall be appointed by the State Chief Commissioner in consultation with the State Executive Committee for specific functions and for not more than five years at a time.

32. The State Secretary, the Joint State Secretary and the Assistant State Secretary

1. State Secretary

The State Secretary of The Bharat Scouts and Guides shall be the chief administrative officer of the State Association and shall be responsible for the effective coordination and execution of all administrative, organizational, and programme-related functions of the Association. The State Secretary shall implement the policies, decisions, and directives of the State Executive Committee and the State Chief Commissioner, and shall ensure that the objectives of The Bharat Scouts and Guides are achieved within the State in accordance with the Constitution, Rules, and guidelines issued by the National Headquarters.

2. Joint State Secretaries

The Joint State Secretaries of The Bharat Scouts and Guides shall assist the State Secretary in the efficient administration and coordination of the activities of the State Association. They shall

perform such duties as may be assigned to them by the State Chief Commissioner or delegated by the State Secretary, ensuring effective communication and implementation of programmes, training, and policies across the State.

3. **Assistant State Secretary**

The Assistant State Secretary of The Bharat Scouts and Guides shall assist the State Secretary and the Joint State Secretaries in carrying out the administrative, organizational, and programme functions of the State Association. The Assistant State Secretary shall support the day-to-day operations of the State Headquarters, maintain correspondence, prepare reports, and assist in organizing meetings, events, and training activities as directed by the State Secretary.

The Assistant State Secretary shall also be responsible for maintaining records, documentation, and data related to membership, training, programme implementation, or any specific portfolio assigned by the State Chief Commissioner or the State Secretary. The officer shall ensure that communications between the State Headquarters, District Associations, and National Headquarters are prompt, accurate, and properly documented.

33. Appointment and Functions - The State Secretary, the Joint State Secretary and the Assistant State Secretary

1. **Appointment of State Secretary and Joint State Secretary**

The State Secretary and the Joint State Secretary, Honorary or Stipendiary, as the case may be, one of whom shall be a woman, shall be appointed by the State Chief Commissioner in consultation with the **State Executive Committee**, and if stipendiary in accordance with the Service Conduct Rules or the terms and conditions contained in the order of appointment, as the case may be.

Provided, however, another Joint State Secretary may be appointed wherever and whenever necessary.

2. **Appointment of Assistant State Secretaries (Honorary and Stipendiary)**

Assistant State Secretaries, Honorary and Stipendiary, as the case may be, if any, may be appointed by the State Chief Commissioner in consultation with the **State Executive Committee** and if stipendiary in accordance with the Service Conduct Rules or the terms and conditions contained in the order of appointment, as the case may be.

3. Mandatory Secretaries' Training Course Within One Year of Appointment

All Secretaries should undergo the Secretaries course within a year after appointment organised at the **State or National level.**

4. Designation of State Secretary and Joint State Secretary as Secretaries to State Council and Executive Committee

The State Secretary and the Joint State Secretary shall be the Secretary and the Joint Secretary of the State Council and State Executive Committee.

5. Responsibility of State Secretary and Joint State Secretary for Respective Wings

The State Secretary and the Jt. State Secretary shall be responsible for all the work connected with their respective Wings.

6. Tenure of Honorary State Secretaries and Joint/Assistant State Secretaries

The State Secretary and the Joint State Secretary and the Assistant State Secretaries, if honorary shall not be appointed for more than five years at a time coterminous with the term of the State Council.

Provided, however, that the Honorary State Secretary, Jt. State Secretary and Assistant State Secretary will continue till successor is appointed.

7. Administrative Responsibilities of the State Secretary

The State Secretary shall be responsible for the due and efficient administration of the State Association and to coordinate and help the State Chief Commissioner in achieving the National and State Targets.

8. Authority of State Secretary in Staff Appointments

The State Secretary shall appoint salaried members of the Staff in accordance with the Service Conduct Rules or the Terms and conditions contained in the order of appointment, as the case may be and subject to the approval of the State Chief Commissioner.

9. Responsibility of the State Secretary for Daily Administration and Secretarial Work

The State Secretary shall be in charge of the day to day administration and shall be responsible for the secretarial work of the State Association.

10. Maintenance of Official Records and Registers by the State Secretary

The Secretary shall keep and maintain registers, books, papers and records of the State Association.

11. Preparation of Annual Report and Census by the State Secretary

The State Secretary shall prepare the annual report and annual census.

12. Correspondence and Communication Responsibilities of the State Secretary and Joint State Secretary

The State Secretary and the Joint State Secretary shall be in-charge of the correspondences and the communications of the State Association in respect of the respective Wings and such other duties as may be assigned by the State Chief Commissioner.

13. Duties Related to Meeting Agendas and Acting Responsibility in Absence of State Secretary

The State Secretary and in his/her absence, Joint State Secretary shall prepare the agenda of the meetings of the State Council, the State Executive Committee and other Committees and shall issue the notice of the meeting of the State Council and the State Executive Committee with the approval of the President and State Chief Commissioner as the case may be. In the event of the vacancy of the State Secretary, the State Chief Commissioner shall ask the Joint State Secretary to act as the State Secretary until the appropriate action is taken to appoint the State Secretary for the remainder term.

14. Advisory Role of the State Secretary in Administration and Governance

The State Secretary may aid and advise the administration and connected matters.

15. Editorial Responsibilities of the State Secretary

The State Secretary shall be the Editor and Publisher of the official organ and other journals and pamphlets of the State Association, unless otherwise provided.

16. Role of the Joint State Secretary

The Joint State Secretary shall help and assist the State Secretary in all his/her work and in particular be responsible for the work in respect of the Wing to which he or she belongs.

34. The Assistant State Commissioner of Scouts and the Assistant State Commissioner of Guides

The Assistant State Commissioner (Scouts) and the Assistant State Commissioner (Guides) of The Bharat Scouts and Guides shall assist the State Commissioner (Scouts) and State Commissioner (Guides) respectively in the planning, coordination, and supervision of all Scouting and Guiding activities within the State or Division. They shall be responsible for supporting the implementation of the Youth Programme, training initiatives, and community development projects

in accordance with the Constitution, Rules, and policies of The Bharat Scouts and Guides.

1. Appointment and Tenure of Assistant State Commissioners

The Assistant State Commissioner of Scouts and Guides, not more than eight, for each of the Scout and Guide Wing, may be appointed for a period of not more than five years by the State Chief Commissioner for specific purpose and regions.

2. Functions of the Assistant State Commissioners

The functions of the Assistant State Commissioner of Scouts and Guides shall be to aid and assist the concerned Wing. The Assistant State Commissioner shall also be incharge of the Division in the State as per the State Bye-laws.

35. The State Organising Commissioner of Scouts and the State Organising Commissioner of Guides

The State Organising Commissioner (Scouts) and the State Organising Commissioner (Guides) of The Bharat Scouts and Guides shall be responsible for promoting, organizing, and strengthening Scouting and Guiding at all levels within the State Association. They shall assist the State Chief Commissioner and the respective State Commissioners in coordinating field activities, unit registration, and development programmes across all District Associations, Local Associations, and Units.

The State Organising Commissioners shall provide leadership and technical guidance to District-level Commissioners and Unit Leaders to ensure that Scouting and Guiding activities are conducted in conformity with the Constitution, Rules, and Policies of The Bharat Scouts and Guides They shall plan and supervise membership growth drives, school outreach programmes, and unit formation activities, ensuring balanced expansion across both rural and urban areas.

The State Organising Commissioners shall also be responsible for collecting and maintaining accurate records of registered units, leaders, and members; facilitating communication between the State Headquarters and District Associations; and ensuring the effective dissemination of programme resources and circulars. They shall promote inclusion, gender equality, and Safe from Harm principles in all Scouting and Guiding activities, and support the implementation of national initiatives such as the Membership Growth Strategy and Community Development Projects.

1 Appointment and Training of State Organising Commissioners (Scouts and Guides)

The State Organising Commissioner one for the Scout Wing and one for the Guide Wing shall be appointed by the State Chief Commissioner in consultation with the State Executive Committee. The State Organising Commissioner shall be required to undergo a Management Course organised at the State or

National level for Scouts/Guides within a period of one year from the date of appointment.

2. **The functions of State Organising Commissioners shall be:**
 1. **Leadership & Compliance**

Provide leadership and technical guidance to District Organising Commissioners and Unit Leaders, ensuring all work conforms to the Constitution, Rules, and Policies of The Bharat Scouts & Guides.
 2. **Membership Growth & Outreach**

Plan and supervise membership drives, school/college outreach, and new unit formation, with balanced expansion across rural and urban areas.
 3. **Events & Social Service**

Organise State-level Jamboreet, rallies, camporees/camps, conferences and seminars; coordinate State social-service initiatives for their respective wings.
 4. **Training Support & Literature**

Work with State Training Commissioners on leader training; aid in the production/translation/publication of approved BSG literature and programme resources.
 5. **Programme Development**

Prepare and implement annual/term programmes of work for their wings under the direction of the concerned State Commissioner.
 6. **Field Supervision & Targets**

Plan, direct, and supervise Joint/Assistant State Organising Commissioners and other field staff to achieve the Bharat Scouts and Guides targets aligned with State priorities.
 7. **Coordination with the Divison**

Coordinate with Assistant State Commissioners and District Chief Commissioners to support development, organisation, and supervision across divisions.
 8. **Records & Communication**

Maintain accurate State registers of units, leaders, and members; ensure timely communication between State Headquarters and District Associations and effective dissemination of circulars/resources.
 9. **Inclusion & Safeguarding**

Ensure implementation of inclusion and Safe Gaurding and Safe from Harm principles in all activities.

10. National Initiatives

Facilitate implementation of national initiatives and projects (e.g., Membership Growth Strategy, Community Development Projects) across the State.

36. The State Training Commissioner of Scouts and the State Training Commissioner of Guides

The State Training Commissioner (Scouts) and the State Training Commissioner (Guides) shall be the senior leader trainer of the State Association, responsible for the planning, coordination, supervision, and evaluation of all adult leader training and capacity-building programmes within the State.

1. Appointment and Eligibility of State Training Commissioners

The State Training Commissioners, one for the Scout Wing and one for the Guide Wing, honorary or stipendiary shall be appointed by the State Chief Commissioner in consultation with the concerned State Commissioners of Adult Resources and State Executive Committee and, if stipendiary, in accordance with Service Conduct Rules. The State Training Commissioner shall be a Leader Trainer. Where there is no Leader Trainer in the State, the State Chief Commissioner may appoint temporarily a competent Assistant Leader Trainer as State Training Commissioner until the Assistant Leader Trainer is trained as Leader Trainer at the next course for the Leader Trainers.

2. Functions of the State Training Commissioners

The functions of the State Training Commissioners shall be:

1. Planning and Coordination of Basic Courses with District Training Commissioners

To plan, implement, supervise and evaluate the training of Adult Leaders in the State in coordination with the concerned State Organising Commissioner, as per the Scheme of Training leaving as much initiative as possible to District Training Commissioner in matter of Basic Courses.

2. Professional Development of State Training Team Members

To keep himself/herself updated and provide opportunities of self-training to the members of the State Training Team.

3. Guidance and Oversight of Training Courses for Adult Leaders

To guide and direct Leader Trainers and Asst. Leader Trainers in conduct of the training courses for the Adult

Leaders in the State to achieve the National Targets keeping in view the priorities of the State.

4. Recommendation for Appointment to State Training Team

To recommend to the concerned State Commissioner(s) of Adult Resources eligible persons for appointment as members of the State Training Team in the State.

5. Suggesting Revisions to the Scheme of Training

To suggest changes in the Scheme of Training to Deputy Directors (Leader Training) in consultation with the State Training Team.

6. Authorization of Training Courses and Personnel

To appoint qualified persons for the conduct of the Training Courses and issue authorization and recognition in regard to these courses according to the programme approved by the Planning Committee.

7. Recommendation for H.W.B. Awards

To recommend to Deputy Directors (Leader Training) for award of H.W.B. Parchments and Beads/Pins to Scouters/ Guiders who complete the requirements on the recommendations of the concerned State Commissioner of Adult Resources.

8. Supervision of Assistant and District Training Commissioners

To guide and direct the Assistant State Training Commissioner and the District Training Commissioners in their work.

9. Conduct of District Training Commissioners' Meet

To hold the District Training Commissioners' Meet and Trainer meet at least once in a year.

37. The Joint or Assistant State Organising Commissioners of Scouts and Guides

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1. The Joint / Assistant State Organising Commissioners (Scouts) and Joint / Assistant State Organising Commissioners (Guides) of The Bharat Scouts and Guides State Associations shall assist the respective State Organising Commissioners in promoting, coordinating, and supervising Scouting and Guiding activities across the State Association. They shall support the effective implementation of the Youth Programme, membership growth initiatives, and unit organization at the District, Local Association, and Institutional Unit levels in accordance with the Constitution, Rules, and Policies of The Bharat Scouts and Guides.

2. The Joint or Assistant State Organising Commissioners of Scouts in appointed by the State Chief Commissioner in consultation with the State Executive Committee and in accordance with the Service Rules in case of stipendiary; their functions shall be to help and assist the State Organising Commissioner of the respective Wing.
3. The Joint or Assistant State Organising Commissioner shall undergo Organisers Training organised at the State or National level within a period of oneyear from the date of appointment.

38. The Assistant State Training Commissioners of Scouts and Guides:

1. The Assistant State Training Commissioner (Scouts) and the Assistant State Training Commissioner (Guides) of The Bharat Scouts and Guides shall assist the State Training Commissioner (Scouts) and State Training Commissioner (Guides) respectively in planning, organizing, conducting, and evaluating all adult leader training and capacity-building activities within the State Association. They shall support the implementation of the National Training Policy and ensure that the training standards, procedures, and quality prescribed are maintained across all districts and training centres.
2. Assistant State Training Commissioners of Scouts and Guides may be appointed by the State Chief Commissioner on the recommendation of the concerned State Training Commissioner and the State Executive Committee and in accordance with the Service Rules in case of stipendiary. The Assistant State Training Commissioner shall be a Leader Trainer. Where there is no Leader Trainer in the State, the State Chief Commissioner may appoint temporarily a senior Assistant Leader Trainer as Assistant State Training Commissioner until the Assistant Leader Trainer is trained as Leader Trainer at next course for the Leader Trainers.

COMMITTEES OF THE STATE ASSOCIATION

39. Committees of the State Association of The Bharat Scouts and Guides

The Committees of the State Association are established to ensure effective governance, coordination, and delivery of the aims and objects of The Bharat Scouts and Guides at the State level.

These Committees serve as advisory and functional bodies to assist the State Executive Committee in planning, implementation, and evaluation of programmes, training, finance, youth development, adult management, membership growth, and safeguarding.

40. Composition and Appointment

1. Each Committee shall be appointed by the State Chief Commissioner in consultation with the State Executive Committee.
2. 8 – 12 Members shall include representatives from different District Associations, Sections, Youth Representatives and subject experts, ensuring diversity and inclusion.
3. The Chairperson of each Committee shall be nominated by the State Chief Commissioner. The Secretary shall be a designated State Headquarters Officer responsible for coordination and record-keeping.
4. Where appropriate, representatives of Regional Headquarters or National Committees may be invited to meetings for consultation and support.

41. Meetings

1. Each Committee shall meet at least twice a year.
2. Special meetings may be convened by the Chairperson or the State Chief Commissioner as necessary.
3. A quorum shall consist of one-third of the total members.
4. Minutes of all meetings shall be recorded and submitted to the State Chief Commissioner and the State Executive Committee, with a copy to the National Headquarters for reference.

42. Reporting and Accountability

1. All State Committees shall report to the State Executive Committee through the State Chief Commissioner. Each Committee shall prepare and submit annually Annual Work Plan and Progress Report , Recommendations and Policy Inputs, Summary of Achievements and Challenges.
2. The State Headquarters shall consolidate these reports for submission to State Executive Committee.

43. Tenure

1. The tenure of each Committee shall coterminous with the State Council.
2. The State Chief Commissioner may reconstitute or extend any Committee as deemed necessary for efficiency and continuity of work.

44. State-Level Committees and Their Terms of Reference

1. **State Programme Planning Committee**
Responsible for planning, implementing, and reviewing the Youth Programme at the State level.

1. Functions

1. Plan State-level rallies, camps, jamborees, and community projects for all sections.
2. Ensure programme quality, inclusion, and alignment with National guidelines.
3. Develop local programme materials in regional languages.
4. Coordinate with the State Training Committee for integrated programme-training delivery.
5. Evaluate the impact of programme activities across districts.

2. Guiding Principle

Ensure that all youth programmes contribute to the physical, intellectual, emotional, and social development of young people through Scouting and Guiding.

45. State Training & Capacity Building Committee

Focuses on adult training, leadership development, and maintaining training standards across the State.

1. Functions

1. Implement the Trainings as per the Scheme of Training of the Bharat Scouts and Guides at the State level.
2. Monitor the work of the State Training Centres.
3. Recommend appointments and renewals of Trainers and Commissioners.
4. Monitor the collection of training statistics and records for submission to the State Headquarters and National Training Center.

2. Guiding Principle

Ensure that every adult leader is competent, motivated, and trained to deliver quality Scouting and Guiding experiences.

46. State Finance Committee

Ensures financial accountability, transparency, and sustainability of the State Association.

1. Functions

1. Prepare and review annual budgets and accounts.
2. Oversee audits and compliance with statutory requirements.
3. Recommend measures for income generation, fundraising, and asset management.
4. Ensure proper financial practices in all District Associations.

2. Guiding Principle

Promote integrity, transparency, and financial responsibility in all transactions.

47. State Adult in Scouting and Guiding Committee

Supports adult leaders' engagement, recognition, and ethical conduct.

1. Functions

1. Adapt & Implement the State Policy on Adults in Scouting & Guiding.
2. Manage recruitment, performance appraisal, and renewal of adult volunteers.
3. Recommend State-level awards and recognitions.
4. Promote gender equality, inclusivity, and Safeguarding & Safe from Harm for adults.

2. Guiding Principle

Every adult member shall be valued, supported, and provided with opportunities for growth and recognition.

48. State Youth Committee

Encourages youth participation and leadership in decision-making and programme planning.

1. Functions

1. Promote youth-led initiatives at State and District levels.
2. Organize State and Regional Youth Forums.
3. Ensure youth representation in State committees and events.
4. Encourage projects aligned with SDGs and community development.

2. Guiding Principle

"Youth for Youth" — Empower young people to lead, decide, and serve through active participation.

49. State Business Development & Resource Committee

Strengthens the State Association's financial sustainability through enterprise and partnerships.

1. Functions

1. Manage State-level supply or business operations.
2. Identify fundraising and sponsorship opportunities.
3. Coordinate with the Agencies for partnerships.
4. Ensure ethical and transparent business practices.

2. Guiding Principle

Generate resources to support growth, while upholding integrity and service values.

50. State Safeguarding & Safe from Harm Committee

Promotes safety, dignity, and protection of all members.

1. Functions

1. Implement the Safe from Harm Policy within the State.
2. Appoint Safeguarding Focal Points at State and District levels.
3. Conduct awareness and training on child protection.
4. Review and respond to safeguarding concerns confidentially.

2. Guiding Principle

The State Safeguarding & Safe from Harm Committee shall function under the principles of dignity, safety, respect, and equality. It shall ensure that every member of The Bharat Scouts and Guides—child, young person, or adult—has the right to participate in a safe environment, free from harm, abuse, discrimination, or exploitation. The Committee upholds the Movement’s duty of care and fosters a culture of safety and accountability across all levels.

51. State Membership Growth Committee

Expands and strengthens Scouting and Guiding membership across the State.

1. Functions

1. Implement the State Membership Growth Strategy.
2. Support Districts in school outreach and unit reactivation.
3. Maintain accurate membership data and progress reports.
4. Promote inclusivity, accessibility, and diversity in growth initiatives.

2. Guiding Principle

“Leave No One Behind” — ensure Scouting and Guiding reaches every child and community.

52. State Award Committee

Recognizes distinguished service and achievement within the State.

1. Functions

1. Evaluate and recommend nominations for State-level recognitions.
2. Maintain transparency and records in the award process.

3. Forward eligible nominations for National Awards to the State Executive Committee.

2. Guiding Principle

Recognize service, dedication, and excellence that advance the ideals of Scouting and Guiding.

The State Chief Commissioner, with the approval of the State Executive Committee, may form any other Committees, Task Forces as needed and amend, reconstitute, or dissolve any Committee to ensure effectiveness and relevance.

53. State Internal Committee (POSH)

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules framed thereunder (hereinafter referred to as the POSH Act), the State Internal Committee (SIC) to be constituted to ensure a safe, dignified, inclusive, and respectful environment for all members, employees, volunteers, trainees, and participants associated with The Bharat Scouts and Guides. The Committee shall function in accordance with the principles of natural justice, confidentiality, gender sensitivity, and fairness, in alignment with the values and ethos of Scouting and Guiding.

1. Functions and Responsibilities

1. Receive, examine, and inquire into complaints of sexual harassment impartially.
2. Conduct inquiries in a time-bound manner in accordance with the POSH Act, 2013.
3. Recommend appropriate interim relief and disciplinary or corrective action.
4. Ensure confidentiality and protect all parties against victimisation or retaliation.
5. Facilitate awareness, sensitization, and preventive initiatives on POSH matters.
6. Guide and advise District and Local Units on POSH compliance.
7. Maintain records of complaints, proceedings, and outcomes and submit statutory reports.
8. Complaints shall be submitted in writing, physically or electronically, within the prescribed time limits.
9. Assistance shall be provided to the aggrieved person for filing complaints, if required.
10. Conciliation may be undertaken only at the written request of the aggrieved person and without monetary settlement.
11. Inquiry shall be completed within 90 days, and the report submitted within 10 days thereafter.

12. Any breach of confidentiality shall attract action under the POSH Act.
13. Retaliation, intimidation, or victimisation shall be treated as misconduct.

2. Guiding Principle

The State Internal Committee shall function with fairness, sensitivity, and confidentiality, ensuring dignity, safety, and equality for all. It shall adhere to principles of natural justice, timely redressal, non-victimisation, and legal compliance, while promoting awareness, prevention, and zero tolerance towards sexual harassment.

54. State Advisory Committee for District Affairs

The State Advisory Committee for District Affairs is constituted to provide guidance, oversight, and support on matters relating to local unit functioning, program implementation, and coordination with the State Headquarters. The Committee aims to ensure uniformity, transparency, and effective governance across all units within the district.

1. Functions and Responsibilities

1. Review and provide recommendations on district-level programs, activities, and initiatives in alignment with State and National guidelines.
2. Monitor the functioning of local units, ensuring compliance with organizational policies, bylaws, and statutory requirements.
3. Ensure that annual membership fees from all units are credited promptly to the State/National Headquarters.
4. Evaluate and address internal grievances at the district level, including disputes among members, volunteers, or office bearers, and recommend corrective actions.
5. Assist in resolving coordination issues between local units within the district.
6. Suggest improvements in organizational structure, administrative procedures, and operational efficiency at the district level.
7. Examine proposals related to resource allocation, training programs, and district-level events.
8. Recommend actions for capacity building, monitoring, and evaluation of local units.
9. Submit periodic reports to the State Headquarters on progress, challenges, grievances, and recommendations.

2. **Guiding Principle**

The Committee shall uphold transparency, accountability, and fairness in supervising district-level units. It aims to ensure effective functioning, adherence to organizational policies, and timely resolution of grievances. Through collaboration, guidance, and oversight, the Committee fosters a respectful, equitable, and well-governed environment across all units in the district.

4

DIVISIONAL ORGANISATION

1. Establishment of Divisional Organisation for Decentralized Management

The Divisional Organisations of the Bharat Scouts and Guides may be administrative and coordinating bodies may be established by the State Association to ensure effective implementation of the Scouting and Guiding programmes, training, and policies within specific geographical regions of the state. Each Divisional Organisation shall function under the overall supervision and control of the State Executive Committee and shall act as an intermediary link between the State and District levels, facilitating communication, coordination, and capacity-building among District Association within its jurisdiction. The Divisional Organisation shall be Supported by an officer designated by the State Headquarters, and supported by a team of professional and volunteer personnel as may be required.

2. Divisional Council

The Divisional Council of the Bharat Scouts and Guides may be constituted in each Division to promote coordination, consultation, and collaboration among the District Associations within that State. The Council shall serve as a forum to review progress, strengthen programmes, and support the uniform implementation of the policies and objectives of the Bharat Scouts and Guides.

The Divisional Council shall meet Once a year , to review the progress of Scouting and Guiding in the Division, recommend measures for improvement, and ensure effective communication and cooperation among the Districts for the advancement of the Movement.

Composition of the Divisional Council

There shall be a Divisional Council formed with the following:

1. One of the Vice Presidents of the State Association-In charge of the Region as nominated by the President shall be the Observer.
2. Divisional Chief Commissioner shall be the chairman.
3. All the District Chief Commissioners of the Division.
4. One Scouter and one Guider Representatives from each District of the concern Division.
5. The State Secretary of the Divisional Chief Commissioner's Member Association shall be the convener of the Council Meeting and the Assistant Director of the Region shall be the Secretary

who will keep up all the Divisional Council records and present them to the Divisional Chief Commissioner whenever required.

3. Function of the Divisional Council

1. Functions of the Divisional Council – Planning, Budgeting, and Resource Mobilization

To formulate Divisional plan, general resources, prepare budget and explore funding resources and sanction of expenditure of the Divisional budget.

2. Advisory Role of the Divisional Council for Development of The Bharat Scouts and Guides

To find and suggest the ways and means to the State Council in regards to the development of the movement in the Division.

4. Meeting of the Divisional Council

Divisional Council may meet on or before 30th September. Divisional Council shall meet on or before 30th September. The Convener shall fix the date of the meeting in consultation with the Vice President In-charge of the Division and the Divisional Chief Commissioner and send notice by mail at least seven days before the meeting with an Agenda of the Meeting.

5. Divisional Chief Commissioner

The Divisional Chief Commissioner shall be the senior volunteer leader in the Region and shall be responsible for providing leadership, guidance, and coordination among all State Associations within the Region. The Divisional Chief Commissioner shall ensure the effective implementation of the programmes, training, and policies of *The Bharat Scouts and Guides* as laid down. The Divisional Chief Commissioner shall preside over the meetings of the Divisional Council and other Divisional gatherings, promote cooperation among State Associations, and support the development and expansion of Scouting and Guiding in the Region. The Commissioner shall work in close coordination with the Divisional Headquarters, the Assistant Director of the Region, providing necessary guidance and advice to the State Chief Commissioners.

1. Appointment of Divisional Chief Commissioner

There shall be a Divisional Chief Commissioner in each of the Divisions who will be appointed by the State Chief Commissioner among the District Chief Commissioners or a Govt, official from the Division for the period as may be specified in the Warrant.

2. The Function of the Divisional Chief Commissioner

The Divisional Chief Commissioner shall be the Chief Executive of the Division and shall be responsible for its development and to

execute the plan as approved by the Divisional Council and to achieve the State Target.

3. Presiding Authority of the Divisional Council Meetings

The Divisional Chairman shall preside over the meeting of the Divisional Council.

4. Supervisory Role and Developmental Responsibilities of the Divisional Chief Commissioner

He/She shall supervise and suggest the ways and means for the development of the Region.

5. Accountability of the Divisional Chief Commissioner for Achieving National Association Targets

He/She shall be responsible to the Divisional Council and to the State Chief Commissioner in regards to achieving the Target of the State.

5

DISTRICT ASSOCIATIONS**1. District Associations**

The District Association of The Bharat Scouts and Guides shall be the recognized unit of the State Association, functioning within the territorial jurisdiction of a district as defined by the State Association. It shall be responsible for the administration, coordination, and promotion of the Scouting and Guiding Movement within its area, in conformity with the Constitution, Rules, and Policies of The Bharat Scouts and Guides and the directives issued by the State Association and National Association.

The District Association shall ensure the proper organization, registration, and functioning of Local Associations, Institutional Units, and Scout and Guide Groups within the district. It shall promote membership growth, leadership development, youth programme delivery, training of adult leaders, and community service projects that reflect the ideals of the Movement. The District Association shall work to maintain standards of discipline, efficiency, and quality across all Scouting and Guiding activities within its jurisdiction.

The governance of the District Association shall be vested in a District Council and a District Executive Committee, constituted according to the District Bye-laws and Rules of the Bharat Scouts and Guides. The District Chief Commissioner shall be the head of the District Association and shall be responsible for providing leadership and direction to all Scouting and Guiding activities within the district.

2. Establishment of District Association and Minimum Requirements

There shall be a District Association in each Revenue District / Educational District in the State with a minimum census of 1000 in both the Wings or with minimum 30 Groups as per the guidelines laid out in the State Bye-laws of the respective State Associations.

3. Recognition of Universities as District Associations

Universities in the jurisdiction of the State Association shall be treated as District Association for Rovers and Rangers as per the guidelines laid out in the State Bye-laws of the respective State Associations.

4. Affiliation and Issuance of Charter

The District Association shall be affiliated to the State Association and on such affiliation, the State Association shall issue a Charter signed by the State Chief Commissioner and State Secretary and by virtue of such Charter only the District Association shall function as such.

5. Rights and Obligation

The District Association shall confirm to the rights and obligations as prescribed in the Bye-laws of the Bharat Scouts and Guides.

6. Adherence

All the members of the Bharat Scouts and Guides District Associations are required to adhere to the Bye-laws, Rules, Code of Conduct and Policies as laid down by the Bharat Scouts and Guides.

7. District Association Logo

Each District Association may have its own District Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the State Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for State-level identity and recognition.

The design, proportion, colour scheme, and placement of the National Emblem within the District Association Logo shall conform to the branding standards and graphic specifications prescribed by the Bharat Scouts and Guides. No alteration or variation of the official emblem or logo shall be made.

All District Association Logos and related insignia like Flag and Mascot shall be duly approved by the Chief National Commissioner on recommendation of State Chief Commissioner before adoption and use. Unauthorized creation, modification, or use of the Logo or Emblem in any form is strictly prohibited. The District Chief Commissioner shall ensure that all subordinate formations — including District Associations and Local Association — adhere to this policy and use only the approved versions of the Logo in all official communications, publications, events, and materials.

8. Payment of Annual Affiliation and Membership Fees (Individual Registration Fee) and Consequences of Default

The District Association shall pay to the State Association annually such Affiliation fee and such annual Membership fees (Individual Registration Fee) as may be fixed by the National Executive Committee and approved by the National Council from time to time and in default of such payment within a period of twelve months after the closure of the financial year for which the fees are due or within such extended period of time by the State Chief Commissioner being not more than six months, the office

bearers and elected representatives of the District Association on the State Council and the Executive Committee shall not be entitled to attend, participate or vote or contest for any election to the State Council till such dues are paid.

9. Legal Proceedings

The District Association shall sue and be sued in the name of the District Secretary.

MEMBERS OF DISTRICT ASSOCIATION

10. Young Peoples and Youth Members

The Membership of the local/district association is open to Young People and Youth Members who subscribe to the Fundamentals, which includes Purpose, principles, the Methods, the Promise and the Law supervised and trained by adult unit leaders.

The Beneficiaries Young Peoples and Youth are enrolled as Members to the Units and digital membership systems in the following sections:

1. Bunnies
2. Cubs and Bulbuls
3. Scouts and Guides
4. Rovers and Rangers

11. Adult Leaders and Volunteers

The Bharat Scouts and Guides is run by the Adult Resources managed by the Adults in Scouting and Guiding as under.

1. Unit Leaders/Scouters and Guiders
2. Trainers holding valid Hon'ble Charge
3. Commissioners holding valid Warrants
4. All the Office Bearers of Local/District/State Association
5. Professionals working at Local/District/State Association
6. Others such as BSG Fellows, Life Members, Members of the Rashtrapati Scouts and Guides Guild, Members of BSG Alumni and any other categories decided by the National Executive Committee from time to time.

The Above functioneries are the members of the Bharat Scouts and Guides District Association who will discharge roles and responsibilities as per the District Bye-laws and Bharat Scouts and Guides Rules.

12. Membership of the Bharat Scouts and Guides District Association

The Membership of the Bharat Scouts and Guides District Association is open to citizens of India who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member of the local/district association with the approval of the State Chief Commissioner who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

The Membership of the Bharat Scouts and Guides is subject to payment of Annual Membership Fees (Individual Registration Fees) as decided from time to time by the National Council and registration on digital Membership System.

13. Termination of Membership of the Bharat Scouts and Guides

Applies to members of all units and associations at every level.

1. Conviction for Offence Involving Moral Turpitude

Upon conviction for an offence involving moral turpitude, the member's membership shall be terminated and any awards/privileges withdrawn.

2. Conduct Detrimental to the Movement

A member who, while supporting any other organisation, engages in activities detrimental to the interests or reputation of the Movement—including writings in publications/media (included digital and social media) or propaganda—shall be liable to termination, subject to due enquiry and an opportunity to be heard.

3. Affiliation with Parallel Scouting/Guiding Bodies

Membership shall be terminated if a member belongs to, aids, or abets any parallel organisation purporting to conduct Scouting or Guiding.

4. Breach of Code of Conduct & Safeguarding Policies

Membership may be terminated for violation of the Code of Conduct and the Safeguarding and Safe from Harm policies of the Bharat Scouts and Guides, as approved and periodically revised.

Due Process

In all cases, termination shall follow a fair enquiry, with notice of allegations and a reasonable opportunity for the member to present their response.

14. District Council

1. District Council — General Body of the District Associations of the Bharat Scouts and Guides

The District Council is the general body of the District Associations of the Bharat Scouts and Guides and is composed of all the Local Associations.

2. **Composition of the District Council**

The District Council of the District Association shall consist of President, Vice-President and other Office Bearers of the District Association, Chairperson and Vice-Chairperson of the State Youth Committee, Representatives of the Local Associations, Professionals, Nominated and Co-opted Members as per the District Bye-laws and Rules of the Bharat Scouts and Guides.

3. **Representation at District Council Meetings**

Local Associations are represented at any District Council meeting by delegates not exceeding ten subject to the Bye-laws of the District Associations.

4. **Duration of the District Council**

The District Council shall continue for Five years from the date of its first meeting. Provided, that the duration of the District Council may be extended but not more than six months on the approval of the State Chief Commissioner and recommendation of the Executive Committee by a decision of 2/3 majority of members present.

5. **Functions of the District Council**

The powers and functions of the District Council are:

1. **National Policy & Standards Oversight**

To oversee the implementation of the policy and standards of the Bharat Scouts and Guides throughout the District and to take such action as shall further the purpose of the Bharat Scouts and Guides.

2. **Membership Admission & Expulsion Decisions**

To consider applications for membership of the Local Associations and decide as to their expulsion.

3. **Election of Key Office Bearers**

To elect, when due, the President, Vice Presidents and District Chief Commissioner in accordance with the Rules and Bye-laws of the District Association.

4. **Approval of District Association Budget**

To consider and approve the Budget of District Association.

5. **Approval of Annual Report and Audited Accounts**

To consider and approve the Annual Report, the Annual Audited Statement of Accounts and the Balance Sheet.

6. **Formulation and Amendment of Bye-laws**

Subject to the approval of the Chief National Commissioner to lay down the Bye-laws of District Association based on the model Bye-laws of the National Association and to

make additions, deletions, amendments and alteration thereto.

7. Promotion of Activities to Meet National and State Targets

To initiate, promote and monitor activities in the District to achieve National and State Targets keeping in view the priorities of the State.

8. Management of Movable and Immovable Property

To acquire, hold, administer, pledge, mortgage and dispose of property, movable and immovable.

9. Raising and Utilising Financial Resources

To lend and borrow with or without security to raise funds and invest money for any of the purposes of the Movement.

10. Appointment and Remuneration of Auditors

To appoint Auditors and fix their remuneration.

11. General Powers for Advancement of the Movement's Objectives

To do all other things as are required for the furtherance of the Aims and Objects of the Association.

15. Members of the District Council

A. Members of the District Council

Following shall be the Members of the District Council:

1. Elected Office Bearers of the District Associations

1. President
2. Vice Presidents

2. Appointed Office Bearers of the State Association

3. District Chief Commissioner
4. District Commissioner of Cubs
5. District Commissioner of Scouts
6. District Commissioner of Rovers
7. District Commissioner of Bulbuls
8. District Commissioner of Guides
9. District Commissioner of Rangers
10. District Commissioner of Scouts (Adult Resources)
11. District Commissioner of Guides (Adult Resources)
12. District Commissioners (Headquarters)
13. The Assistant State Commissioner of the Division
14. District Treasurer

15. District Secretary
 16. Joint District Secretary
 17. District Training Commissioner of Scouts
 18. District Training Commissioner of Guides
 19. District Organising Commissioner of Scouts
 20. District Organising Commissioner of Guides
 21. All Local Associations Secretary
 22. All Local Associations Joint Secretary
 23. All Leader Trainers Holding Valid Hon'ble Charge
 24. Chairman of All Local Association Youth Committee
 25. Vice-Chairman of All Local Association Youth Committee
 26. 3 Representatives of Training Counsellor of Scouts
 27. 3 Representatives of Training Counsellor of Guides
 28. All the Group Leaders of Groups consisting of all the three sections and having minimum census of 60 members inclusive of Cubs, Scouts, Rovers or Bulbuls, Guides & Rangers as the case may be, if there is no Local Association, In case of Local Association, three Group Scouters and three Group Guiders representing each section shall be the members. Provided, however, no Local Association shall have more than 12 members in all in the District Council.
 29. Three Nominated as Special Invitees to the State Council Meeting.
 30. Members elected by the Life Members of the District Association from among themselves at the rate of one for every ten life members but not more than ten members out of whom at least three shall be women.
 31. The Bharat Scouts and Guides Fellows who are residing within the territorial jurisdiction of the District Association.
 32. All the National Adult Awardees of the Bharat Scouts and Guides who are residing within the jurisdiction of the District Association.
 33. Assistant State Organising Commissioner.
- 4. Secretary of the District Council**
34. District Secretary shall be the Secretary of the District Council
 35. Joint District Secretary shall be the Joint Secretary of the District Council and shall discharge duties and

functions of the State Secretary in his/her absence in respect of the District Council.

B. District Council: Vacancies, Ex-Officio Tenure, and Dual-Membership

1. Continuity of Council & Ex Officio Cessation

The District Council shall have the power to act notwithstanding any vacancy in the membership thereof. Provided, further, that any member of the District Council who is a member by virtue of office shall cease to be a member of the District Council when he/she ceases to hold such office.

2. Termination of District Council Membership for District Representatives

Any member who is representing the District Association ceases to be the member of the District Council in case the Local Council is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the District Council stands terminated.

3. No Dual Membership Across Associations

No member can be enrolled as member of two District Associations or two State Association at the same time.

16. District Council Meeting

A. The Ordinary Annual Meeting (General Body Annual Meeting of the District Council)

1. Frequency of the Meeting:

The Bharat Scouts and Guides, District Association shall hold every year a General Meeting called the Annual General Meeting of the District Council of the District Association.

2. Scheduling of the District Council's Annual Meeting:

The State Council shall ordinarily meet once in every year normally before 31st July in consultation with the President or with senior Vice President in the absence of the President.

3. Time, Date and Place of Meeting

The District Secretary in consultation with the District Chief Commissioner and the President or Senior Vice-President in the absence of President shall decide the time, date & place of meeting.

4. Quorum

The quorum of the meeting shall be one-tenth of total number of members of the District Council.

5. Rules and Procedures:

The District Council shall record and adopt its own rules of procedure.

6. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than fifteen days before the date of Meeting.

7. Mode of Sending Notice of the Meeting

The District Secretary shall send the notice of the meeting by email to all the members of the District Council and by speed post/courier to the Local Associations. Notice should be displayed on the Notice Board of the District Headquarters and Circulated digitally on the official Website for transparency.

8. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the District Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

9. Circulation of Agenda & Resolutions

The District Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the ordinary annual meeting not less than seven days before the date of the meeting. With the permission of the Chair any other item may be brought before the District Council for its consideration.

10. Presiding Officer for District Council Meetings

The President shall preside over all meetings of the District Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

11. Mode of Attending Meetings

All the Ordinary Annual Meeting (General Body District Council) will be held in person.

12. Decision-Making and Voting Procedure

Save as otherwise provided in the Societies Registration Act (Act XXI) of 1860 and in the State Bye-laws all questions before the District Council shall be decided by a simple majority of vote. In case of equal number of votes,

the Chairman of the Meeting shall have a casting vote, in addition to his own vote.

13. Business to be transacted at the Ordinary Annual

Meeting: At the Ordinary Annual Meeting the following business shall be transacted:-

1. Confirmation of the minutes of the previous meeting.
2. Follow-up on Business Arising from the previous meeting and action taken report.
3. Consideration and adoption of the Annual Report.
4. Consideration and adoption of the Audited Statement of Accounts and Balance Sheet.
5. Consideration and approval of the Budget.
6. Consideration of resolutions and subjects of which the Notice has been given.
7. Consideration of such matters as have been tabled by the State Executive Committee and included in the Agenda.
8. Consideration of matters not included in the Agenda but which are brought before the Council with the permission of the President.
9. Election of the Office Bearers when due.
10. Consideration of the appointment of Auditors and fix remuneration when due.

14. The Adjourned Ordinary Annual Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

B. The Special General Meeting of the District Council

1. Convening Special Meeting of the District Council

(i) Convening of Special Meetings of the District Council

A Special Meeting of the District Council other than a Special Meeting for the purpose of Section 12 of the Societies Registration Act may be convened either by the District Chief Commissioner or the District Executive Committee in consultation with the President for transaction of specified business.

(ii) Special Meeting on Requisition by One-fourth Members of the District Council

A Special Meeting of the District Council shall also be convened on receipt of a written requisition by at least one fourth of the members of the District Council for the transaction of the business specified in the requisition.

2. Time, Date and Place of Meeting

The District Secretary in consultation with the District Chief Commissioner and the President or Senior Vice-President in the absence of President shall decide the time, date & place of meeting.

3. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than seven days before the date of Meeting.

4. Mode of Sending Notice of the Meeting

The District Secretary shall send the notice of the meeting by email to all the members of the District Council and to the Local Associations. Notice should be displayed on the Notice Board of the District Headquarters and Circulated digitally on the official Website for transparency.

5. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the District Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

6. Circulation of Agenda & Resolutions

The District Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the Special General Meeting not less than seven days before the date of the meeting. With the permission of the Chair any other item may be brought before the District Council for its consideration.

7. Presiding Officer for District Council Meetings

The President shall preside over all meetings of the District Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

8. Quorum

The quorum for any such Special Meeting shall be one fifth of the members of the State Council or forty (40) whichever is less.

9. **Mode of Attending Meetings**

All the Special Meeting of the District Council shall be held in person or virtual or hybrid as decided by the District Chief Commissioner in consultation with the President of the District Association of the Bharat Scouts and Guides.

10. **The Adjourned Special Meeting:**

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

BOARD OF PATRON

17. **Board of Patrons**

There shall be a Board of Patrons for the District Association. District Magistrate/District Collector/Dy. Commissioner may be invited to be the Patron and other well-wishers may be as Vice Patron. In the case of overseas District, the Ambassador of India shall be invited to be the Patron of overseas District Association. Presided in the case of Railway State, D.R.M. may be invited as a Patron of the District Association.

PRESIDENT, VICE PRESIDENTS

18. **The President**

1. **Election Criteria and Residency Requirements for District Council President**

The President shall be elected by the District Council from among the Indian citizen residing in the district. However, in case, of large urban area, persons residing in the city or suburban shall be eligible to be elected as President.

Further provided that the District Magistrate or Collector or Dy. Commissioner or Divisional Railway Manager (for Railway) if not a Patron may be nominated as President.

Wherever, restrictions of residence of a particular office bearer is reflected in the Rules, the following rider can be inserted. "However, in case of large urban areas persons residing in the city or suburban shall be eligible for that particular office".

2. **Term of Office of the District President**

The President shall hold office for five years or for the duration of the District council as the case may be. Provided, however, he/she shall continue to hold office until his/her successor is elected.

3. Filling of Vacancy in the Office of the District President

In the event of a vacancy in the office of the President, the Vice President, senior by age, shall act as the President until a new President is elected for the remainder of the term.

4. Presiding Role of the President in District Council Meetings

The President shall preside over the meetings of the District Council.

5. Presidential Term Limits and Cooling-Off Period

An individual shall be ineligible to hold the office of the President for more than two (2) consecutive terms. A person who has held office for two consecutive terms shall become eligible for re-election to the same office only after a cooling-off period of one full term (five years) has elapsed.

6. Eligibility for the President of the State Association**1. Distinguished Person:**

A person of national repute with a demonstrated record of service to society—preferably in youth development, education, social service, public administration, art and culture, sports, science and technology, law, defence or Scouting and Guiding etc.

2. Values & Integrity:

Possesses high moral integrity, proven leadership, and a clear commitment to the aims and principles of the Scouting and Guiding Movement.

3. Legal & Constitutional Fitness:

An Indian citizen of sound mind, not disqualified under any law or under the Association's Constitution from holding office.

4. Non-Executive & No Office of Profit:

Shall not hold any office of profit or any executive position within the Bharat Scouts and Guides at the time of assuming office of the President.

5. Preferred Experience:

Prior leadership experience in national or international voluntary, government, educational, public and private sector or youth organisations is desirable.

6. Neutral & Non-Partisan:

Must remain impartial and above party politics.

7. Election & Tenure:

Elected in accordance with these Bye-laws.

8. Honorary Capacity:

The office is honorary and non-executive; the President represents the Association at national and international levels and upholds its image and values.

19. The Vice Presidents

1. Composition and Nomination of Vice Presidents in the District Association

There shall be one or more, but not more than six Vice Presidents out of whom three shall be women. In case, no nominations received from women, the vacancies will be filled by men and vice versa. Provided further, the District President in consultation with the Board of Patron's may invite the Education/Sports/Panchayat department officials to be the Vice President.

Provided further, the President of the District Association may nominate Honorary Vice President who can contribute for the development of the District Association.

2. Election of Vice Presidents by the District Council

The Vice President shall be elected by the District Council from among the members of the District Association.

3. Term of Office of the Vice President

The Vice President shall hold office for a period of five years or for the duration of the District Council, as the case may be.

4. Vice President to Preside in the Absence of the President

When the President is not present, one of the Vice- Presidents, senior by age present, may preside over the Ordinary and Special meeting of the District council.

5. Term Limits and Cooling-Off Period

An individual shall be ineligible to hold the office of the Vice President for more than two (2) consecutive terms. A person who has held office for two consecutive terms shall become eligible for re-election to the same office only after a cooling-off period of one full term (five years) has elapsed.

DISTRICT EXECUTIVE COMMITTEE

20. District Executive Committee

There shall be a District Executive Committee of the Bharat Scouts and Guides, District Association as specified in the District Bye-laws, which shall be the governing body of the District Association, exercising the powers and discharging the functions therein provided.

1. District Executive Committee as the Governing/Managing Body

The management of the affairs of the District Association of the Bharat Scouts and Guides be entrusted to the State Executive Committee constituted in accordance with the District Bye-laws being in force.

2. Composition of the District Executive Committee

District Executive Committee consists of all the Appointed Office Bearers of District Association, Local; Association Representatives, Nominated Members and Special Invitees as per the District Bye-laws and Rules of the Bharat Scouts and Guides.

3. Term of the District Executive Committee

The term of the District Executive Committee shall be coterminus with the terms of the District Council.

21. Powers and Functions of the District Executive Committee

1. Formation and Registration of Associations

To form and re-form and register Local Association for such area or areas as may be determined from time to time.

2. Registration of Associations

To register District or Local Association.

3. Registration of Units and Groups

To register Units and Groups of Scouts and Guide.

4. Management of District Association Funds and Properties

To control and administer the funds and the properties of the State Association.

5. Financial and Annual Reports Recommendation

To recommend to the District Council for consideration and approval and adoption of the Budget, Annual Audited Statement of Accounts, Annual Balance Sheet and the Annual Report.

6. Framing and Amendment of Bye-laws

To frame, amend, delete, alter and add Bye-laws of the District Association for the approval of the District Council and the Chief National Commissioner.

7. Formation and Reformation of Local Associations

To form and re-form Local Association subject to the approval of the State Association.

8. Registration and Renewal of Local Associations

To secure registration and renewal of Local Associations with the State Association.

- 9. Administration of District Association Funds and Properties**
To control and administer the funds and properties of the District Association.
- 10. Convening Meetings of the District Council**
To convene the meeting of the District Council.
- 11. Recommendation of Financial and Annual Reports**
To recommend to the District Council for consideration and approval and adoption of the Budget, the Annual Audited Statement of Accounts, the Annual Balance Sheet and Annual Report.
- 12. Recommendation for Awards**
To recommend Scouters and Guiders and others in the District for Awards as per Rules.
- 13. Promotion of Activities to Achieve National and State Targets**
To initiate and promote all activities necessary for achieving the National Targets and State priorities.
- 14. Registration of Scout and Guide Groups**
To deal with all other matters connected with the District Association.
- 15. Management of All District Association Matters**
To deal with all other matters connected with the District Association.
- 16. Recommendation of Bye-laws and Amendments**
To recommend to the District Council the Bye-laws framed, and any addition, deletion and amendment or alteration of Bye-laws.
- 17. Collection and Submission of Census and Registration Fees**
To collect and submit census and Individual Registration Fees to the State Association by 31st March.
- 18. Coordination and Enforcement of Programmes and Policies**
To advise and coordinate the programmes and activities of the Local Associations and Groups and enforce observance of the Aims and Objects, Aims, Policy, Rules and Organisation.
- 19. Determination of Membership**
To determine the membership of a person.
- 20. Appointment of Trustees for District Property**
On the recommendation of the District Chief Commissioner to appoint Trustees of whom State Secretary, District Chief Commissioner, One of the District Commissioners of Scouts and one of the District Commissioners of Guides shall be ex-officio

members and three other Trustees from among the members of the District Association, who will hold office for a period of 5 years, in whom shall vest, the whole or part of the properties movable and immovable of the District Association.

21. Recommendation of Trainers or Leaders for State Council

To recommend names of the Trainers or Scouter/Guider for the State Council if required.

To adopt and enforce a Conflict of Interest policy.

22. Conflict of Interest

All voting members of the District Council and District Executive Committee must declare any personal, professional, or financial conflict of interest in any matter under discussion, which shall be recorded. Such members shall abstain from voting on matters where the conflict exists.

23. Adopt, Implement and Compliance of National and State Association Policies

To adopt, implement, and ensure compliance with all policies of the Bharat Scouts and Guides.

24 Induction of newly elected or appointed members

To establish and implement a systematic induction procedure for all newly elected or appointed members of the State Council and State Executive Committee. This induction must be documented and cover their roles, responsibilities, legal requirements, and the Association's strategic framework.

25 Adoption, Implementation and Reporting of National Policies

To adopt, implement, and ensure compliance with all policies of the Bharat Scouts and Guides.

22. Member of the District Executive Committee

A. Following shall be the Members of the District Executive Committee:

1. District Chief Commissioner
2. Assistant State Commissioner in charge of the District
3. District Commissioners of Cubs, Scouts, Rovers and Adult Resources
4. District Commissioner of Bulbuls, Guides, Rangers and Adult Resources
5. District Commissioners (Headquarters)
6. Assistant State Organising Commissioner of Scouts and Guides of the Division
7. District Treasurer
8. District Secretary

9. Joint District Secretary
10. All Assistant District Commissioners of Scouts and Guides
11. District Organising Commissioner of Scouts
12. District Organising Commissioner of Guides
13. District Training Commissioner of Scouts
14. District Training Commissioner of Guides
15. Leader Trainers of Scouts residing in the District
16. Leader Trainers of Guides residing in the District
17. Assistant Leader Trainers of Scouts residing in the District
18. Assistant Leader Trainers of Guides residing in the District; Provided further, if no ALT/LT available, all the HWB holders of both the wings shall be nominated. In case of absence of HWB holders, the District Chief Commissioner may nominate two Scouters and Two Guiders as the case may be
19. One member elected by the Life Members of the District Association from among themselves
20. The Chair and the Vice Chair of the District Youth Committee
22. The Chair and Vice Chair of the Local Association Youth Committee
23. Two members from Community Scouts and Guides may be nominated by the District Chief Commissioner and one of whom shall be woman
24. All the Vice Presidents may be invited as a special invitee

Note: All financially compensated (stipendiary) officers of the District Association, including but not limited to the District Secretary, Joint District Secretary, and District Organising Commissioner, shall serve as ex-officio members of the District Council and District Executive Committee. As ex-officio members, they shall participate in deliberations but shall not possess voting rights.

B. District Executive Committee: Vacancies and Ex-Officio Tenure

1. Continuity of District Executive Committee & Ex Officio Cessation

The District Executive Committee shall have the power to act notwithstanding any vacancy in the membership thereof.

2. Termination of District Executive Committee Membership

Any member who is representing the Local Association ceases to be the member of the District Executive Committee in case the Local Council is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the District Executive Committee stands terminated.

23. District Executive Committee Meeting

1. The District Executive Committee Meeting (Governing Body)

1. Frequency of Meetings of the State Executive Committee

The District Executive Committee shall meet at least twice in every year and as often as necessary for transaction of business.

2. Time, Date and Place of Meeting

The District Secretary in consultation with the District Chief Commissioner shall decide the time, date & place of meeting.

3. Conduct of the District Executive Committee Meeting:

District Executive Committee shall have the power to regulate its own procedure in conduct of its business and meetings as deemed necessary.

4. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than ten days before the date of Meeting.

5. Mode of Sending Notice of the Meeting

The District Secretary shall send the notice of the meeting by email to all the members of the District Executive Committee by speed post/courier/email. Notice should be displayed on the Notice Board of the District Headquarters and Circulated digitally on the official Website for transparency.

6. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the District Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

7. Circulation of Agenda & Resolutions

The District Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to

be considered at the District Executive Committee meeting not less than seven days before the date of the meeting with the permission of the Chair any other item may be brought before the District Executive Committee for its consideration.

8. Presiding Officer for District Executive Committee Meetings

The District Chief Commissioner shall preside over all meetings of the State Executive Committee. In the District Chief Commissioner's absence, the person nominated by District Chief Commissioner shall preside the meeting.

9. Quorum

The quorum of the meeting shall be at least Six Members of whom three shall be elected members.

10. Meetings to transact urgent business of the District Executive Committee

Notwithstanding the foregoing, in the event of urgent business, a virtual meeting of the Executive Committee may be convened with not less than three days' notice and at least ten members of which two are elected members.

11. District Executive Committee Meetings by Circulation in special circumstances.

If the District Chief Commissioner decides that a matter is to be considered by the District Executive Committee through circulation by email, it may be passed by the District Executive Committee by confirmation of at least twenty members within three days of circulation and the same shall be reported to the District Executive Committee at its next meeting.

12. Mode of Attending Meetings

All the Meeting of the District Executive Committee shall be held in person unless otherwise decided by the District Chief Commissioner to hold the meeting Virtual or Hybrid Mode.

13. The Adjourned District Executive Committee Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, not with standing want of quorum, the members present may transact the business tabled for the meeting, but no other business.

DISTRICT HEADQUARTERS

24. District Headquarters

1. Functions of District Headquarters

1. To assist the District Council, District Executive Committee, and all subsidiary organs in the fulfillment of their responsibilities, to make preparations for their meetings, and to provide the necessary services for the implementation of their decisions.
2. To provide administrative, technical, and professional services necessary for the promotion of the Scout and Guide Movement throughout the District, including research, documentation, training, program development, publications, and public relations.
3. To maintain relations with Local Associations and assist them in organizational development, capacity building, and implementation of National and State programs.
4. To promote the development of Scouting and Guiding in areas where the Movement is not yet strong, and to support newly emerging Local Associations/Groups/Units.
5. To process applications for affiliation, requests for assistance, and other matters referred to the District Headquarters by the Local Associations / Groups/Units.
6. To support the organization and conduct of District and Other Scout and Guide events, including camporees, rallies, training camps, and service projects.
7. To maintain and develop relations with government departments, educational institutions, youth organizations whose objectives align with those of the Bharat Scouts and Guides.
8. To run the Training Centers, Adventute Institues/Centers, Youth Complex, Camping Centers and any other setup of the District Associations effectively.

25. The District Chief Commissioner

The District Chief Commissioner of The Bharat Scouts and Guides shall be the head of the District Association, responsible for providing overall leadership, direction, and supervision to all Scouting and Guiding activities within the district. The District Chief Commissioner shall ensure that the programmes, policies, and training schemes of The Bharat Scouts and Guides are effectively implemented in accordance with the Constitution, Rules, and directives of the State Association and the National Association. The District Chief Commissioner shall coordinate the work of all District Commissioners, Assistant District Commissioners, and Local Association Leaders. The officer shall guide

the planning, execution, and evaluation of the district's annual programmes, training courses, and community service projects, ensuring that the aims and methods of Scouting and Guiding are upheld in every unit. The District Chief Commissioner shall promote cooperation among the State Association, Local Associations, Institutional Units, and other stakeholders, and shall ensure regular communication and reporting between the District Association and the State Association. The officer shall be responsible for membership growth, the registration of new Units, and maintaining high standards of discipline, inclusivity, and quality across the district.

The District Chief Commissioner shall also ensure that all financial, administrative, and training functions of the District Association are properly carried out and that records, reports, and returns are submitted to the State Association in a timely manner. The officer shall uphold the principles of the Scout and Guide Promise and Law and serve as a role model of leadership, integrity, and service.

1. Appointment of the District Chief Commissioner

There shall be a District Chief Commissioner appointed by the State Chief Commissioner from the Dy. Director of Public Instruction or Head of the Education Department or Head of the Sports Department or Head of the department (for Railway) from the particular area/district.

Provided further, The State Chief Commissioner in consultation with the State Executive Committee may appoint any other person as District Chief Commissioner who subscribes to the aims and policy of the association.

2. Tenure of the District Chief Commissioner

The District Chief Commissioner shall hold office for not more than five years or for the duration of the District Council (as the case may be) provided, however, he/she shall continue to hold office until his/her successor is appointed.

3. Interim Arrangement and Succession in the Office of District Chief Commissioner

In the event of a vacancy in the office of the District Chief Commissioner, the District Commissioner senior by service shall act as District Chief Commissioner until new District Chief Commissioner is appointed for the remainder of the term. The newly appointed District Chief Commissioner will be issued a warrant by the State Chief Commissioner soon after the appointment.

4. Functions of the District Chief Commissioner

1. Presiding Over Meetings of Committees

To preside over all the meeting of the District Executive Committee and such other committees of which he/she is the Chairman.

2. Recommendation for Appointment of District Commissioners

To recommend to the State Chief Commissioner for the appointment of District Commissioners.

3. Recommendation for Appointment of District Secretarial Staff

To recommend to the Executive Committee the appointment of District Secretary/Jt. Secretary, Assistant District Secretary, as the case may be.

4. Sanctioning of Expenditure Within and Beyond Budget

To sanction expenditure within the Budget and in special cases in excess of the Budget subject to such limits as may be laid down by the District Executive Committee and subject to ratification by District Executive Committee and District Council at the next meeting.

26. The District Commissioner of Cub, Scout, Rover & Adult Resources and The District Commissioner of Bulbul, Guide, Ranger & Adult Resources

The District Commissioners shall be responsible for the effective supervision, coordination, and development of the Scouting and Guiding Movements respectively within the District Association. They shall work under the guidance and supervision of the District Chief Commissioner, ensuring that the Constitution, Rules, and Policies of The Bharat Scouts and Guides are properly implemented throughout the district.

The District Commissioners shall lead and guide all Assistant District Commissioners, Local Association Leaders, and Unit Leaders within their respective sections to ensure quality in programme delivery, adherence to training standards, and uniformity in Scouting and Guiding practices. They shall visit Local Associations and Units regularly to assess performance, provide guidance, and ensure compliance with the Youth Programme framework, training systems, and Safe from Harm principles.

1. Appointment and Tenure of District Commissioners

The four District Commissioners of Cub, Scout, Rover & Adult Resources and four District Commissioners of Bulbul, Guide, Ranger and Adult Resources shall be appointed by the State Chief

Commissioner on the recommendation of the District Chief Commissioner.

The State Chief Commissioner shall issue warrant of the District Commissioners for not more than **five years** or coterminus with the term of the District Council.

2. Filling Vacancy in the Office of District Commissioner

When the office of the District Commissioner is vacant, the District Chief Commissioner shall recommend suitable name immediately in accordance with the Rule.

3. District Chief Commissioner to Assume Responsibilities During Vacancy

And till a new District Commissioner is appointed, the District Chief Commissioner will take charge.

4. Mandatory Training Requirement for District Commissioners

The District Commissioners shall undergo Commissioners Training organised at **State** or **National level** within a period of one year from date of appointment.

27. Functions

The District Commissioners in respect of their respective section shall:

1. Promotion of the Movement and Adherence to District Bye-laws

Work for welfare and progress of the Movement and uphold and promote the Aims and Objects, the Rules and the Bye - Laws of the District Association.

2. Formation and Registration of Local Associations

Encourage and ensure the formation of Local Associations and secure their registration with the State Association.

3. Registration of Units by Adult Leaders

Encourage and secure that all eligible adult leaders establish their Units and secure the registration with the State Association.

4. Testing and Withdrawal of Proficiency Badges

Test or arrange to test the wearer of any Proficiency Badge as to his or her knowledge with power to withdraw the Badge if he or she is not up to the mark.

5. Grant of Camp Permits to Scouts and Guides

Grant permits for camps to the Scouts and Guides for the District.

6. Supervision of District Camps

Supervise all camps held in the District.

7. Appointment of Training Counsellors

Appoint Training Counsellors on the recommendations of the District Training Commissioner.

8. Achievement of National and State Targets within the District

Be responsible to achieve the National/State Targets and State priorities with the District.

28. The District Commissioners (Headquarters)

The District Commissioners (Headquarters) not more than four for each of the Scout and Guide Wing shall be appointed for the specific purpose by the State Chief Commissioner on the recommendation of the District Chief Commissioner for a period co-terminus with the District Council.

29. The Assistant District Commissioners of Scouts and Guides

1. Appointment and Tenure of Assistant District Commissioners

The Assistant District Commissioners in the ratio of one for every 15-20 units in each section with a maximum of twenty and a minimum of three Assistant District Commissioners for each Wing shall be appointed on the recommendation of the District Chief Commissioner for a period of not more than five years at a time by the State Chief Commissioner for specific purpose.

2. Functions of the Assistant District Commissioner

The functions of the Assistant District Commissioner shall be to aid and assist concerned District Commissioners in the area of job assigned to them.

30. The District Treasurer

The District Treasurer of The Bharat Scouts and Guides shall be responsible for managing and safeguarding all funds and financial assets of the District Association. The Treasurer shall maintain accurate accounts, prepare annual budgets and financial statements, and ensure that all receipts and expenditures are properly authorized by the District Executive Committee. The officer shall uphold transparency, accountability, and compliance with the financial rules of the District Association. The District Treasurer shall perform such other duties as assigned by the District Chief Commissioner.

1. Appointment and Removal of the District Treasurer

The District Treasurer shall be appointed by the District Chief Commissioner on the recommendation of the District Executive Committee and can be removed by a resolution of the District Executive Committee.

2. Term of Office of the District Treasurer

The term of the District Treasurer shall be Co-terminous with the term of the District Executive Committee.

Provided, however, he/she shall continue to hold office until his/her successor is appointed.

3. Temporary Appointment and Reporting Procedure for District Treasurer Vacancy

In the event of a vacancy in the office of the District Treasurer, a person appointed by the District Chief Commissioner shall perform the functions of the District Treasurer and matter may be brought to the notice of District Executive Committee in its next meeting.

4. Functions of the District Treasurer

The functions of the District Treasurer shall be:

1. Management and Disbursement of District Association Funds

To receive all money on behalf of the District Association and to be responsible to the District Chief Commissioner and the District Council for the proper expenditure and maintenance of funds and accounts of the District Association and to remit all money of the Association in Banks, as decided by the District Executive Committee to the respective accounts and to pay money on proper sanction.

2. Presentation of Annual Audited Accounts and Balance Sheet

To arrange for the presentation of the Annual Audited Statement of Accounts and the Annual Balance Sheet of the Association.

3. Preparation of Annual Budget

To formulate the Budget for approval of the District Executive Committee and the District Council.

5. Separation of Office for the District Treasurer

The office of the District Treasurer shall not be combined with any other offices in the District Association.

31. The District Secretary, the Joint District Secretary and the Assistant District Secretary

1. Appointment of District Secretary, Joint Secretary, and Assistant District Secretary

The District Secretary and the Joint District Secretary, honorary or stipendiary, one of whom shall be a woman, shall be appointed

by the District Chief Commissioner in consultation with the District Executive Committee and if stipendiary in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be. The Assistant District Secretary, honorary or stipendiary shall be appointed by the District Chief Commissioner in consultation with the District Executive Committee or in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be. The Assistant District Secretary, honorary or stipendiary may be appointed by the District Chief Commissioner in consultation with the District Executive Committee or in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be for specific purpose.

2. Mandatory Training for Secretaries

All Secretaries shall undergo the Secretaries course organised at state or national level within a year after appointment.

3. Functions of District Secretary and Joint District Secretary

1. Secretarial Role in District Bodies

The District Secretary and the Joint District Secretary shall be the Secretary and the Joint Secretary of the District Council, the District Executive Committee and all Committees unless otherwise provided.

2. Administrative Oversight and Monitoring of Targets

The District Secretary and the Joint District Secretary shall be responsible for the due and efficient administration of the District Association and monitor the progress in achieving the National/State Targets and priorities of the State.

3. Appointment of Salaried Staff

The District Secretary shall appoint salaried members of the Staff in accordance with the Service Rules subject to the approval of the District Chief Commissioner.

4. Responsibility for Day-to-Day Administration

District Secretary shall be in charge of the day to day administration and shall be responsible for the secretarial work of the District Association.

5. Maintenance of Records and Registers

The District Secretary shall keep and maintain registers, books, papers and records of the District Association.

6. Preparation of Annual Reports and Census

The District Secretary shall prepare the annual reports and census of Scouts and Guides.

7. Management of Correspondence and Communication

The District Secretary shall be in charge of all the correspondence and communications of the District Association.

8. Preparation of Agendas and Convening of Meetings

The District Secretary shall prepare the agenda for the meeting of the District Council, the District Executive Committee and other Committees in consultation with the President of the Council or the Chairperson of the concerned Committee and issue notices of the meetings, if he/she fails to call meetings of the District Council and District Executive Committee as provided in the Rules, the District Chief Commissioners jointly or separately may issue such notices and hold such meetings and conduct business according to the Agenda.

9. Administrative Support to Local Associations

The District Secretary may advise, aid and assist the Local Association in administrative and concerned matters.

32. Tenure of Honorary District Secretarial Appointments

The District Secretary and the Joint District Secretary and Assistant Secretaries, if honorary, shall be appointed for not more than five years at a time co-terminous with the term of the District Council.

33. The District Organising Commissioner of Scouts and the District Organising Commissioner of Guides

District Organising Commissioner of Scouts and District Organising Commissioner of Guides shall be appointed by the State Chief Commissioner in consultation with the District Chief Commissioner. After appointment, District Organising Commissioner shall undergo an Organisers' course organised at state or national level as early as possible as but not later than two years.

34. Functions of the District Organising Commissioners

The functions of the District Organising Commissioners shall be:

1. Organization of the Movement at District and Local Levels

To be responsible to the organization of the Movement at the District and Local Level in respect of their respective Wings.

2. Organisation of Social Service Activities

To organize social services at District and Local Levels for their respective Wings.

3. Coordination of Rallies and Seminars

To organize the District and Local Level Rallies, Seminars in coordination with the concerned District Training Commissioner.

4. Assessment of Programme Needs and Support to Training

To identify needs in relation to Boy/Girl programme and to advise and to help in Training Activities of Adults.

5. Supervision of Scouters, Guiders, and Training Counsellors

To plan, direct and supervise the work of the Scouters/ Guiders and concerned Training Counsellors.

6. The District Training Commissioner of Scouts and the District Training Commissioner of Guides

The District Training Commissioner of The Bharat Scouts and Guides shall be responsible for planning, coordinating, and supervising all adult leader training activities within the District Association. The officer shall ensure the effective implementation of the National Scheme of Training under the guidance of the State Training Commissioner. The District Training Commissioner shall organize Basic, Advanced, and refresher courses for adult leaders and trainers. The officer shall maintain training records, evaluate progress, and promote quality and inclusivity in all training programmes. The District Training Commissioner shall perform such duties as assigned by the District Chief Commissioner.

7. Appointment and Eligibility Criteria for District Training Commissioners

One District Training Commissioner for the Scout Wing and another for the Guide Wing shall be appointed by the State Chief Commissioner in consultation with the concerned District Commissioner (Adult Resources) and State Training Commissioner. The District Training Commissioner should be a Leader Trainer or Assistant Leader Trainer. In the absence of the Leader Trainer or the Assistant Leader Trainer in the District, a senior HWB holder may be appointed as District Training Commissioner who shall be deputed for training for ALT/ LT as early as possible.

Provided further, in case of non-availability of eligible candidate, the State Chief Commissioner may consider any other trainer or Himalaya Wood Badge holder of the District for such appointment till the eligible person is available in consultation with District Chief Commissioner.

8. Functions of the District Training Commissioners

1. Planning and Execution of Adult Leader Training

To plan, implement and evaluate Adult Leader Training in the District under the guidance of the State Training Commissioner and in consultation with the concerned District Commissioner (Adult Resources) and be responsible to achieve National/State Targets.

2. Continuous Training and Capacity Building for Unit Leaders

To keep himself/herself updated and provide opportunities to Unit Leaders for progressive and ongoing Training.

3. Responsibility for Self-Training and Support for Basic Courses

To be responsible for self-training, informal training and formal training up to Basic Courses and offer personal support to promote opportunities for training assignments and studies for further advancement of Unit Leaders.

4. Recommendation for H.W.B. Parchments

To recommend to the State Training Commissioner eligible persons for issue of H.W.B. Parchments in accordance with provisions made in the Scheme of Training.

5. Recommendation for Appointment of Training Counsellors

To recommend to the concerned District Commissioner (Adult Resources) suitable persons for appointment as Training Counsellors.

6. Supervision and Coordination of Training Counsellors

To plan, direct and guide Training Counsellors in their work and to coordinate in achieving the National Targets and State Priorities.

35. The Training Counsellors of Scouts and Guides

Training Counsellors of Scouts and Guides may be appointed by the concerned District Commissioners (Adult Resources) on the recommendation of the District Training Commissioner concerned for a particular area. The Training Counsellor should preferably be a H.W.B. Holder/Senior Scouter/Guider in the ratio of 15 to 20 units of each section.

1. Support and Informal Training to Unit Leaders

To be responsible to give personal support, self training, informal training to the Unit Leaders of the area.

2. **Guidance in Unit Activities**
To advise, aid and help in the activities of the Units of the area.
3. **Facilitation of Personal Development and Unit Progress**
To help Unit Leaders for their personal development and progress of their units.
4. **Reporting to Assistant District Commissioner**
To report to the concerned Assistant District Commissioner of area.
5. **Coordination with District Training and Organising Commissioners**
To report to the District Training Commissioner and District Organising Commissioner relating to their areas of work in respect of those units in the area.
6. **Assistance in Badge Testing Support**
To help the Unit Leaders in arranging Badge Instructors and Badge Examiners as per the decision taken by the Badge Committee.

36. The District Badge Committee

1. **Constitution of District Badge Committees for Scout and Guide Wings**
There shall be a District Badge Committee for Scout Wing and the District Badge Committee for the Guide Wing in the District Association appointed by the District Executive Committee.
2. **Composition and Functioning of the District Badge Committee for Scout Wing**
The District Badge Committee of Scouts shall consist of District Commissioners of Scout Wing, District Org. Commissioner of Scout and three LT/ALT/HWB holders representing each section as may be nominated by the District Chief Commissioner in consultation with the District Trg. Commissioner. The District Org. Commissioner shall be the Badge Secretary, and in his absence, one of the members as may be nominated by the Chairperson shall be the Badge Secretary and District Commissioner senior by experience shall be the Chairperson of the Committee.
3. **Structure and Leadership of the District Guide Badge Committee**
The District Badge Committee of Guide shall consist of District Commissioners of Guide Wing, District Org. Commissioner of Guide and three LT/ALT/HWB holders representing each section as may be nominated by the District Chief Commissioner in

consultation with the District Trg. Commissioner. The District Org. Commissioner shall be the Badge Secretary, and in his/ her absence, one of the members as may be nominated by the chairperson shall be the Badge Secretary and District Commissioner senior by experience shall be the Chairperson of the Committee.

4. Frequency and Convening of Badge Committee Meetings

The Badge Committee should ordinarily meet once in every three months and as and when necessary. The meeting will be convened by the Badge Secretary.

5. Duties and Functions of the Badge Committee

1. Recommendation of Instructors and Examiners for Badge and Advancement Tests

To recommend suitable persons as Instructors and Examiners of various Proficiency Badges and Dwitiya, Tritiya and Chaturtha Charan for Cubs; Rajat Pankh, Swarna Pankh and Heerak Pankh for Bulbuls; Dwitiya Sopan and Tritiya Sopan for Scouts and Guides; Nipun for Rovers and Rangers Tests in the District.

2. Arrangements for Training and Testing

To make necessary arrangements for Training and Testing.

3. Procurement and Distribution of Badges

To appoint a member of the Badge Committee who would arrange to obtain the badges from the State Headquarters and issue them as per requirements on production of the certificates of the Badge Examiners.

37. The District Finance Committee

The District Finance Committee shall consist of District Chief Commissioner, District Commissioners, District Treasurer, District Secretary, Joint District Secretary and four members as may be nominated by the District Chief Commissioner in consultation with the President from among the Financial Experts.

38. District Adult in Scouting and Guiding Committee

1. Constitution of District Level Adult in Scouting and Guiding Committee

There shall be a District Level Adult in Scouting and Guiding Committee appointed by the District Chief Commissioner to give recommendation periodically to District Council and District Executive Committee about the all round development and management of Adult Resources in the movement.

2. Composition and Leadership of the Adult in Scouting and Guiding Committee

The District Adult in Scouting and Guiding Committee shall consist of District Commissioners for Cub, Scout, Rovers, Bulbul, Guide & Ranger, Adult Resources, two Assistant District Commissioners, District Org. Commissioner & District Trg. Commissioner of Scouts and Guides and other members as nominated by the District Chief Commissioner. The senior most DTC (S) or (G) shall be the Secretary and senior by experience District Commissioner for Adult Resources shall be the Chairperson and other as Co-Chairperson.

39. The District Programme Committee

1. Constitution of the District Programme Committee

There shall be a District Programme Committee of both the wings chaired by the senior by experience District Commissioner of any section. All the District Commissioners, District Commissioners (Headquarters), ADCs, DOCs, ASOCs and Training Counsellors, Trainers & HWB holders shall be the members. The District Org. Commissioner senior by age shall be the convenor of the committee.

2. Annual Planning Meeting of the District Programme Committee

The District Programme Committee shall meet in the month of July annually to prepare the Target of the District Association and the programme based on the National, State and District Targets as may be fixed by the National/State/District Executive Committee.

3. Review of Programme Implementation and Target Achievement

The District Programme Committee shall also review the programme based on achievement of the Target.

40. The District Training Committee

1. Constitution of the District Training Committee for Both Wings

There shall be a District Training Committee of both the wings chaired by the District Commissioner for Adult Resources senior by age and other shall be the CoChairperson. The District Training Commissioner senior by age shall be the Secretary of the Committee. DTCs, ADCs, Trainers & HWB holders and Trg. Counsellors shall be the members.

2. Annual Planning Meeting of the District Training Committee

The District Training Committee shall meet in the month of July to prepare the Target of the District Association and the Training Programme based on the National, State and District Target fixed and approved by the National/State/District Executive Committee

3. Review of Training Plan and Target Achievement by the District Training Committee

The District Training Committee shall also review the training plan based on achievement of the target.

41. The District Youth Committee

The District Youth Committee consists of representative of Rovers, Rangers & warranted young adult leaders registered in the Units affiliated through the Local/District Association i.e. two each from a Local Association, one of whom shall be a woman. Provided further, if there is no Local Association, one young representative from each registered Unit, shall represent his/her Unit in the Committee.

1. Nomination of Chairperson and Co-Chairperson by the District Chief Commissioner

The Chairperson and Co-Chairperson one of whom shall be a woman may be nominated by the District Chief Commissioner.

2. Tenure of the Committee Co-Terminus with the District Council

This Committee shall function co-terminus with District Council.

3. Advisory Role of the Youth Committee in Programme Development

The Youth Committee shall make recommendations to the District Programme Committee in respect with new activities to be conducted.

4. Youth Representation in Committees through Co-option

Two of the members from the Youth Committee one of whom shall be a woman, shall be co-opted by the District Chief Commissioner in all the committees where no provision is given in the rules.

Note: 17 The age of members of the Youth Committee should be between 16 to 29 years.

42. District Community Development Committee

There shall be a District Community Development Committee. Chairman & Vice Chairman shall be nominated by the District Chief Commissioner.

1. **Composition of the Committee for Organisational Oversight**

The committee shall consist of District Commissioner of Scouts, District Commissioner of Guides, the District Organising Commissioner of Scouts, the District Organising Commissioner of Guides, District Secretary and four members recommended by the District Executive Committee of whom one shall be a Scouter and one shall be a Guider and District Secretary shall be the Convenor of the Committee.

2. **Function of the Committee**

1. **Project Planning and Implementation Oversight**

To ensure the ways and means in regards to the Project Planning and its implementation.

2. **Resource Mobilization for Community Development**

To ensure and provide the resources required for the Community Development Project in the District.

3. **Alignment with National, State, and Government Service Targets**

To achieve the National and State Targets related to services based on Govt. Targets.

4. **Participation in National Competitions and Service Programmes**

To ensure participation of District in PMSC and Upa-Rashtrapati Award Competition or any other C.D. Project.

44. District Safeguarding & Safe from Harm Committee

There shall be a District Safeguarding & Safe from Harm Committee. The Chairman and Vice Chairman shall be nominated by the District Chief Commissioner.

1. **Composition of the Committee for Organisational Oversight**

The Committee shall consist of Four members recommended by the District Executive Committee, of whom one shall be a Scouter, one a Guider, one a Youth Member (Rover or Ranger), and one preferably from a child protection or social welfare background.

The District Secretary shall be the Convenor of the Committee.

2. **Function of the Committee**

1. **Implementation and Compliance Oversight**

To ensure the effective implementation of the Safeguarding & Safe from Harm Policy of The Bharat Scouts and Guides in all Units, Institutions, and District activities.

2. **Training and Awareness**

To plan and organize regular capacity-building sessions, workshops, and orientations for adult leaders, youth members, and volunteers on child protection, gender sensitivity, and Safe from Harm standards.

3. **Reporting and Case Management**

To establish and maintain confidential mechanisms for receiving, documenting, and responding to safeguarding concerns or incidents, ensuring proper follow-up in line with BSG's Safeguarding Policy.

4. **Coordination and Liaison**

To coordinate with the State Safeguarding & Safe from Harm Committee and the State Chief Commissioner for advice, case referral, and reporting, maintaining alignment with national procedures.

5. **Promotion of a Safe and Inclusive Environment**

To promote a culture of respect, equality, inclusion, and zero tolerance for abuse or discrimination in all Scouting and Guiding activities within the District.

3. **Guiding Principle**

The District Safeguarding & Safe from Harm Committee shall function under the principles of dignity, safety, respect, and equality. It shall ensure that every member of The Bharat Scouts and Guides—child, young person, or adult—has the right to participate in a safe environment, free from harm, abuse, discrimination, or exploitation. The Committee upholds the Movement's duty of care and fosters a culture of safety and accountability across all levels.

45. **District Internal Committee (POSH)**

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules framed thereunder (hereinafter referred to as the POSH Act), the District Level Internal Committee (DIC) is hereby constituted to ensure a safe, dignified, inclusive, and respectful environment for all members, employees, volunteers, trainees, and participants associated with The Bharat Scouts and Guides at the District level.

The Committee shall function in accordance with the principles of natural justice, confidentiality, gender sensitivity, and fairness, consistent with the values and ethos of Scouting and Guiding.

1. **Function of the Committee**

The District Internal Committee shall:

1. Receive, examine, and inquire into complaints of sexual harassment.

2. Conduct inquiries impartially and within statutory timelines under the POSH Act.
3. Recommend interim relief and appropriate disciplinary or corrective action.
4. Ensure strict confidentiality and protection against victimisation or retaliation.
5. Provide assistance to aggrieved persons in filing complaints, where required.
6. Facilitate awareness and sensitization programmes on POSH.
7. Maintain records and submit reports to the State Internal Committee, as required.
8. Complaints shall be submitted in writing (physical or electronic) within prescribed timelines.
9. Conciliation may be undertaken only at the written request of the aggrieved person and without monetary settlement.
10. Inquiry shall be completed within 90 days, and the report submitted within 10 days thereafter.
11. Retaliation, intimidation, or breach of confidentiality shall be treated as misconduct under the POSH Act.

2. Guiding Principle

The District Internal Committee shall function with fairness, sensitivity, confidentiality, and compassion, ensuring dignity, safety, and equality for all, while adhering to principles of natural justice, non-victimisation, timely redressal, and zero tolerance towards sexual harassment.

6

LOCAL ASSOCIATION

1. Formation of Local Associations within a District

A Local Association may be formed by the State Association for any area consisting of 15 to 100 Scouts and Guides Groups dividing the area of the District Association. Provided, however, wherever the number of Scouts and Guides are more, a Local Association may be formed for every 15 to 20 Groups. As per the guidelines laid out in the State Bye-laws of the respective States.

2. Affiliation and Issuance of Charter

The Local Association shall be registered with the State Association through the District Association. Provided, that where there is no District Association, the Local Association may be directly registered with the State Association. On such registration the State Association shall issue a Charter, signed by the State Chief Commissioner and State Secretary and State Chief Commissioner by virtue of such a Charter the Local Association shall function as such.

3. Rights and Obligation

The Local Association shall conform to the rights and obligations as prescribed in the Bye-laws of the Bharat Scouts and Guides.

4 Adherence

All the members of the Bharat Scouts and Guides Local Associations are required to adhere to the Bye-laws, Rules, Code of Conduct and Policies as laid down by the Bharat Scouts and Guides.

5. Payment of Annual Affiliation and Membership Fees (Individual Registration Fee) and Consequences of Default

The Local Association shall pay to the State Association annually such Affiliation fee and such annual Membership fees (Individual Registration Fee) as may be fixed by the State National Committee and approved by the National Council from time to time and in default of such payment within a period of twelve months after the closure of the financial year for which the fees are due or within such extended period of time by the District Chief Commissioner being not more than six months, the office bearers and elected representatives of the Local Association on the District Council and the Executive Committee shall not be entitled to attend, participate or vote or contest for any election to the District Council till such dues are paid.

6. Legal Proceedings

The Local Association shall sue and be sued in the name of the Local Association Secretary.

7. Local Association Logo

Each Local Association may have its own Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the Local Association Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for Local-level identity and recognition.

The design, proportion, colour scheme, and placement of the National Emblem within the Local Association Logo shall conform to the branding standards and graphic specifications prescribed by the National Headquarters. No alteration or variation of the official emblem or logo shall be made

All Local Association Logos and related insignia shall be duly approved by the Chief National Commissioner on recommendation of State Chief Commissioner before adoption and use. Unauthorized creation, modification, or use of the Logo or Emblem in any form is strictly prohibited. The State Chief Commissioner shall ensure that all subordinate formations — including Local Associations and Local Association — adhere to this policy and use only the approved versions of the Logo in all official communications, publications, events, and materials.

MEMBERS OF LOCAL ASSOCIATION

8. Young Peoples and Youth Members

The Membership of the local association is open to Young People and Youth Members who subscribe to the Fundamentals, which includes Purpose, principles, the Methods, the Promise and the Law supervised and trained by adult unit leaders.

The Beneficiaries Young Peoples and Youth are enrolled as Members to the Units and digital membership systems in the following sections:

1. Bunnies
2. Cubs and Bulbuls
3. Scouts and Guides
4. Rovers and Rangers

9. Adult Leaders and Volunteers

The Bharat Scouts and Guides is run by the Adult Resources managed by the Adults in Scouting and Guiding as under.

1. Unit Leaders/Scouters and Guiders
2. Trainers holding valid Hon'ble Charge

3. Commissioners holding valid Warrants
4. All the Office Bearers of Local/District/State Association
5. Professionals working at Local/District/State Association
6. Others such as BSG Fellows, Life Members, Members of the Rashtrapati Scouts and Guides Guild, Members of BSG Alumni and any other categories decided by the National Executive Committee from time to time.

The Above functioneries are the members of the Bharat Scouts and Guides Local Association who will discharge roles and responsibilities as per the Local Association Bye-laws and Bharat Scouts and Guides Rules.

10. Membership of the Bharat Scouts and Guides Local Association

The Membership of the Bharat Scouts and Guides Local Association is open to citizens of India who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member of the local/district association with the approval of the State Chief Commissioner who subscribe to the Fundamentals, which include Purpose, Principles, the Method, the Promise and the Law.

The Membership of the Bharat Scouts and Guides is subject to payment of Annual Membership Fees (Individual Registration Fees) as decided from time to time by the National Council and registration on digital Membership System.

11. Termination of Membership of the Bharat Scouts and Guides

Applies to members of all units and associations at every level.

1. Conviction for Offence Involving Moral Turpitude

Upon conviction for an offence involving moral turpitude, the member's membership shall be terminated and any awards/privileges withdrawn.

2. Conduct Detrimental to the Movement

A member who, while supporting any other organisation, engages in activities detrimental to the interests or reputation of the Movement—including writings in publications/media (included digital and social media) or propaganda—shall be liable to termination, subject to due enquiry and an opportunity to be heard.

3. Affiliation with Parallel Scouting/Guiding Bodies

Membership shall be terminated if a member belongs to, aids, or abets any parallel organisation purporting to conduct Scouting or Guiding.

4. **Breach of Code of Conduct & Safeguarding Policies**

Membership may be terminated for violation of the Code of Conduct and the Safeguarding and Safe from Harm policies of the Bharat Scouts and Guides, as approved and periodically revised.

5. **Due Process**

In all cases, termination shall follow a fair enquiry, with notice of allegations and a reasonable opportunity for the member to present their response.

12. **Local Council**

1. **Local Council — General Body of the Local Associations of the Bharat Scouts and Guides**

The Local Council is the general body of the Local Associations of the Bharat Scouts and Guides and is composed of all the Scout and Guide groups Local Associations.

2. **Composition of the Local Council**

The Local Council of the Local Association shall consist of President, Vice-President and other Office Bearers of the Local Association, Chairperson and Vice-Chairperson of the Local Associations Youth Committee, Representatives of the Scout and Guide group, Professionals, Nominated and Coopted Members as per the Local Bye-laws and Rules of the Bharat Scouts and Guides.

3. **Duration of the Local Council**

The Local Council shall continue for Five years from the date of its first meeting. Provided, that the duration of the Local Council may be extended but not more than six months on the approval of the District Chief Commissioner and recommendation of the Executive Committee by a decision of 2/3 majority of members present.

13. **Functions of the Local Council**

The powers and functions of the Local Council are:

1. **Election of Office Bearers and Local Executive Committee Members**

To elect when due office bearers and members of the Local Executive Committee in accordance with the Rules and the Bye-Law of the Local Association.

2. **Approval of the Local Association Budget**

To consider and approve the Budget of the Local Association.

3. **Adoption and Submission of Annual Reports and Financial Statements**

To adopt Annual Report and the Annual Audited Statement of Accounts and the Annual Balance Sheet and send copies of the

same to the District Association and the State Headquarters immediately after meeting.

4. **Framing and Amendment of Local Association Bye-laws**
Subject to the approval of the State Chief Commissioner to lay down, make additions, deletions and alterations to the Bye-laws of the Local Association.
5. **Promotion of Aims and Cooperative Engagement**
To uphold and promote the Aims and Objects of the Bharat Scouts and Guides and promote cooperation between Groups and other organizations with similar Aims and Objects in the area.
6. **Implementation of Training Policies and Programmes**
To implement the policies and programmes with regard to training of Scouts and Guides and for Adult Leaders in order to achieve the National Targets.
7. **Collection and Submission of Census and Fees**
To collect census and Individual Registration Fee of Scout and Guide Groups by February 15th each year and send the same to the District Association by February 25th.
8. **Authority to Deal with Unspecified Matters**
To deal with all other matters not specially provided for herein.
9. **Appointment of Auditors and Fixation of Remuneration**
To appoint Auditors and fix their remuneration when due.
10. **General Powers for Advancement of the Movement's Objectives**
To do all other things as are required for the furtherance of the Aims and Objects of the Association.

14. Members of the Local Council

1. The President
2. One or more but not more than six Vice Presidents
3. The District Chief Commissioner
4. The Chairman of the Local Association Executive Committee
5. All the District Commissioners of Scout Wing residing in the area
6. All the District Commissioners of Guide Wing residing in the area
7. The Assistant District Commissioner of Scouts of the Local Association
8. The Assistant District Commissioner of Guides of the Local Association
9. The Local Association Treasurer
10. The Local Association Secretary

11. The Joint and the Assistant Local Association Secretaries
12. The District Organising Commissioner of Scouts
13. The District Organising Commissioner of Guides
14. The District Training Commissioner of Scouts
15. The District Training Commissioner of Guides
16. Assistant District Org. Commissioner for Scouts
17. Assistant District Org. Commissioner for Guides
18. The Leader Trainers and the Assistant Leader Trainers in the Area
19. All warranted Scouters and Guiders in the Local Association Area
20. The Life members of the Local Association
21. The Ordinary Members of the Local Association at the ratio of :10 but not more than three elected by the selves
22. One representative of each Institutional Member
23. One representative of the Group Committee of each Group registered with the Local Association
24. Co-opted members not more than three by the Local Council, one of whom shall be a woman
25. One Rover and one Ranger who are above 18 years as may be deputed by Crew/Team-in-Council from each Crew/Team shall be member. Provided, that any member of the Local Council who is a member by virtue of office shall cease to be a member of the Council when he/she ceases to hold such office.

B. Local Council: Vacancies, Ex-Officio Tenure, and Dual-Membership

1. Continuity of Council & Ex Officio Cessation

The Local Council shall have the power to act not withstanding any vacancy in the membership there of. Provided, further, that any member of the Local Council who is a member by virtue of office shall cease to be a member of the Local Council when he/she ceases to hold such office.

2. Termination of Local Council Membership for District Representatives

Any member who is representing the Local Association ceases to be the member of the Local Council in case the Scout and Guide group/unit is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the Local Council stands terminated.

3. No Dual Membership Across Associations

No member can be enrolled as member of two Local Associations or two State Association at the same time.

15. Local Council Meeting

A. The Ordinary Annual Meeting (General Body Annual Meeting of the Local Council)

1. Frequency of the Meeting

The Bharat Scouts and Guides, Local Association shall hold every year a General Meeting called the Annual General Meeting of the Local Council of the Local Association.

2. Scheduling of the Local Council's Annual Meeting

The Local Council shall ordinarily meet once in every year normally before 30th June in consultation with the President or with senior Vice President in the absence of the President.

3. Time, Date and Place of Meeting

The Local Association Secretary in consultation with the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

4. Quorum

The quorum of the meeting shall be one-tenth of total number of members of the Local Council.

5. Rules and Procedures

The Local Council shall record and adopt its own rules of procedure.

6. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than ten days before the date of Meeting.

7. Mode of Sending Notice of the Meeting

The Local Association Secretary shall send the notice of the meeting to all the members of the Local Council and by hand/speed post/courier to the Local Associations. Notice should be displayed on the Notice Board of the District Headquarters and Circulated digitally on the official Website for transparency.

8. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the Local Association Secretary shall maintain a dispatch register recording, for each notice, the member's name and address and the date of dispatch.

9. Circulation of Agenda & Resolutions

The District Secretary shall send agenda and/or copies of resolutions and subjects either by hand/courier/email to

be considered at the ordinary annual meeting not less than three days before the date of the meeting. With the permission of the Chair any other item may be brought before the Local Council for its consideration.

10. Presiding Officer for Local Council Meetings

The President shall preside over all meetings of the Local Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

11. Mode of Attending Meetings

All the Ordinary Annual Meeting (General Body Local Council) will be held in person.

12. Decision-Making and Voting Procedure

All questions before the Local Council shall be decided by a simple majority of vote. In case of equal number of votes, the Chairman of the Meeting shall have a casting vote, in addition to his own vote.

13. Business to be transacted at the Ordinary Annual

Meeting: At the Ordinary Annual Meeting the following business shall be transacted:-

1. Confirmation of the minutes of the previous meeting.
2. Follow-up on Business Arising from the previous meeting and action taken report.
3. Consideration and adoption of the Annual Report.
4. Consideration and adoption of the Audited Statement of Accounts and Balance Sheet.
5. Consideration and approval of the Budget.
6. Consideration of resolutions and subjects of which the Notice has been given.
7. Consideration of such matters as have been tabled by the State Executive Committee and included in the agenda.
8. Consideration of matters not included in the agenda, but which are brought before the Council with the permission of the President.
9. Election of the Office Bearers when due.
10. Consideration of the appointment of Auditors and fix remuneration when due.

14. The Adjourned Ordinary Annual Meeting:

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

B. The Special General Meeting of the Local Council

1. Convening Special Meeting of the Local Council

(i) Convening of Special Meetings of the Local Council

A Special Meeting of the Local Council other than a Special Meeting for the purpose of Section 12 of the Societies Registration Act may be convened either by the District Chief Commissioner or the Local Executive Committee in consultation with the President for transaction of specified business.

(ii) Special Meeting on Requisition by One-fourth Members of the Local Council

A Special Meeting of the Local Council shall also be convened on receipt of a written requisition by at least one fourth of the members of the Local Council for the transaction of the business specified in the requisition.

2. Time, Date and Place of Meeting

The Local Association Secretary in consultation with the President or Senior Vice- President in the absence of President shall decide the time, date & place of meeting.

3. Mandatory Notice Period

Notice to all the members of the associations shall be issued not less than seven days before the date of Meeting.

4. Mode of Sending Notice of the Meeting

The Local Association Secretary shall send the notice of the meeting by email to all the members of the Local Council and to the Local Associations. Notice should be displayed on the Notice Board of the District Headquarters and Circulated digitally on the official Website for transparency.

5. Proof and Documentation of Service of Notice

A notice shall be deemed duly served on the date of its posting. For this purpose, the Local Association Secretary shall maintain a dispatch register recording, for each

notice, the member's name and address and the date of dispatch.

6. Circulation of Agenda & Resolutions

The Local Association Secretary shall send agenda and/or copies of resolutions and subjects either by post/courier/email to be considered at the Special General Meeting not less than seven days before the date of the meeting. With the permission of the Chair any other item may be brought before the Local Council for its consideration.

7. Presiding Officer for Local Council Meetings

The President shall preside over all meetings of the Local Council. In the President's absence, the Vice-President senior by age shall preside. If neither the President nor any Vice-President is present, the members present shall elect one of their member to chair the meeting.

8. Quorum

The quorum for any such Special Meeting shall be one fifth of the members of the Local Council.

9. Mode of Attending Meetings

All the Special Meeting of the Local Council shall be held in person or virtual or hybrid as decided by the District Chief Commissioner in consultation with the President of the Local Association of the Bharat Scouts and Guides.

10. The Adjourned Special Meeting

If within half an hour after the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum, the members present may transact the business tabled for the meeting, but no other business.

16. Office Bearers and the Officials of the Local Association

The Office Bearers and Officials of the Local Association shall be:

1. The President
2. The Vice President
3. The Chairman of the Executive Committee
4. All the Commissioner of Scouts and Guides residing in the area
5. The Local Association Treasurer
6. The Local Association Secretary
7. The Joint Local Association Secretary

8. Assistant District Org. Commissioner for Scouts
9. Assistant District Org. Commissioner for Guides
10. The Quartermaster and Badge Secretary, if any
11. The Leader Trainers and Assistant Leader Trainers residing in the area
12. The Training Counsellors.

PRESIDENT, VICE PRESIDENTS

17. The President

1. Election Criteria and Residency Requirements for Local Council President

The President shall be elected by the Local Council from among the Indian citizen residing in the district.

Provided further, Sub-Divisional Magistrate or Dy. Collector or Area Head of the Education Department or reputed society member will be invited as President.

2. Term of Office of the District President

The President shall hold office for five years or for the duration of the Local Council as the case may be. Provided, however, he/she shall continue to hold office until his/her successor is elected.

3. Filling of Vacancy in the Office of the President

In the event of a vacancy in the office of the President, the Vice President, senior by age, shall act as the President until a new President is elected for the remainder of the term.

4. Presiding Role of the President in Local Council Meetings

The President shall preside over the meetings of the Local Council.

5. Presidential Term Limits and Cooling-Off Period

An individual shall be ineligible to hold the office of the President for more than two (2) consecutive terms. A person who has held office for two consecutive terms shall become eligible for re-election to the same office only after a cooling-off period of one full term (five years) has elapsed.

6. Eligibility for the President of the Local Association

1. Distinguished Person

A person of national repute with a demonstrated record of service to society—preferably in youth development, education, social service, public administration, art and culture, sports, science and technology, law, defence or Scouting and Guiding etc.

2. Values & Integrity

Possesses high moral integrity, proven leadership, and a clear commitment to the aims and principles of the Scouting and Guiding Movement.

3. Legal & Constitutional Fitness

An Indian citizen of sound mind, not disqualified under any law or under the Association's Constitution from holding office.

4. Non-Executive & No Office of Profit

Shall not hold any office of profit or any executive position within the Bharat Scouts and Guides at the time of assuming office of the President.

5. Preferred Experience

Prior leadership experience in national or international voluntary, government, educational, public and private sector or youth organisations is desirable.

6. Neutral & Non-Partisan

Must remain impartial and above party politics.

7. Election & Tenure

Elected in accordance with these Bye-laws.

8. Honorary Capacity

The office is honorary and non-executive; the President represents the Association at national and international levels and upholds its image and values.

18. The Vice Presidents

1. Composition and Gender Representation of Vice Presidents

There shall be one or more, but not more than six Vice Presidents out of whom three shall be women. In case, no nominations are received from women, the vacancies will be filled by men and vice versa.

2. Election of Vice President by the Local Council

The Vice President shall be elected by the Local Council from among the members of the Local Association.

3. Term of Office of the Vice President of the Local Council

The Vice President shall hold office for five years or for the duration of the Local Council, as the case may be.

4. Vice President to Preside in the Absence of the President

When the President is not present, one of the Vice Presidents senior by age may preside over the Ordinary and Special meetings of the Local Council.

5. Term Limits and Cooling-Off Period

An individual shall be ineligible to hold the office of the Vice President for more than two (2) consecutive terms. A person who has held office for two consecutive terms shall become eligible for re-election to the same office only after a cooling-off period of one full term (five years) has elapsed.

LOCAL ASSOCIATION EXECUTIVE COMMITTEE

19. Local Association Executive Committee

There shall be a Local Association Executive Committee of the Bharat Scouts and Guides, Local Association as specified in the Local Association Bye-laws, which shall be the governing body of the Local Association, exercising the powers and discharging the functions therein provided.

1. Local Association Executive Committee as the Governing/Managing Body

The management of the affairs of the Local Association of the Bharat Scouts and Guides be entrusted to the Local Association Executive Committee constituted in accordance with the Local Association Bye-laws being in force.

2. Composition of the Local Association Executive Committee

Local Association Executive Committee consists of all the Appointed Office Bearers of Local Association, Local; Association Representatives, Nominated Members and Special Invitees as per the Local Association Bye-laws and Rules of the Bharat Scouts and Guides.

3. Term of the Local Association Executive Committee

The term of the Local Association Executive Committee shall be coterminous with the terms of the Local Council.

20. Powers and Functions of the Local Association Executive Committee

Powers and Functions of the Local Executive Committee shall be:

1. Election of Chairman of the Local Executive Committee

To elect the Chairman of the Local Executive Committee when due.

2. Formation of Scout and Guide Groups and Units

To form Groups and Units.

3. Convening of Local Council Meetings

To convene meetings of the Local Council.

4. Administration of Funds and Properties

To control and administer the funds and the properties of the Local Association.

5. Recommendation of Financial Reports and Budget

To recommend the Local Council for consideration, approval and adoption of the Budget, the Annual Audited Statement of Accounts, the Annual Balance Sheet and the Annual Report.

6. Organisation of Local Camps and Rallies

To organize Local level Camps and Rallies.

7. Registration of Scout and Guide Groups

To secure registration of Scout and Guide Group with the State Association on receipt of applications from them.

8. Recommendation and Amendment of Local Bye-laws

To recommend the Local Council Bye-laws framed and any addition, deletion, amendment, alteration of Bye- Laws of the Local Association.

9. Coordination of Programmes and Enforcement of Rules

To direct and co-ordinate programmes and activities of the Groups and Units and enforce observance of Rules, the A.P.R.O of the Bharat Scouts and Guides, Bye-laws of the Local Association to achieve the National and State Targets.

10. Appointment of Trustees for Association Property

On the recommendation of the District Chief Commissioner to appoint six trustees of whom State Secretary, senior by age District Commissioner, Chairperson of the Local Executive Committee, District Secretary, L.A. Secretary shall be ex-officio members and two members as may be nominated by the Chairperson of the Executive shall be the members for not more than five years at a time co-terminus with the term of Local Executive Committee in whom may be vested the whole or part of the properties movable and immovable of the Local Association and whenever there is a vacancy to appoint a Trustee for the remainder of the term.

11. Management of Other Local Association Matters

To deal with all other matters connected with the Local Association not specifically provided for herein.

12. Determination of Individual Membership

To determine the membership of a person.

13. Election of Representatives to District Council

To elect the representatives, if any, on the District Council.

21. Member of the Local Association Executive Committee**The Local Executive Committee shall consist of:**

1. The Chairman, Local Executive Committee

2. The Assistant District Commissioner of Scouts
3. The Assistant District Commissioner of Guides
4. The Local Association Treasurer
5. The Local Association Secretary
6. The Joint Local Association Secretary
7. The District Organising Commissioner of Scouts
8. The District Organising Commissioner of Guides
9. Assistant District Org. Commissioner of Scouts
10. Assistant District Org. Commissioner of Guides
11. The Leader Trainers and the Assistant Leader Trainers residing in the area
12. Two member elected by the Ordinary members
13. Two members elected by the Life members
14. Two Scouters of the area elected by the Local Council
15. Two Guiders of the area elected by the local Council
16. Two members one of whom shall be a woman, coopted by the Local Executive Committee
17. Two representatives of the Group Committee
18. Two representatives of the Institutional members
19. Two young leaders below the age of 29 years coopted by the Chairman from among the registered members of the group of the Local Association on recommendation of Assistant District Commissioner in charge.

Executive Committee: Vacancies and Ex-Officio Tenure

1. Continuity of Local Association Executive Committee & Ex Officio Cessation

The Local Association Executive Committee shall have the power to act notwithstanding any vacancy in the membership there of.

2. Termination of Local Association Executive Committee Membership

Any member who is representing the Scout and Guide Groups ceases to be the member of the Local Association Executive Committee in case the Scout and Guide group is dissolved. Furthermore, when he/she ceases to hold such office, his/her membership of the Local Association Executive Committee stands terminated.

22. The Chairman of the Executive Committee

There shall be a Chairman of the Local Executive Committee who shall be elected at the first meeting of the Local Executive Committee from among the members of the Local Association. The term of the Chairman

of the Local Executive Committee shall be coterminus with the term of the Local Executive Committee.

23. The Assistant District Commissioners of Scouts and Guides

1. Appointment and Warrant Issuance for Assistant District Commissioners

The Assistant District Commissioners of Scouts and Guides shall be appointed on the recommendation of the District Commissioner for a particular area or for specific purpose in consultation with the **District Commissioner** concerned and for such appointment, the State Chief Commissioner shall issue warrants for the Assistant District Commissioners.

2. Tenure of Assistant District Commissioners of Scouts and Guides

The Assistant District Commissioner of Scouts and Guides shall hold office for such a period but not more than five years at a time as specified in the warrant.

3. Mandatory Training for Assistant District Commissioners

The Assistant District **Commissioners** shall undergo Commissioners Training organised at **state/national level** within a period of one year from the date of appointment.

24. Functions

The functions of the Assistant District Commissioners of Scouts and Guides in respect of their respective Wings shall be:

1. Promotion of the Movement and Compliance with Association Rules

To work for the welfare and progress of the Movement and uphold and promote the Aims and Objects, the Rules and the Bye-laws of the Local Association.

2. Encouragement and Registration of New Units and Groups

To encourage the formation of Groups and Units and secure the registration with the State Association.

3. Supervision and Monitoring of Unit Functioning

To visit Groups and Units and see that they function properly.

4. Badge Testing and Recommendation for Withdrawal

To test or arrange to test the wearer of any proficiency badge as to his or her knowledge and recommend withdrawal of the badge by the concerned District Commissioner if he or she is not up to the mark.

5. Granting Camp Permits in Absence of District Organising Commissioner

To grant permit for Camps in the absence of District Organizing Commissioner.

25. The Local Association Treasurer

1. Appointment and Removal of the Local Association Treasurer

The Local Association Treasurer shall be appointed by the Chairman, Local Executive Committee on the recommendation of the Local Executive Committee and can be removed by a resolution of the Local Executive Committee.

2. Tenure of the Local Association Treasurer

The Local Association Treasurer shall hold office for a period not more than five years or for the duration of the Local Executive Committee, as the case may be; Provided, however, he/she shall continue to hold office until his/her successor is elected.

3. Interim Arrangement for Vacancy in the Office of Local Association Treasurer

In the event of a vacancy in the office of the Local Association Treasurer, a person appointed by the Chairman of the Executive Committee from among the general members shall perform the functions of the Local Association Treasurer till the time when the Local Executive Committee shall elect a new Treasurer for the remainder of the term.

4. Separation of Office for the Local Association Treasurer

The office of the Local Association Treasurer shall not be combined with any other office in the Local Association.

5. The Functions of the Local Association Treasurer shall be

1. Management and Accountability of Local Association Funds

To receive all money on behalf of the Local Association and be responsible to the Chairman and the Local Executive Committee for the proper expenditure and maintenance of funds and accounts of the Local Association.

2. Remittance of Funds to Authorized Bank Accounts

To remit all money of the Association in bank or banks, as authorized by the Local Association.

3. Preparation of Annual Audited Accounts and Balance Sheet

To arrange for the preparation of the Annual Audited Statement of Accounts and the Annual Balance Sheet of the Association.

4. Preparation of Annual Budget

To prepare the Budget for presentation in the Local Executive Committee and Local Council.

5. Disbursement of Funds on Proper Sanction

To pay money on proper sanction.

26. The Local Association Secretary and the Joint Local Association Secretary

1. Appointment and Tenure of Local Association Secretary and Joint Secretary

The Local Association Secretary and the Joint Local Association Secretary, one of whom shall be a woman, shall be appointed by the Chairman of the Executive Committee in consultation with the Assistant District Commissioners and if stipendiary in accordance with the Service Rules, if honorary, they shall be appointed for not more than five years at a time co-terminous with the term of the Local Council.

2. Mandatory Training for Secretaries

All Secretaries shall undergo the Secretaries course organised at state/national level within a year of appointment.

3. Functions

1. Secretarial Role in Local Committees

The Local Association Secretary and the Joint Secretary shall be the Secretary and the Joint Secretary of the Local Council and the Local Executive Committee and all Committees unless otherwise provided.

2. Responsibility for Local Association Administration

The Local Association Secretary shall be responsible for the due and efficient administration of the Local Association.

3. Appointment of Salaried Staff

The Local Association Secretary shall appoint salaried members of the staff in accordance with the Service Rules subject to the approval of the Chairman of the Executive Committee.

4. Oversight of Daily Administrative Functions

The Local Association Secretary shall be in charge of the day to day administration and shall be responsible for the secretarial work of the Local Association.

5. Maintenance of Records and Registers

The Local Association Secretary shall keep and maintain registers, books and records of the Local Association.

6. Preparation of Annual Report and Census

The Local Association Secretary shall prepare the Annual Report and census of Scouts and Guides.

7. Management of Communication and Correspondence

The Local Association Secretary shall be in charge of all correspondences and communications of the Local Association.

8. Preparation of Meeting Agendas and Issuance of Notices

The Local Association Secretary shall prepare the Agenda for the meetings of the Local Council, the Local Executive Committee and other Committees and issue notices of meetings. Notices of the meetings shall be sent to the District Headquarters for information and for deputing the concerned representatives of District Headquarters.

9. Support to Scout/Guide Groups

The Local Association Secretary may advise, aid and assist the group in administrative and connected matters.

10. Editorial Responsibilities for Publications

The Local Association Secretary shall be the Editor and Publisher of the official organ and the other journals and pamphlets of the Local Association unless otherwise provided.

11. Role of Joint Secretary in Assisting and Wing-Specific Work

The Joint Local Association Secretary shall help and assist the Local Association Secretary in all his/her work and in particular be responsible for the work in respect of the Wing to which he or she belongs.

12. Submission of Property Records to State Headquarters

Local Association Secretary shall be responsible to submit list of movable and immovable properties of the Local Association as verified by the Assistant District Commissioner in charge and the District Chief Commissioner to the State Headquarters.

27. Management and Succession of Group Properties upon Disbandment

If any Group which is not sponsored and ceases to function, then all its movable and immovable properties shall vest in the District Association or Local Association with which the Group was registered to be managed by such persons as may be appointed by the concerned District Commissioner. The District Commissioner shall, however, hand over the same property after deducting such expenses as are incurred in managing the property to such succeeding group as is recognized by the Executive Committee of the District Association/Local Association.

Custody of Property of Sponsored Groups upon Disbandment

If a sponsored Group ceases to function, the property of such a group shall vest in the sponsoring authority. They will manage the property and make it available to the group when it is reformed.

28. Local Finance Committee

The Local Finance Committee shall consist of Chairman Local Executive Committee, Local Association Treasurer, Local Association Secretary, Local Association Joint Secretary and four members as may be nominated by the Chairman of the Local Executive Committee in consultation with the President of the Local Council among the financial experts.

1. Functions

1. Help Local Association prepare annual budgets.
2. Maintain local accounts and records.
3. Support fundraising and resource mobilization.
4. Ensure financial compliance with District and State guidelines.

2. Guiding Principle

Transparency and accountability in every financial transaction.

29. The Local Association Adult Resource Management Committee

There shall be a local Adult Resource Management Committee for Local Association appointed by the District Chief Commissioner. The Local Association Adult Resources Management Committee shall consist of Assistant District Commissioners of the Local Association, six Leader Trainers or Assistant Leader Trainers or HWB holder one each from all the Sections and the Assistant District Org. Commissioner senior by age of the Local Association will be the Secretary. The Assistant District Commissioner senior by age will be the Chairperson.

The Local Adult Resources Management Committee gives recommendations periodically to the Local Council and Local Executive

Committee about all-round development and Management of adult resources in the movement.

1. Functions

1. Support recruitment and appointment of Unit Leaders.
2. Promote mentoring and peer support.
3. Recommend adults for State/District awards.
4. Promote Safe from Harm, ethics, and welfare of adult volunteers.

2. Guiding Principle

Adults are role models — support them fully.

30. The Youth Committee

There shall be a Local Youth Committee for the Local Association, appointed by the District Chief Commissioner. The Chair and Vice chair is elected among themselves. The Local Youth Committee shall consist of Eight Rovers, Eight Rangers, Four Scout, and Four Guide from registered Units under the Local Association. The Committee shall meet at least twice a year and may form youth working groups for specific projects or events.

1. Functions

1. The Local Youth Committee shall provide advice and recommendations to the Local Council and Local Executive Committee on matters relating to youth participation, programme development, and community engagement.
2. It shall encourage youth involvement in planning, decision-making, and leadership development at the grassroots level.
- 3.. Encourage youth-led service projects (SDGs, climate action, peace initiatives).
4. Promote the participation of Rovers, Rangers, Scouts, and Guides in governance.
5. Identify youth leaders for District and State nominations.

2. Guiding Principle

“Youth for Youth” — young people lead the Movement.

31. Local Safeguarding & Safe from Harm Committee

There shall be a Local Safeguarding & Safe from Harm Committee for the Local Association, appointed by the District Chief Commissioner.

The Local Safeguarding & Safe from Harm Committee shall consist of the Assistant District Commissioners of the Local Association, the District Organising Commissioners (Scouts and Guides) concerned, one trained Leader from each Section, and one Rover or Ranger Representative. The Assistant District Organising

Commissioner senior by age shall be the Chairperson, and the Assistant District Commissioner senior by age shall be the Secretary of the Committee.

1. Functions

1. The Local Safeguarding & Safe from Harm Committee shall ensure the implementation of the Safe from Harm Policy of The Bharat Scouts and Guides at the Unit and Local Association level.
2. It shall promote child protection, gender equality, and inclusion by organizing awareness and training programmes for adult leaders and youth members.
3. The Committee shall monitor compliance, receive and report safeguarding concerns confidentially to the District Safeguarding & Safe from Harm Committee.
4. Foster a safe, respectful, and inclusive environment for all participants in Scouting and Guiding activities.

2. Guiding Principle

“Youth for Youth” — young people lead the Movement.

32. Local Membership Growth Committee

1. Purpose

To expand Scouting and Guiding in schools, institutions, and communities.

2. Functions

1. Start new Units in schools and community centres.
2. Reactivate dormant Units with District support.
3. Maintain correct membership data and assist with registrations.
4. Promote outreach to underrepresented communities.

7

GROUP ORGANISATION

1. Classification and Formation of Scout and Guide Groups

There shall be a separate Group for Scouts and a separate Group for Guides. The Group may either be sponsored or open.

1. Open Group

An Open Group is a Scout or Guide Group not attached to any specific institution but formed within a community, locality, or neighborhood. It is open to all eligible children and young people in the area regardless of school, religion, or background, and operates under the guidance of qualified leaders registered with the District or Local Association. The Open Group functions as an independent community-based unit, promoting inclusivity and equal access to Scouting and Guiding.

2. Sponsored Group

A Sponsored Group is a Scout or Guide Group established and operated within an educational or recognized institution such as a school, college, or organization that has been approved by the National Association or the Member Association. The sponsoring institution provides infrastructure, administrative support, and supervision for the functioning of the Group.

2. The basic Organisation in the Scout and Guide Movement is a Scout Group and Guide Group respectively

1. Composition of a Complete Scout Group

A complete Group of Scouts shall consist of three units, namely a Cub Pack, a Scout Troop and a Rover Crew and may consist of any one or more of the said sections or of the same section.

2. Composition of a Complete Guide Group

A complete Group of Guides shall consist of three units, namely a Bulbul Flock, a Guide Company and a Ranger Team and may consist of any one or more of the said sections or of the same section.

3. Composition of a Combined Group

A Bharat Scouts and Guides Group (Combined Group) shall be a unit in which both a Complete Scout Group and a Complete Guide Group function together as a single organizational body under one Group Leader. The Combined Group may consist of any of the

following units: Bunny Tamtola, Cub Pack, Scout Troop, Rover Crew, Bulbul Flock, Guide Company and Ranger Team.

A Combined Group may operate with all six Units, or with any combination of the above Units depending on the membership but their leadership and activities will be as per the provision given in the youth programme and rules for each unit.

4. Appointment and Role of Group Leader in Multi-Unit Groups

Where a Group consists of more than one unit, a person other than the persons in charge of such units shall be appointed as Group Leader and on such appointment he/she shall be issued a warrant.

Provided, however, wherever and whenever necessary, the person in charge of one of the Units may be appointed as Group Leader.

3. Function of the Group Leaders

The Function of the Group Leaders shall be:

- 1. Development of a Complete Group**
To develop in due course a complete group.
- 2. Supervision and Coordination**
To exercise general supervision over all units of the Group and to coordinate their activities. Provided, he/she may delegate responsibility in the actual management of the Scouters/ Guiders in charge of the respective units.
- 3. Chairmanship of Group Council**
To act as the Chairman of the Group Council.
- 4. Promotion of Cooperation**
To encourage co-operation between the Scouters/ Guiders of the Groups.
- 5. Formation of Group Committee**
To secure formation of a Group Committee of which he/ she shall be a member.
- 6. Handling Unspecified Matters**
To deal with matters connected with the Group not specifically provided for herein.

4. Group Registration

A Group shall be registered with the State Association through the Local and District Association and on such registration; the State Association shall issue a Charter signed by the State Chief Commissioner and State Secretary and by virtue of such a charter the Group Organisation shall function as such.

5. Annual Renewal of Registration

The registration shall be renewed annually.

6. Registration Fee Payment and Consequences of Default

The Group shall pay such registration fee as may be fixed by the State Executive Committee. Failure to pay the registration fee and Individual Registration Fee shall be entitled to cancellation of registration.

7. Group Council

Where a Group consists of two or more Units the Scouters or Guiders of the Units as the case may be shall form the Group Council and the Group Leader shall be the Chairman.

Functions and Reporting Duties of the Group Council

The Group Council shall deal with all matters of the Group such as training, tests, programmes, camps and hikes and submit to the District Commissioner a report in respect thereof. The Annual report of the year when due shall be sent along with census report for each year to the District Secretary or Local Association Secretary.

8. Group Committee

There shall be a Group Committee for each Group. Committee shall consist of parents of Scouts and Guides as the case may be, the former Scouts and Guides as the case may be and other persons interested in the welfare of the Scout/Guide Movement and person elected by the Group Committee shall be the Chairman.

1. Role of the Group Leader in the Group Committee

The Group Leader shall be the member secretary of the Group Committee.

2. Responsibilities of the Group Committee in Group Management

The Group Committee shall be responsible for the Group Management except training and tests of Scouts and Guides.

3. Custodial Responsibility of the Group Committee Over Group Property

The Group Committee shall be responsible for the property, movable and immovable of the Group.

4. Vesting and Administration of Group Property Upon Disbandment

The property of a Group shall vest in a Trust or Trusts under a deed of Trust and shall be administered by the Group Committee in the event of disbandment of the Group Committee. The property movable and immovable shall vest in the Local or District Association as the case may be.

5. Support Functions of the Group Committee for Group Development

The Group Committee shall assist the Group Leader with the finance and accommodation and such other facilities as may be necessary for the progress and welfare of the Group.

9. Group Finance

1. Management and Sources of Group Finance

The Group Finance shall consist of subscription raised from among the members. There shall be no general appeal for funds outside the area of Group and without the permission of the Local or the District Association as the case may be. Money shall not be solicited but shall be earned, Grant-in-aid is permissible.

2. Administration of Group Finances by the Group Committee

The Group Finance shall be administered by the Group Committee.

10. Functioning of Scout and Guide units in the group

The Scout Group and the Guide Group may function administratively together as a single Group for the purposes of coordination, leadership, registration, and management. However, Each Section shall function separately and conduct their programmes independently in accordance with the respective Youth Programme Frameworks prescribed by *The Bharat Scouts and Guides*. Each section—Cubs, Scouts, Rovers, Bulbuls, Guides, and Rangers—shall follow the specific methods, training schemes, advancement criteria, and programme guidelines laid down for that section.

11. Joint Participation of Scout and Guide Groups on Special Occasions

On special occasions such as Rallies, Camp fires and such other special and public functions, the Scout Groups and the Guide Groups may be brought together.

12. Cancellation of Registration

1. The State Chief Commissioner may, either suo moto or on the recommendation of the concerned Local Association or District Association or the District Chief Commissioner, suspend the registration of a Group, on such suspension an enquiry by such person and on such line as may be directed, shall be conducted. The Group shall be given an opportunity to be heard and to make representation at such enquiry. On completion of such enquiry the State Chief Commissioner may either withdraw the suspension or for reasons to be recorded cancel the registration of the Group.
2. The concerned District Commissioner or District Association or Local Association may suspend the registration of a Group; on such suspension an enquiry by such person and on such lines as

may be directed shall be conducted; at such enquiry the Group shall be given an opportunity to be heard and make representation; on completion of such enquiry the concerned District Commissioner may make recommendation to the State Chief Commissioner for cancellation of registration of the Group and the State Chief Commissioner may on perusal of the papers or on such further enquiry as he may hold or direct either; withdraw the suspension or cancel the registration of the Group.

3. Against the order of suspension by the District Commissioner or District Association or Local Association an appeal shall lie with the State Chief Commissioner and the State Chief Commissioner may on such enquiry as he may direct, withdraw the suspension.

8

CODE OF CONDUCT

1. Preamble

1. Scope

This Code of Conduct of The Bharat Scouts and Guides applies to all persons who hold any position of responsibility within the Organisation at the National, State, District, Local Association, and Unit levels. This includes, but is not limited to:

1. Bunnies
2. Cubs and Bulbuls
3. Scouts and Guides
4. Rovers and Rangers
5. Unit Leaders/Scouters and Guiders
6. Trainers holding valid Hon'ble Charge
7. Commissioners holding valid Warrants
8. All the Office Bearers of Local/District/State and National Association
9. Professionals working at Local/District/State and National Association
10. Others such as BSG Fellows, Life Members, Member of the Rashtrapati Scouts and Guides Guild and any other categories decided by the National Executive Committee from time to time.

2. Description

This Code is rooted in the values of the Scout/Guide Promise and Law as practised in The Bharat Scouts and Guides. It translates those values into clear expectations about how Members of the Bharat Scouts and Guides should conduct themselves:

1. with fellow Scouts and Guides
2. with colleagues and partners
3. when attending any event or activity (Scouting/Guiding or otherwise) where they are identified with or represent The Bharat Scouts and Guides

Our aim is to foster an environment in which behaviour is guided by Scouting and Guiding values, and in which everyone feels safe, respected, and included. This Code is intended both to prevent inappropriate or harmful behaviour and to enable timely and fair action when such behaviour occurs.

As Members of the Bharat Scouts and Guides, we contribute to the Movement's vision of creating responsible citizens who play a constructive role in society. Our conduct—whether as volunteers or as employees, in official duties or in our wider public behaviour—should consistently reflect and promote the values and mission of The Bharat Scouts and Guides.

This document therefore sets out, in practical terms, what is expected of every Member of the Bharat Scouts and Guides in order to uphold the dignity, integrity, and credibility of The Bharat Scouts and Guides at all times.

2. Summary

All Members of the Bharat Scouts and Guides are expected to think carefully about their actions and to seek guidance whenever they are unsure about whether a particular behaviour or situation is appropriate.

1. As a general rule: if there is doubt, do not do it.
2. The following questions may help a Member to decide:
3. Is it in line with this Code of Conduct?
4. Is it legal and ethical?
5. Does it reflect well on me and on The Bharat Scouts and Guides?
6. Would I be comfortable if this action appeared as a headline on social media or in the news media?

Every Member of the Bharat Scouts and Guides is responsible for:

1. upholding this Code of Conduct
2. living by the values of the Scout/Guide Promise and Law
3. helping to create and maintain a safe, respectful, and inclusive environment for Scouting and Guiding

3. Key Documents

1. Memorandum of Association of the Bharat Scouts and Guides
2. Bye-laws of the Bharat Scouts and Guides
3. The Rules of the Bharat Scouts and Guides
4. Code of Conduct of the Bharat Scouts and Guides
5. Safeguarding and Safe from Harm Policy
6. Listening Ear framework
7. Whistle Blower Policy
8. Conflict of Interest Policy
9. APRO Part 1, Part 2 and Part 3
10. Youth Programme Policy
11. Adults in Scouting and Guiding Policy
12. National Scheme of Training
13. Financial Policy

14. Branding Policy
15. Communication and Partnership Policy
16. Uniform and Insignia Manual
17. The Bharat Scouts and Guides Staff Service and Conduct Rules
18. Any other Key Policy, Manual, Guidelines as approved by the National Council and In force

4. Making a Complaint

Any Member of the Bharat Scouts and Guides or any other person may make a complaint regarding an alleged breach of this Code of Conduct or of any related policy of The Bharat Scouts and Guides. Complaints should be submitted in writing to The Bharat Scouts and Guides, National Headquarters, through:

1. The designated email address notified by the National Headquarters for complaints and grievances, or registered post / courier, or delivery by hand at the National Headquarters or any other office authorised for this purpose.
2. The authorised officers or committee designated by the National Headquarters to receive complaints shall:
 1. Acknowledge receipt of the complaint, as far as practicable, within three working days.
 2. Provide necessary administrative support for the preliminary scrutiny and, where required, the investigation process.
 3. Keep the complainant reasonably informed of the progress of the matter, subject to confidentiality requirements and any applicable legal or disciplinary procedures.
 4. Detailed procedures, time frames, and forms relating to complaints, investigations, and decisions shall be as laid down in the Complaints and Grievance Redressal Policy / Rules of The Bharat Scouts and Guides, as amended from time to time.

5. Compliance with Law and Severability

The Bharat Scouts and Guides shall at all times adhere to and abide by the law of the land in force in the place where the alleged breach occurs. In any situation where there is a conflict between a provision of this Code of Conduct and the applicable law, the law of the land shall prevail.

If any provision of this Code, or its application to any person or circumstance, is held to be invalid, illegal, or unenforceable under applicable law, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of the Code, which shall continue to be valid and enforceable to the fullest extent permitted by law.

6. Amendment

This Code of Conduct is a living document and may be reviewed periodically to ensure that it remains relevant, effective, and consistent with the Constitution, Rules, and policies of The Bharat Scouts and Guides.

7. Individual Member's Actions in Relation to Others

1. The Bharat Scouts and Guides depends on the active participation of all its Members. Every Member of the Bharat Scouts and Guides should take positive steps to make the Movement open, welcoming, and accessible to all by encouraging the meaningful involvement of Members at all levels. In particular, Members of the Bharat Scouts and Guides shall promote and respect diversity and inclusion, paying special attention to those who belong to groups that are often excluded, marginalised, or under-represented in decision-making. Adults and young people in Scouting and Guiding must experience all events and activities as a safe space where they and their ideas are respected, they are treated with dignity, and the values of the Scout/Guide Promise and Law are visibly upheld.
2. A Scout/Guide is a friend to all. As Members of the Bharat Scouts and Guides, we celebrate diversity and honour our differences. Discrimination is contrary to what Scouting and Guiding stand for. Every person has the right not to be subjected to discrimination. Members of the Bharat Scouts and Guides shall treat everyone fairly and respectfully, and shall not discriminate against any person, whether directly or indirectly, on any ground such as gender or gender identity, age, caste, race, colour, ethnicity, or place of origin, religion or belief, socio-economic background, disability, sexual orientation, language, or any other status or characteristic that may be a basis for discrimination.
3. Members shall abstain from any form of harassment (including sexual harassment, bullying, or hostile behaviour) and from any conduct that demeans, humiliates, or excludes others.
4. Members shall actively create an inclusive, respectful, and safe environment in both the formal and informal parts of any Scout/Guide event, and also at external events where they are recognised as representing The Bharat Scouts and Guides.
5. Members shall refrain from using abusive, insulting, or demeaning language, or making inappropriate remarks or jokes based on any discriminatory ground that might cause another person to feel uncomfortable, unsafe, or discriminated against.
6. Abuse, harassment, and violence are not acceptable in The Bharat Scouts and Guides under any circumstances. Every individual has the right to be free from violence, abuse, and harassment.

7. Scouting and Guiding activities must be free from physical or sexual assault, threats or intimidation, verbal abuse or bullying, and gestures, messages, or expressions (including sexist, casteist, racist, or homophobic language) that demean or harm others.
8. The Bharat Scouts and Guides is committed to the protection of children and young people, and to preventing practices that harm them. This includes protection from physical, psychological, and emotional abuse, neglect, exploitation, and any other form of ill-treatment.
9. Engaging in sexual activity or relations with a young person to whom an adult Member owes a duty of care or establishing an inappropriate emotional or physical closeness with the intention of forming such a relationship (grooming), is unacceptable and strictly prohibited.
10. An additional and higher duty of care is owed to all young persons, and in particular to those under the legal age of consent and to those especially vulnerable due to age, disability, or other circumstances.
11. All adult Members of the Bharat Scouts and Guides are required to report immediately any suspicion or knowledge of abuse, exploitation, or serious harassment involving children, young people, or vulnerable persons to the designated authority of The Bharat Scouts and Guides and, where required, to the appropriate statutory or law enforcement authorities.
12. The Bharat Scouts and Guides recognises that consenting adults may form friendships and, outside of the youth-adult relationship of trust, may have intimate or close relationships in the context of events. However, at all times, respect for the dignity, safety, and personal boundaries of others must be central.
13. Every Member must respect the personal and physical boundaries of others. It is the responsibility of each adult Member to seek and receive clear, positive consent before any physical contact that may be intimate or could be perceived as such. If there is any doubt about whether a physical interaction or encounter is appropriate or welcome, the Member must ask clearly and respectfully and must be ready to stop immediately. No adult Member may engage in any sexual activity without the explicit, informed, and ongoing consent of the other person involved. Silence, lack of resistance, or the absence of a “no” does not constitute consent.
14. Cultural background, upbringing, and personal boundaries may affect how people express consent or discomfort. Members must be especially careful to listen, observe, and clarify, and must immediately stop any conduct if the other person appears uncomfortable or withdraws consent. If a Member is unsure about

what the other person wants, they must ask clearly; if they remain unsure, they must not proceed.

15. Nothing in this section permits or excuses any relationship or activity that is unlawful, or that breaches the safeguarding and youth protection standards of The Bharat Scouts and Guides.

8. Actions in Relation to Children and Young People

1. Scouting and Guiding exist to support the positive development of children and young people. Ensuring their safety, dignity, and well-being is therefore a first priority for all Members of the Bharat Scouts and Guides.
2. Every Member owes a heightened standard of care when interacting with youth members (children and young people).
3. This priority of safety must be integrated into every aspect of planning and conducting activities organised under the name, authority, or branding of The Bharat Scouts and Guides, whether at National, State, District, Local Association, or Unit level. Members must ensure that all such activities take place in an environment that is safe, healthy, and supportive, and that promotes the physical, emotional, and social development of young people.
4. As defined in the Bharat Scouts and Guides Safeguarding and Safe from Harm, every Member has a duty to safeguard and promote the welfare of children and young people, including but not limited to:
 1. protecting them from all forms of abuse, neglect, exploitation, and violence
 2. preventing impairment of their health or development
 3. ensuring that Scouting and Guiding offer a constructive, nurturing environment in which they can grow
4. taking action to promote safety in all situations where children and young people are involved or potentially affected.
5. Any action or deliberate inaction by a Member of the Bharat Scouts and Guides that violates these safeguarding responsibilities, or that enables another person to do so, will be treated as a serious breach of this Code and may attract disciplinary action.
6. In the event of any serious allegation of a breach involving a youth member—particularly allegations of abuse, exploitation, or serious harassment—immediate steps must be taken to protect the young person or persons concerned which may include reporting the matter to the appropriate legal or statutory authorities, temporarily removing or restricting the respondent's access to youth members while the matter is investigated, and taking any further precautionary measures permitted under the policies and rules of The Bharat Scouts and Guides.

7. Where the alleged conduct not only breaches this Code but also constitutes an offence under applicable law, The Bharat Scouts and Guides will cooperate fully with the competent authorities and comply with all lawful directions or requirements issued by such authorities.

9. Actions in Relation to the Association

1. Scouting and Guiding are conducted across different States and, at times, in other countries. Members of the Bharat Scouts and Guides shall comply with all applicable laws and regulations of the country and jurisdiction in which an event or activity is held. Through its educational methods, The Bharat Scouts and Guides seeks to bring about positive social change and to “leave this world better than we found it.” Compliance with the law is part of that responsibility.
2. The Bharat Scouts and Guides adheres to the values of democracy, mutual respect, understanding, peace, and equality. Members shall:
 1. respect the democratic decision-making processes of the Organisation at all levels
 2. encourage the active and meaningful participation of young people in such processes
 3. abstain from practices that undermine democracy, such as collusion, bribery, undue influence, or blackmail
3. Members of the Bharat Scouts and Guides shall respect the decisions taken by the competent authorities and shall act within the defined roles, terms of reference, and mandates under which they are appointed or elected.
4. Members of the Bharat Scouts and Guides must comply with all relevant anti-corruption laws and be guided by recognised ethical standards. Corrupt practices, including but not limited to bribery, kickbacks, or misuse of office for personal gain, are a violation of this Code and may also attract criminal liability.
5. Members are obliged to promptly report any suspicion or knowledge of corrupt activities, whether passive (receiving) or active (giving), to the designated ethics/discipline or vigilance authority of The Bharat Scouts and Guides.

10. Intellectual Property and Brand Protection

1. Members of the Bharat Scouts and Guides shall protect and uphold the brand, name, emblem, and identity of The Bharat Scouts and Guides in accordance with the Organisation’s Brand / Visual Identity Manual and relevant rules.
2. Members shall promptly alert the National Headquarters or designated authority of any suspected misuse or violation of

- BSG's intellectual property rights, including its name, emblems, badges, publications, training materials, or digital content.
3. BSG materials, processes, and branding shall be used only for legitimate Scouting and Guiding purposes and must not be used for personal financial gain.

11. Elections

1. Elections within The Bharat Scouts and Guides shall be free, fair, and transparent.
2. Members shall not engage in conduct, while acting in an official capacity, that directly or indirectly manipulates or improperly influences the outcome of elections.
3. Candidates for elective office who already hold any post within the Organisation shall not misuse their official position, resources, or authority to unfairly advance their own campaign.
4. All candidates shall be treated with respect and fairness, in keeping with the values of Scouting and Guiding.
5. Any State Association or recognised body bidding to host National or major events of The Bharat Scouts and Guides shall comply with the Code of Conduct for Bidders or equivalent guidelines issued by the National Headquarters.
6. Such Codes shall aim to ensure that the bidding process is honest, transparent, and fair, and that all eligible entities have equal opportunity and clear, consistent criteria.
7. Members of the Bharat Scouts and Guides shall refrain from any action that directly or indirectly distorts, biases, or unduly influences the bidding process or its outcome.
8. Within The Bharat Scouts and Guides, potential conflicts of interest must be recognised, disclosed, and appropriately managed. The Organisation's credibility depends on fair, objective, and impartial decisions made on the basis of clear criteria.
9. A conflict of interest arises when a Member's personal, professional, financial, or political interests or relationships interfere, or appear to interfere, with their ability to act solely in the best interests of The Bharat Scouts and Guides.
10. Having a conflict of interest does not by itself imply wrong doing; however, Members must act with prudence and transparency, follow the Organisation's Conflict of Interest Policy, and step aside from decision-making where appropriate.
11. With respect to gifts and hospitality, Members must ensure that no reasonable outside observer could interpret any gift or benefit as an attempt to improperly influence a decision or gain an undue advantage. Gifts, if exchanged, should be symbolic and modest, reflecting the spirit of friendship in Scouting.

12. Non-Political Character

1. As an uniformed educational movement, The Bharat Scouts and Guides is non-political and non-partisan. Members, in their personal capacity, are free to hold and express political views and to participate in political activity within the law. However, they must ensure that such activity is clearly separate from their role in The Bharat Scouts and Guides and does not give the impression of organisational endorsement.
2. The Bharat Scouts and Guides does not endorse or support any political party or candidate and does not make political contributions. Members shall do their best to ensure that the Organisation's decision-making and events remain free from party-political interference or campaigning.

13. Confidentiality and Data Protection

1. In the course of their responsibilities, Members may have access to information that is confidential or sensitive. They must respect and protect the confidentiality of such information and the privacy of individuals.
2. Personal data and information shall be collected, used, stored, and shared only for legitimate organisational purposes, and always in accordance with applicable laws on data protection and privacy.
3. The duty to maintain confidentiality continues even after a Member's role or appointment within The Bharat Scouts and Guides ends.

14. Reputation

Members of the Bharat Scouts and Guides act as ambassadors and representatives of the Organisation. Members shall be mindful that their actions, whether in official or personal capacity, may affect the public reputation and mission of The Bharat Scouts and Guides, and shall avoid behaviour that may bring the Organisation into disrepute.

15. Finance and Trust

1. The Bharat Scouts and Guides relies on funds from membership fees, donations, grants, and other lawful sources to support its programmes and services. Members entrusted with handling or managing BSG funds are held to a high standard of care and must strictly follow all applicable laws, financial policies, rules, and procedures of the Organisation.
2. The Bharat Scouts and Guides shall maintain an Internal Control System to ensure that money-handling, payments, and accounting procedures are properly followed. Any interference with or bypassing of these internal controls, other than as part of an authorised review or audit, is a serious breach of this Code and may lead to investigation and disciplinary action.

3. Members of the Bharat Scouts and Guides shall strive to ensure that the funds used for Scouting and Guiding activities are legitimate, transparent, and in conformity with law.
4. Partnerships, sponsorships, and donations shall be sought only from entities whose collaboration and services are compatible with the principles and reputation of The Bharat Scouts and Guides.
5. Financial crime includes, but is not limited to, fraud, theft, scams, bribery, embezzlement, money laundering, forgery, and terrorism financing.
6. Any misappropriation of money, equipment, property, or other assets belonging to The Bharat Scouts and Guides is strictly prohibited and will not be tolerated.
7. Members must promptly report signs or suspicions of financial crime or fraudulent behaviour through the designated reporting mechanisms. The information provided will be kept as confidential as possible, subject to legal obligations.
8. Where there is reasonable suspicion that a financial crime has been committed, The Bharat Scouts and Guides shall comply with any legal obligation to report such matters to the competent authorities, and may take further action to protect the Organisation's interests.

16. Duty to Report and Assist

1. Members of the Bharat Scouts and Guides have a responsibility to promote high ethical standards. If a Member, acting in good faith, observes or becomes aware of a possible or actual violation of this Code, or serious misconduct, they must take action and report the matter through the designated complaint or reporting channels of The Bharat Scouts and Guides.
2. Unjustified failure to report a serious breach may itself be treated as a disciplinable offence under this Code.

17. Protection of Whistleblowers

1. The Bharat Scouts and Guides does not tolerate any form of retaliation against individuals who, in good faith, report violations of this Code or other serious misconduct.
2. Reporting in good faith means that the person provides all information they know and reasonably believe to be true, even if the allegation is later not substantiated.
3. Retaliation includes, but is not limited to, victimisation, threats, unjustified negative treatment, or any other adverse action against a person for making or supporting a genuine complaint or report.

18. Sanctions

1. Sanctions are intended primarily as corrective and protective measures, and may be imposed by the competent authorities of The Bharat Scouts and Guides in response to breaches of this Code, including vexatious or malicious complaints where so defined in the policies of the Bharat Scouts and Guides. The appropriate Ethics/Discipline/Complaints Committee or other authorised body may recommend sanctions to the District Chief Commissioner/State Chief Commissioner or Chief National Commissioner, as per the Constitution and Rules for decision and implementation.
2. Depending on the gravity and circumstances of the case, such sanctions may include, but are not limited to:
 1. Verbal or written warnings
 2. Directions to cease and desist from specified conduct
 3. Reassignment, suspension, or removal from a particular role or responsibility
 4. Withdrawal of an award, honour, or recognition granted by The Bharat Scouts and Guides
 5. Suspension or termination of membership or association with The Bharat Scouts and Guides at the appropriate level;
 6. Initiation of or cooperation with legal proceedings or other formal action to seek redress
 7. Any other sanction considered appropriate and lawful, within the authority conferred by the Constitution, Rules, and policies of The Bharat Scouts and Guides

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INSIGNIAS

EMBLEMS**1. Emblem of the National Association**

The Emblem of the Bharat Scouts and Guides is the Fleur-de-lis superimposed by the Trefoil with the Ashok Chakra in the Centre of the Trefoil. The ratio of the length and breadth of the Emblem shall be 3:2.

The Emblem is in Golden yellow colour with Ashoka Chakra in blue colour, where Fleur-de-lis symbolises Scout Wing, Trefoil Symbolises Guide Wing, Ashok Chakra Symbolises India and Horizontal Band Symbolises World Brotherhood.

2. Logo of the Member Association

Each Member Association may have its own Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the State Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for State-level identity and recognition.

The design, proportion, colour scheme, and placement of the National Emblem within the State Association Logo shall conform to the branding standards and graphic specifications prescribed in the Brand Manual of the Bharat Scouts and Guides. No alteration or variation of the official Bharat Scouts and Guides emblem or logo shall be made.

3. Logo of the District Association

Each District Association may have its own Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the District Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for District-level identity and recognition.

4. Logo of the Local Association

Each Local Association may have its own Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the Local Association Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for Local-level identity and recognition.

5. Logo of the Group

Each Group may have its own Logo, reflecting its territorial identity, culture, or motto; however, the Emblem of The Bharat Scouts and Guides shall be super-embossed or prominently integrated within the Group's Logo to signify affiliation with the National Association. This ensures that the unity of the Movement is maintained across all levels while allowing for Group or Institution identity and recognition.

6. Legal Status of the Emblem of the National Association

The Emblem of The Bharat Scouts and Guides is a legally protected artistic work registered under the Copyright Act, 1957, bearing Registration No. A-70/60, with copyright vested in The Bharat Scouts and Guides, National Headquarters, New Delhi, as the original creator and proprietor of the design. First published in 1952 and re-registered in subsequent years, the emblem continues to enjoy statutory protection. In addition, the emblem is protected under the Trade Marks Act, 1999, with registrations in Class 16 under Trade Mark No. 3054019 dated 17.04.2014 and in Class 41 under Trade Mark No. 3054021 dated 19.08.2015 and Trade Mark No. 3054020 registered in Class 26 on 08.01.2026 with a claimed date of first use of 12.09.2015.

It is also covered under the Emblems and Names (Prevention of Improper Use) Act, 1950, which prohibits unauthorized reproduction, imitation, or use of the emblem for any purpose without the prior approval of the National Headquarters. Thus, the emblem enjoys statutory protection as a national symbol of the Movement, representing its official identity, integrity, and authority throughout India and internationally.

These protections safeguard the emblem against unauthorized use across printed materials, publications, educational services, scouting activities, and other relevant categories. The emblem shall not be reproduced, used, or displayed by any individual, unit, or organization without the prior written approval of the National Headquarters, as it represents the official identity, authority, and integrity of The Bharat Scouts and Guides at all levels. Thus, the emblem enjoys statutory protection as a national symbol of the Movement, representing its official identity, integrity, and authority throughout India and internationally.

7. Legal Disclaimer on Use of Emblem

The Emblem of The Bharat Scouts and Guides is a legally protected artistic work registered under the Copyright Act, 1957, bearing Registration No. A-70/60, with copyright vested in The Bharat Scouts and Guides, National Headquarters, New Delhi, as the original creator and proprietor of the design. First published in 1952 and re-registered in subsequent years, the emblem continues to enjoy statutory protection. In addition, the emblem is protected under the Trade Marks Act, 1999, with registrations in Class 16 under Trade Mark No. 3054019 dated 17.04.2014 and in Class 41 under Trade Mark No. 3054021 dated

19.08.2015 and Trade Mark No. 3054020 registered in Class 26 on 08.01.2026 with a claimed date of first use of 12.09.2015. Unauthorized use, reproduction, imitation, alteration, or display of the Emblem, Logo, or any of their elements, in any form or medium, is strictly prohibited without prior written permission from the Chief National Commissioner. Any infringement or misuse shall constitute a violation of Indian law and will invite appropriate legal action. The Emblem and Logo represent the official identity, authority, and integrity of The Bharat Scouts and Guides, and shall be used only in accordance with the Policies, Brand Manuals and guidelines issued by the Bharat Scouts and Guides.

8. Approval and authorisation of Logos

All Group/Local/District/State Association Logos and related insignia shall be duly approved by the Chief National Commissioner on recommendation of the State Chief Commissioner before adoption and use. Unauthorized creation, modification, or use of the Logo or Emblem in any form is strictly prohibited. The State Chief Commissioner shall ensure that all subordinate formations — including District Associations and Local Association — adhere to this policy and use only the approved versions of the Logo in all official communications, publications, events, and materials.

9. Procedure for Submission and Approval

The application for approval of the Logo shall be made to the National Association with a specimen design of the Logo through proper channel.

10. Logos for Special Occasions and Events

The Member Association may design and use special logos to commemorate significant occasions, anniversaries, or events such as the Jamborees, Camporee, Founders' Day, or Thematic Campaigns. These special logos shall incorporate the official Emblem of The Bharat Scouts and Guides as a central element, signifying authenticity and organizational identity, while allowing creative variations that reflect the theme and spirit of the event.

The design, colour scheme, and format of such logos shall be approved by the Chief National Commissioner prior to release or public use.

Special event logos shall be used exclusively for the approved duration of the occasion and in accordance with the branding and communication guidelines issued by the National Headquarters. Unauthorized or continued use of these special logos beyond the approved period shall be strictly prohibited.

INTERNATIONAL INSIGNIAS

11. The World Scout Emblem

1. World Scout Emblem

The World Scout Emblem is the universal symbol of the World Organization of the Scout Movement representing the unity and brotherhood of Scouts throughout the world. The emblem features a white Fleur-de-lis on a royal purple background, encircled by a rope tied with a reef knot at the base. The Fleur-de-lis symbolizes the Scout Movement and the three points stand for Duty to God, Duty to Others, and Duty to Self, while the rope and knot signify the bond of world friendship and unity among Scouts.

2. World Scout Badge

The World Scout Badge was adopted in 1955 by the World Organization of the Scout Movement (WOSM) during the 8th World Scout Jamboree held at Niagara-on-the-Lake, Canada. The design was approved by the World Scout Committee as the official symbol to be worn by Scouts worldwide, representing the unity and brotherhood of the global Scouting Movement. The badge was based on the original design by Lord Robert Baden-Powell, featuring the white Fleur-de-lis on a royal purple background, surrounded by a rope tied with a reef knot to symbolize world friendship and unity. The Members of the Scout wing are entitled to wear the World Badge as Specified in the Rules of the Bharat Scouts and Guides.

12. The World Trefoil

1. World Trefoil

The Trefoil, used on the World Badge, is the unifying symbol of WAGGGS with every part of the design having its meaning. The golden Trefoil on a bright blue background, for example, represents the sun shining over all the children of the world; the three leaves represent the three-fold Promise as originally laid down by the Founder; the base of the stalk represents the flame of the love of humanity; the vein pointing upwards through the centre of the Trefoil is the compass needle pointing the way; and the two stars represent the Promise and Law.

2. World Badge

The World Badge, which incorporates the Trefoil, was first adopted at the 11th World Conference in Evian, France, in 1946 and features the gold World Trefoil on a blue background. As the Bharat Scouts and Guides is Affiliated with WAGGGS and the Members of the Guide wing are entitled to wear the World Badge as Specified in the Rules of the Bharat Scouts and Guides.

13. World Scout Flag

The World Scout Flag consists of the World Scout Emblem in white encircled by a white cord, the ends of which are tied with a reef knot, set on purple background.

14. World Guide Flag

The golden Trefoil remains the focal point on a blue background. A white blaze in the lower, right-hand corner represents WAGGGS' commitment to peace. This is crowned by three golden blocks symbolising the three-fold Promise.

15. Flags of the Bharat Scouts and Guides

1. Association Flag

The Bharat Scouts and Guides flag shall be in dark blue colour; the Emblem in Golden yellow colour shall be in the centre of the Flag with Ashoka Chakra in blue colour; the size of the flag shall be 180 cm. in length and 120 cms. In width; the Emblem shall be 45cms x 30 cms.

2. Group Flag

The Group Flag which is the same as above shall be 120 cms x 80cms. The Emblem shall be 30cm x 20 cms; the name of the Group shall be written in yellow colour below the emblem in straight line and the name of the state shall be written in yellow below the name of the group. Height of the Font is 5cms.

10

RANKS, APPOINTMENTS & WARRANTS

RANKS OF THE BHARAT SCOUTS AND GUIDES**1. Ranks of the Bharat Scouts and Guides**

The ranks of The Bharat Scouts and Guides consist of Executive Ranks, Non-Executive Ranks, and Professional Officers who collectively manage the Movement.

1. **Executive Ranks** include key leadership positions such as the Chief National Commissioner, National Commissioners, Chief Commissioners, and State/District Commissioners responsible for governance and decision-making.
2. **Non-Executive Ranks** consist of volunteer leaders such as Scouters, Guiders, Trainers, Rovers/Rangers Leaders, and members of advisory bodies who support programme delivery without executive authority.
3. **Professional Ranks** include salaried staff such as the Director, Executive Director, Regional Director, Assistant Directors, and administrative officers who manage day-to-day operations of the National, Regional, State, and District Headquarters.

2. Rank Badges & Sholder Epulattes

1. Rank Badges and Sholder Epulattes Should Be Worn as Described in the Uniform Manual by all the Members of the Bharat Scouts and Guides.
2. Shoulder Epauettes are symbols of responsibility, service, and achievement within *The Bharat Scouts and Guides*. Each badge signifies the wearer's rank, leadership position, or level of accomplishment, helping to identify their role at a glance.

3. The Chief National Commissioner shall issue a warrant to.**1. Warrants of Appointment to be issued under the signatures of the Chief National Commissioner:**

1. Additional Chief National Commissioner
2. Chief Commissioner of Scouts
3. Chief Commissioner of Guides
4. International Commissioner of Scouts
5. Additional International Commissioner Scouts
6. International Commissioner of Guides

7. Additional International Commissioner Scouts
 8. National Commissioner of Cubs
 9. National Commissioner of Scouts
 10. National Commissioner of Rovers
 11. National Commissioner of Bulbuls
 12. National Commissioner of Guides
 13. National Commissioner of Rangers
 14. National Commissioner of Scouts (Adult Resources)
 15. National Commissioner of Guides (Adult Resources)
 16. National Commissioners (Headquarters)
 17. State Chief Commissioners
2. **Warrant of Appointment to be issued under the signatures of the Chief National Commissioner and the concerned Chief Commissioner.**
1. **National Association Appointments**
 - (a) Deputy National Commissioners of Cubs
 - (b) Deputy National Commissioners of Scouts
 - (c) Deputy National Commissioners of Rovers
 - (d) Deputy National Commissioners of Bulbul
 - (e) Deputy National Commissioners of Guides
 - (f) Deputy National Commissioners of Rangers
 - (g) Deputy National Commissioner for Headquarters
 - (h) Dy. International Commissioner of Scouts
 - (i) Dy. International Commissioner of Guides
 2. **State Association Appointments**
The State Commissioners as Prescribed in the Rules.
 3. **Officials and Professionals Appointment**
Appointment of the Professionals to be issued under the signatures of the Chief National Commissioner in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions.
 4. **Appointment to be issued under the signatures of the Director** in accordance with the Recruitment and Condition of Service Rules and on such terms and conditions.
 5. **Warrant of Appointment to be issued under the signatures of the State Chief Commissioner:**
 - (a) State Commissioners (Headquarters)
 - (b) Assistant State Commissioners
 - (c) District Chief Commissioners

- (d) The District Organising Commissioners
- (e) The District Training Commissioners

6. Warrant of Appointment to be issued under the signatures of the State Chief Commissioner and the concerned State Commissioner:

- (a) District Commissioners.
- (b) The Assistant District Commissioners.
- (c) The Group Scouters, Guiders or Unit Leader.

4. Validity of Warrant for Appointed, Elected, and Stipendiary Commissioners

The warrant will be valid for the period for which a person is appointed or elected as the case may be.

5. Continuation of Duties After Expiry of Warrant Until Successor is Appointed

On the expiry of a period of warrant the holder shall continue to perform the functions and duties till a successor is appointed, unless otherwise directed.

6. Termination of Warrant Due to Discontinuation or Non-Performance of Duties

Notwithstanding the period mentioned in the warrant, the warrant shall cease to be in force when the holder discontinues or fails to perform the functions and duties for which the warrant is issued.

7. Pluralities

No person shall be eligible to hold two or more warrants at the same time and no person shall be eligible to hold a warrant of any other rank at the same time.

Provided the Chief National Commissioner or the State Chief Commissioner, as the case may be, in any exceptional case, and in the interest of the Movement, permit any person to hold more than one warrant or a warranted rank and any other rank.

Provided, however, two warrants can be held for State and National Association by an office Bearer of Member Association who is appointed or elected at the National Association.

8. Procedure for issue of Warrants

1. Consent in the proforma prescribed is necessary for the Warrant to be issued by the Chief National Commissioner.
2. As soon as election is completed for the rank of State Chief Commissioner, the declaration of the result by the Returning Officer along with a request letter and a declaration in the proforma prescribed from the person concerned accepting the post, be sent to the **Chief National Commissioner** for issue of warrant.

3. State Chief Commissioner shall recommend the names for the office of
 1. State Commissioner of Cubs,
 2. State Commissioner of Scouts
 3. State Commissioner of Rovers
 4. State Commissioner of Bulbuls
 5. State Commissioner of Guides
 6. State Commissioner of Rangers
 7. State Commissioners of Scout (Adult Resources) and
 8. State Commissioner of Guide (Adult Resources) along with a request of proforma prescribed to the Director for issuing Warrant of Appointment by the Chief National Commissioner.

9. Procedure for Issuance of Warrant of Appointment for State-Level Commissioners

As soon as appointment is made for any other rank of Commissioners at State level the Secretary shall place the warrant alongwith a request – the proforma prescribed before the concerned State Commissioner and the State Chief Commissioner for signature and issue.

10. Issuance of Warrants for District Chief Commissioner and District Commissioners of Scouts/Guides

As soon as appointment is made for District Chief Commissioner, District Commissioner of Scouts/Guides, the Secretary shall place the warrant alongwith a request proforma prescribed before the concerned State Commissioner and the State Chief Commissioner for signature and issue.

11. Procedure for Issuance of Warrants for District and Local Association-Level Commissioners

As soon as appointment is made for District Organising Commissioner of Scouts/Guides, District Training Commissioner of Scouts/ Guides, Assistant District Commissioners for Scouts/Guides of District and Local Association, the Secretary shall place the warrant alongwith request in the proforma prescribed before the concerned State Commissioner and the State Chief Commissioner for signature and issue.

12. Procedure for Issuance of Warrants for Group Leaders and Unit Leaders of Sponsored Groups

In the case of warrant for Group Leader (Scout) and Group Leader (Guide) of sponsored Group, applications duly recommended by the concerned sponsoring authority will be sent in the prescribed proforma. In case of warrants for Scouters or Guiders of such Group, applications recommended by the sponsoring authority and the Group Leader (Scout)/ Group Leader (Guide) will be sent in the prescribed proforma.

13. Application Procedure for Warrants in Open Groups

In case of warrants for Scouters or Guiders of Open Groups, application shall be made by the Chairman of the Group Committee on the recommendation of the Group Leader in the prescribed proforma.

14. Appeal and Final Authority in Case of Refusal for Issue or Renewal of Warrants

If any application for issue of warrant under clause (vii) above is refused by DA/LA as the case may be, DA/LA should refer such case to the State Chief Commissioner specifying the reasons for such refusal and in that event State Chief Commissioner will take the final decision in consultation with the concerned State Commissioner in respect of the issue of the warrant.

If any application for renewal of warrants is refused by DA or LA as the case may be, the DA/LA shall refer the case to the State Chief Commissioner specifying reasons for such refusal and in that event the State Chief Commissioner will take the final decision (for reasons to be specifically recorded in writing) in consultation with the State Commissioner concerned regarding the renewal.

Overseas Dist. Association and Auxiliary Units

In the case of Overseas District Association or Auxiliary Units registered with the National Association, the procedure prescribed for the Indian Dist. Association shall apply and the National Headquarters officials shall act as the state officials for such overseas districts and the Chief National Commissioner may issue directives from time to time.

15. Renewal of Warrants

The warrant shall be renewed by the same authority who had issued the warrants following the same procedure prescribed for issue of warrants as such.

16. Withdrawal of Warrants

Warrants issued by the Chief National Commissioner may be withdrawn, for reasons to be given in writing by the Chief National Commissioner in consultation with National Commissioner concerned and Warrants issued by the State Chief Commissioner may be withdrawn, for reasons to be given in writing, by the State Chief Commissioner in consultation with the State Commissioner concerned. National Executive Committee or State Executive Committee as the case may be, will be consulted in respect of withdrawal of warrants of National Commissioners and State Commissioners respectively.

11

DECORATIONS AND
AWARDS**1. The Decorations and Awards**

The Awards and Decorations of the Bharat Scouts and Guides are distinctions instituted by the National Association to recognize outstanding service, exemplary conduct, gallantry, and meritorious contributions to the Movement. All citations, insignia, and records shall be issued and maintained in the standard format notified by the National Association to ensure uniformity, transparency, and dignity of the honours system nationwide. These honours may be conferred either by the National Association or, as duly authorized, by a State Association in accordance with the Constitution, Rules, and approved guidelines. The Chief National Commissioner may confer the National Level awards and decorations, in accordance with the Rules of the Bharat Scouts and Guides. The National Council may institute additional awards and may abolish any award.

A. National Awards

1. The Silver Elephant Award – For Distinguished Service of the Highest Order at National Level
2. Bar to Silver Star Award – For Distinguished Service of the Highest Order at the State Level and National Level as a Silver Star Awardee
3. The Silver Star Award – For Distinguished Service of the Highest Order at the State Level/National Level
3. The Tricolor Flame Award – For Innovation & Service of the Highest Order for Youth in the age group 25 to 40 Years
4. The Diamond Ashoka Recognition - For Member Association, Partner Organisations for hosting large gatherings and contributions for the Bharat Scouts and Guides
5. Life Time Achievement Award - A Lifetime Achievement Award will be conferred to honour individuals who have rendered exceptional, sustained, and lifelong service of the highest order to The Bharat Scouts and Guides

B. International Friendship Award

1. Silver Award - For outstanding contribution to strengthening international partnerships, cross-border collaborations, and global Scouting relations

2. Bronze Award - For promoting international friendship, cultural exchange, and global Scouting cooperation

C. Messengers of Peace Star Award

For exceptional youth-led community service and peace-building initiatives aligned with the global Messengers of Peace programme.

D. Gallantry Awards

1. Letter of Commendation
2. BSG Gallantry Medal

E. Member Association Awards

1. The Silver Lotus Award – For Exemplary and outstanding Service of the Highest Order at State level
2. Bar to Medal of Merit – For Dedicated Service of the Highest Order
3. Medal of Merit – For noteworthy and dedicated service at the State
4. Thanks Badge - For the Meritorious Contributions

F. Long Service Decorations

1. Service Star
2. Special Service Star
3. Long Service Decoration

G. Ranga Rao Award

For Dedicated Service of the Highest Order by the National Headquarter Professional

H. Rashtrapati Award

Rashtrapati Scout/Guide/Rover/Ranger Certificate/Award is presented to Scout/Guide/Rover/Ranger based on the Youth Programme of the Bharat Scouts and Guides.

I. Peacock Award

Peacock Award is presented to Scout/Guide/Rover/Ranger based on the Youth Programme of the Bharat Scouts and Guides.

I. Rajya Puraskar Award

Rajya Puraskar is presented to Scout/Guide/Rover/Ranger Certificate/Award based on the Youth Programme of the Bharat Scouts and Guides.

J. Golden Arrow Award

Golden Arrow Award is presented to Cub/Bulbul based on the Youth Programme of the Bharat Scouts and Guides.

LONG SERVICE DECORATION

2. Service Stars

The **Service Star** is awarded Specially to Members of *The Bharat Scouts and Guides* for each completed year of continuous service in any section or rank. It symbolizes dedication, loyalty, and sustained contribution to the Movement. The star, made of metal with section-specific background colours, is worn proudly on the uniform as a mark of honour and commitment to Scouting and Guiding.

1. Service Stars are awarded for each year of service of one kind.
2. Service Stars are in metal only.
3. Second and subsequent Service Stars shall bear the numbers 2,3,4, and so forth.
4. The Service Star of a Cub or a Bulbul shall be on blue background with six-pointed metal star in the centre. The Service Star of a Scout or Guide shall be on green background with six point metal star in the centre and the Service Star of a Rover or Ranger shall be on red background with six pointed Metal Star in the centre.
5. The Service Star for a Scouter or Guider or a person who holds any non-executive or honorary rank shall be on green background with six pointed metal star in the centre.
6. Length of service is reckoned from the date of first investiture in the case of a Cub or Bulbul, Scout or Guide, Rover or Ranger; in the case of Scouter or Guider, length of service is to be counted from the commencement of the probationary period and in the case of other ranks from the date of appointment, service of more than one kind performed at the same time shall be reckoned only for one star; when a year's service comprises different kinds of service, not performed at the same lime, but for different periods, the service which is the longest shall be reckoned for the purpose of Service Star.
7. Transfer shall not affect the length of service to be reckoned for the purpose of Service Star.
8. Service with any recognised foreign Scout or Guide Association may be reckoned for the purpose of service Star.
9. It is optional to wear the service star.
10. Cub, Scout, Rover and Scouter shall wear the Service Stars immediately above the left pocket.
11. Bulbul, Guide, Ranger and Guider shall wear the Service Stars above the pocket not covered by the sari.
12. A Scout or a Guide who has previously been a Cub or a Bulbul as the case may be, may continue to wear the Star with blue background and the appropriate figure inscribed to indicate his or her length of service as a Cub or a Bulbul, as the case may be, in addition to the Service Star of Green background to show his or

her length of service, as the case may be as a Scout or a Guide, likewise a Rover or a Ranger may, in addition to the Service Star with Red background to show his or her length of Service as a Rover or a Ranger, as the case may be, continue to wear the Service Star with appropriate number inscribed to indicate the Service as a Scout or a Guide or as a Cub or a Bulbul, as the case may be.

13. A minimum number of service stars shall be worn to indicate the length of Service of one kind. The Star may be changed each year with appropriate number to show the length of Service.

3. Special Service Star

The Special Service Star is awarded to members of The Bharat Scouts and Guides who have rendered 25 years or more of continuous and faithful service to the Movement. It stands as a symbol of long-term dedication, perseverance, and exemplary commitment. The insignia features a six-pointed metal star on a yellow background with the figure 25 inscribed at its centre.

Special Service Stars and the Special Service Stars are awarded by the State Chief Commissioner on the recommendation of the District Chief Commissioner.

4. Long Service Decoration

The Long Service Decoration is awarded to warranted members of The Bharat Scouts and Guides who have rendered not less than 10 years of faithful and efficient service. It recognizes sustained leadership, reliability, and devotion to duty within the Movement. The decoration is a blue medallion with a gold border bearing the The Bharat Scouts and Guides Emblem and the number to denote years of service.

1. Long Service Decoration is awarded to warranted members of the Movement who have rendered not less than 10 years of faithful and efficient service in any of the ranks herein after mentioned namely. Group Scouter, Group Guider, and Commissioner of all ranks.
2. 10 years service need not be continuous nor need it be in the same rank; service as a Scout or a Guide as the case may be, or in any capacity, other than those mentioned above shall not count for the purpose of the said period of 10 years.
3. Long Service Decoration is a medallion with a ring in blue colour with gold border; the inset is the Emblem of the Bharat Scouts and Guides; the words Bharat Scouts and Guides are inscribed on the ring and the Number as the case may be is inscribed at the bottom of the ring.
4. Award may be renewed for each additional period of 5 years.
5. Long Service Medallion shall be worn above the right pocket; Guiders and women Commissioners may wear the Medallion on the side not covered by the saree.

6. Long Service Decoration is awarded by the State Chief Commissioner in consultation with the concerned State Commissioner and the State Executive Committee on the recommendation of the Local or the District Association.

5. Thanks Badge

1. Thanks Badge is awarded to the friends and well wishers of the Movement other than active Scouts or Guides or Scouters or Guiders or any warranted members of the Movement, who have rendered special good service to the Movement.
2. Thanks Badge is composed of the Bharat Scouts and Guides Emblem set in a circular frame with the word 'Thanks' inscribed at the top.
3. Thanks Badge is awarded by the State Chief Commissioner in consultation with the concerned State Commissioner and the State Executive Committee on the recommendation of the District Chief Commissioner, the Local or the District Association, Group Scouters and Guiders.
4. Thanks Badge does not confer membership of the Association and it must not be worn on uniform.

GALLANTARY AWARDS

6. Award for Gallantry

1. Award of Gallantry is made to the Scout or Guide, Scouter or Guider or a person who holds non-executive or honorary rank or to a Group in case of joint action.
2. Award for Gallantry is made by the Chief National Commissioner suomoto or on the recommendation of the State Chief Commissioner in consultation with the concerned National Commissioner and the National Executive Committee.
3. The State Chief Commissioner shall make the recommendation in consultation with the concerned State Commissioner and the State Executive Committee.
4. The Recommendation for the Award of Gallantry shall contain a full account of the event and the evidence of the eye-witnesses wherever available.
5. The recommendation shall not specify any grade of Award.
6. Awards for Gallantry are:
 1. BSG Gallantry Medal with blue and green ribbon; this is the highest award for Gallantry and is granted for special heroism or extra-ordinary risk.
 2. Letter of Commendation in case of Gallantry which does not merit the Medal or the Bar or the Certificate, Letter of Commendation may be granted.

7. Award for Meritorious Service:

1. Awards for meritorious service

Awards for meritorious service are instituted to recognize exceptional dedication, distinguished contribution, and sustained commitment to the ideals and objectives of The Bharat Scouts and Guides. These awards honour individuals and institutions whose service has significantly strengthened the Movement at the national, state, or organizational level. Meritorious service awards are conferred as a mark of honour, in a dignified manner, and not as routine recognition. All such awards shall be granted strictly in accordance with the approved criteria, limits, and procedures prescribed by the competent authority from time to time.

2. Medal of Merit

1. Medal of Merit is the Bharat Scouts and Guides Emblem in golden colour within a white metal circle suspended from a green ribbon.
2. Medal of Merit is awarded to both warranted and non-warranted ranks such as President, Vice- President, Chairman, Treasurer, Secretary, Joint Secretary and Assistant Secretary for active and meritorious service to the Movement in any one or all ranks for not less than 10 years.
3. Medal of Merit is awarded by the State Chief Commissioner *suo moto* on the recommendation of the concerned Assistant State Commissioner, the District Chief Commissioner and the District or the Local Association in consultation with the concerned State Commissioner and the State Executive Committee.
4. A Cloth Emblem with the design in green colour is also issued.
5. Medal of Merit or the cloth Emblem may be worn in mufti also.

3. Bar to the Medal of Merit

A Bar to Medal of Merit may be Awarded for not less than five years of additional service of similar character after the award of Medal of merit.

4. The Silver Lotus Award

The Silver Lotus Award shall be instituted as a State-level award of The Bharat Scouts and Guides to recognize exemplary and outstanding service of the highest order rendered to Scouting and Guiding within the State. This award shall be conferred upon adult leaders, commissioners, trainers, or other members who, through sustained dedication, exceptional leadership, and distinguished contribution, have significantly strengthened the Movement and

upheld its ideals and values. The Silver Lotus Award shall be presented by the State Chief Commissioner on behalf of the State Association at a duly authorized ceremonial occasion. The award shall be conferred strictly in accordance with the approved criteria, limits, and guidelines prescribed by the National Headquarters from time to time, and shall carry such insignia, certificate, and citation as may be notified.

5. Silver Star

1. Silver Star is awarded to both warranted and non-warranted ranks such as President, Vice President, Chairman, Treasurer, Secretary Joint Secretary and Assistant Secretary for special distinguished and continuous service for 20 years and more in any one or all the ranks.
2. Service as Cub or Scout or Rover or Bulbul or Guide or Ranger shall not count for the purpose of 20 years service.
3. Award is issued with a certificate.
4. Award is a five pointed Star with the Bharat Scouts and Guides Emblem, suspended from a yellow ribbon.
5. A cloth Emblem with the design in yellow colour is also issued.
6. Award is made by the Chief National Commissioner suo moto or on the recommendation of the Awards Committee and Approval of National Executive Committee; the State Chief Commissioner shall make the recommendation suo moto or on the recommendation of the District or Division or the Local Association in consultation with concerned State Commissioner and the State Executive Committee.
7. Silver Star is worn on the uniform above the right pocket by men and on the side not covered by sari by women

6. Bar to Silver Star

A Bar to Silver Star may be awarded for not less than 5 years of additional service of a similar character after the award of Silver Star.

7. Silver Elephant

1. Silver Elephant is the highest National Award and is awarded for service of most exceptional character to the Movement.
2. The Award is made by the Chief National Commissioner suo moto or on the recommendation of the State Chief Commissioner in consultation with the concerned National Commissioner and the National Executive Committee; the State Chief Commissioner shall make the recommendation suo moto or on the recommendation of the District or Local Association in consultation with the concerned State

Commissioner and the State Executive Committee. When the award is made by the Chief National Commissioner suo moto in consultation with concerned National Commissioner and the National Executive Committee, the Chief National Commissioner shall also consult the concerned State Chief Commissioner.

3. The Award is a Silver Elephant suspended from a ribbon into which are woven three standards blue, green and red colours to represent the three sections of the Scout and Guide Movement.
4. A cloth emblem with the design in blue, green and red may be worn in mufti.
5. The Award shall be worn on uniform on special occasions only.

8. The Tricolor Flame Award

The Tricolor Flame Award shall be instituted as a national-level recognition of *The Bharat Scouts and Guides* to honour innovation and service of the highest order rendered by youth members in the age group of 25 to 40 years. The award shall recognize individuals who have demonstrated exceptional initiative, creativity, leadership, and commitment in advancing the aims of Scouting and Guiding through innovative programmes, community impact, or national service. The Tricolor Flame Award shall be presented by the Chief National Commissioner at a national or other duly authorized ceremonial occasion. The award shall be conferred in accordance with the criteria, limits, and procedures prescribed by the National Headquarters from time to time and shall carry such insignia, certificate, and citation as may be notified.

9. The Diamond Ashoka Recognition

The Diamond Ashoka Recognition shall be instituted as a special national recognition of *The Bharat Scouts and Guides* to honour Member Associations and Partner Organisations for their outstanding contribution, exceptional cooperation, and excellence in hosting large national or international gatherings and for their sustained support to the growth and visibility of the Movement. This recognition shall acknowledge institutions that have demonstrated exemplary leadership, organisational capacity, hospitality, and commitment to the ideals of Scouting and Guiding. The Diamond Ashoka Recognition shall be presented by the Chief National Commissioner on behalf of the National Association at a duly authorized national function, and shall be governed by such guidelines, eligibility conditions, and approval processes as may be prescribed by the National Headquarters.

10. Ranga Rao Award

For Dedicated Service of the Highest Order by the National Headquarter Professional/Employees, one shawl, Insignia having photo and name of Ranga Rao with a cash award of Rs.5000/- is presented by the President in the National Council.

11. Lifetime Achievement Award

A Lifetime Achievement Award will be conferred to honour individuals who have rendered exceptional, sustained, and lifelong service of the highest order to The Bharat Scouts and Guides. This award shall recognize contributions that have had a lasting and transformative impact on the Movement at the national or state level. The Lifetime Achievement Award shall be conferred only in rare and deserving cases as a mark of the highest honour. The award one(1) per year, shall be presented by the Chief National Commissioner in accordance with the criteria and procedures prescribed by the National Headquarters.

General Principles

1. All awards shall be conferred on merit only, without consideration of rank, position, or length of membership alone.
2. Each award symbolizes a distinct field of excellence—service, leadership, courage, or community engagement—and shall not be duplicated or substituted.
3. The Chief National Commissioner shall be the final approving authority for all National Awards.
4. No award shall be recommended or conferred without due process, investigation, and endorsement by the competent committee.
5. All Awards shall be awarded as a formal honour and not distributed as routine recognitions, and the total number of awards approved for any State in a year shall not exceed a maximum of three for Minor States and five for Major States, except where specifically provided otherwise. The Silver Elephant Award shall be restricted to only two recipients per one million population (as per the latest Census) in a calendar year. The Bar to Silver Star Award shall be limited to a maximum of three recipients per one million population, and the Silver Star Award shall be restricted to a maximum of four recipients per one million population in a year.
6. All awards shall be registered, numbered, and recorded at the National Headquarters in the Book of National Honours.
7. The National Award Committee constituted by the Chief National Commissioner shall meet at least once a year to

review nominations and make recommendations for approval.

Nomination and Selection Process

1. Nominations may be submitted by State Associations with supporting citations, service records, and evidence of impact.
2. Each nomination must be duly scrutinized at the State level before submission to the National Headquarters.
3. The National Award Committee shall examine all nominations in accordance with the prescribed criteria and recommend suitable candidates to the Chief National Commissioner.
4. Recommendations approved by the Chief National Commissioner shall be ratified by the National Executive Committee.

Conferment and Presentation

1. The awards shall be presented on a national occasion such as the National Council Meeting, Foundation Day, or the National Jamboree, by the Chief National Commissioner or a dignitary designated by the National Headquarters.
2. Each award shall consist of a medallion, certificate, and citation.
3. A permanent Roll of Honour shall be maintained at the National Headquarters, listing all recipients and the year of conferment.

Design and Insignia Control

1. The design, material, colour, and ribbon of each award shall be standardized and approved by the Chief National Commissioner.
2. No modification, reproduction, or unofficial use of the design or title of any National Award shall be permitted.
3. The National Headquarters shall regulate the production, distribution, and documentation of all award insignia.

Withdrawal or Cancellation

1. Any award may be withdrawn or cancelled by the National Executive Committee, on the recommendation of the Chief National Commissioner, if the recipient is found guilty of conduct unbecoming of a member of The Bharat Scouts and Guides or in violation of its Constitution or Code of Conduct.
2. Such action shall be taken only after due enquiry and opportunity for representation.

12

MISCELLANEOUS

1. Guidelines for Scout & Guide Bands

Music is a powerful medium of expression in Scouting and Guiding, inspiring unity, enthusiasm, and pride. To ensure that this musical spirit remains in harmony with our values of discipline, respect, and service to others, all Scout and Guide bands are required to follow certain norms. These guidelines are designed to prevent inconvenience to the public, safeguard the dignity of the uniform, and ensure that musical activities are always carried out in a responsible, lawful, and value-based manner.

1. General Conduct

1. Where Scout or Guide bands exist, they shall be conducted in such a manner as not to cause nuisance to the public.
2. Bands shall not be played in front of temples, mosques, churches, schools, hospitals, or any house where there are sick persons.
3. Bands shall not be played in the streets after 10:00 p.m. or as per legal restrictions.
4. Bugle practice shall not be carried on in open places within 500 metres of residential houses.

2. Bands for Cubs and Bulbuls

Brass bands and bugle bands are not permitted for Cubs or Bulbuls.

3. Licence Requirements

Necessary licences must be obtained in advance wherever required under local laws or regulations.

4. Prohibition on Playing for Money

Scouts or Guides in uniform shall not play in bands in processions for the purpose of earning money.

5. Use of Bands at Functions

Scout or Guide bands shall not be played at any function other than:

1. Scout and Guide functions, or
2. Functions of the institution to which the Group belongs.
3. Republic Day, Independence Day and State Day functions.
4. Any other functions and ceremony as authorised by the Chief National Commissioner.

2. Smart Drill & Ceremonial Welcome Protocols

Drill, march past, and formal welcomes are among the most visible expressions of Scouting and Guiding discipline. They reflect not only smart turnout and coordination, but also our commitment to safety, decorum, and respect for guests. The following guidelines ensure that all such activities are conducted with proper precautions, clear responsibilities, and in keeping with the highest traditions of The Bharat Scouts and Guides.

1. Safety During Drill and March Past

Parties of Scouts or Guides on the march shall be accompanied by responsible traffic pickets positioned at both the front and rear of the column to ensure safety and smooth movement.

2. Night-time Precautions

1. When on the march at night, the traffic pickets shall display
2. A white light at the front
3. A red light at the rear
4. so that the party is clearly visible to other road users and accidents are avoided

3. Posse of Welcome for Distinguished Guests

1. A posse of welcome for distinguished guests shall be formed only at functions of Scouts and Guides or of the institution to which the Group belongs.
2. As a general rule, no Scout or Guide below the rank of Pratham Sopan shall be permitted to participate in such a ceremonial welcome.

3. Colour Party

A Colour Party is a ceremonial group of uniformed members entrusted with the duty of carrying, guarding, and presenting flags or colours during parades, ceremonies, or official functions. The term “colour” refers to the flag or standard that represents a nation, organization, or unit. The Colour Party’s primary purpose is to honour and protect the flag, symbolizing loyalty, unity, and pride. Members of a Colour Party are carefully selected for their discipline, smartness, and precision in drill, and they perform their duties with solemn respect and dignity during all ceremonial occasions.

The Colour Party of the Bharat Scouts and Guides serves as the ceremonial contingent responsible for carrying and presenting the National Flag and the Bharat Scouts and Guides Flag during formal parades, functions, and Guards of Honour. It symbolizes discipline, respect, and unity of the Movement and upholds the dignity of the organization in all official ceremonies. The Colour Party is composed of Five Trained Scouts and Guides selected for their exemplary conduct, smartness, and drill proficiency, led by a Colour Commander under the

supervision of the Unit Leader or Parade Commander. Their precise movements, salutes, and bearing reflect the honour and pride of The Bharat Scouts and Guides in serving the Nation and the Movement with dignity and respect.

4. Arch of Staves

The Arch of Staves is a traditional ceremonial formation historically associated with Scouting and Guiding across the world frequently used as part of Guards of Honour during Guest visits, jamborees, inaugurations, and special occasions.

In the context of The Bharat Scouts and Guides the stave represents a key element of Scouting identity symbolizing readiness, unity, and service. The formation of an Arch of Staves therefore holds deep symbolic value: it serves as a gateway of honour, representing the spirit of welcome, respect, and fellowship within the Movement.

Recognizing its historical significance and educational potential, the Bharat Scouts and Guides has adopted a policy permitting the formation of the Arch of Staves under defined ceremonial, safety, and training guidelines.

5. Theatres

Scouts and Guides in Uniforms are not allowed to appear on the stages of theatres or music halls in public performances, other than their own without the permission of the State Associations on the recommendations of the concerned District Commissioner and the District Chief Commissioner.

6. Certificates and Letters of Recommendations

Certificates and Letters of Recommendations Scouts/Guides and Scouters and Guiders must not solicit certificates or letters of recommendations for service done as it is contrary to the spirit of Scouting and Guiding.

7. Bathing, Swimming and Boating

No Scouter or Guider or any other person incharge for the time being may accord permission to any Scout or Rover or Guide or Ranger to take part in bathing, swimming or boating of any kind, unless he or she is satisfied: -

1. That the person can swim 50 yards in uniform or in other clothes.
2. That the person has practical knowledge of the methods of rescue.
3. That a picket of at least 2 good swimmers preferably those who hold the rescuer badge is on duty.
4. That the written permission of the parent or guardian of the Scout or Rover or Guide or Ranger is produced.
5. That the permission of the owner of the tank is obtained.
6. That the person has a companion in water or on the bank or shore to help in case of emergency.

7. That the person knows how to handle an oar.
8. That the boat which sails is in charge of an experienced person or a professional sailor.
9. That the boat is in order and in good condition.
10. That every Safety Rule is observed strictly.
11. That Rules of Health and Sanitations are also observed.

8. Camp Warden

The Camp Warden and Assistant Camp Wardens shall be appointed by the Chief National Commissioner in case of National Association in consultation with the National Commissioner and by the State Chief Commissioner in case of State Association in consultation with the State Commissioner. The terms and conditions of their services shall be as laid down in the Service Rules. The District and Local Associations may appoint Camp Wardens and Assistant Camp Wardens in their respective areas in consultation with their respective District Chief Commissioners, District Commissioners and Assistant District Commissioners.

9. Inter District Visits and Participations

No member of a District Association can participate or represent in any other District's event without prior sanction of the home district.

10. Inter-State Visits and Participations

No member of the State Association shall participate, camp, represent in any other state's event without prior sanction of the home State Headquarters & National Headquarters.

11. International Visits and Participations

No member of Bharat Scouts and Guides shall participate, camp, represent in any of the International Event in the Foreign Countries without the prior sanction of the International Commissioner. On Recommendation of the State Chief Commissioner The International Commissioner Shall Issue a letter of Introduction.

13

PROPOSED ADDITIONS

ARCH OF STAVES**1. Arch of Staves**

The Arch of Staves is a traditional ceremonial formation historically associated with Scouting and Guiding across the world frequently used as part of Guards of Honour during Guest visits, jamborees, inaugurations, and special occasions.

In the context of The Bharat Scouts and Guides the stave represents a key element of Scouting identity symbolizing readiness, unity, and service. The formation of an Arch of Staves therefore holds deep symbolic value: it serves as a gateway of honour, representing the spirit of welcome, respect, and fellowship within the Movement.

Recognizing its historical significance and educational potential, the Bharat Scouts and Guides has adopted a policy permitting the formation of the Arch of Staves under defined ceremonial, safety, and training guidelines.

2. The Introduction of the Arch of Staves in official ceremonies aims to

1. Reinforce Scouting and Guiding heritage, symbolism, and identity.
2. Provide an opportunity for Scouts and Guides to demonstrate discipline, coordination, and ceremonial proficiency.
3. Enhance the dignity and visual appeal of official parades, functions, and special occasions.
4. Develop a sense of honour, teamwork, and respect among members participating in ceremonial duties.

3. Symbolism and Educational Value

1. The stave represents a Scout's tool, a companion in the field, and a sign of preparedness.
2. The Arch of Staves represents a symbolic passage of honour and commitment a gateway signifying respect, unity, and continuity of service.
3. Participation in the ceremony encourages:
 1. Discipline and precision in movement and bearing
 2. Teamwork and synchronized coordination
 3. Respect for traditions
 4. Understanding of ceremonial decorum and symbolism

The Arch of Staves may be used on special and significant occasions approved by the competent authority, including:

1. Visits of National, State, or District dignitaries (CNC, SCC, President, Governors, or equivalent officials)
2. Opening or Closing ceremonies of National Jamborees, State Rallies, or Regional Events
3. Investiture or farewell ceremonies for Commissioners or long-serving Scouters/Guiders
4. Founder's Day, Thinking Day, and other important Movement celebrations
5. Unit-level milestones such as inauguration of new Scout/Guide Groups or presentation of warrants

The Arch of Staves shall not be used for personal celebrations, political events, or non-Scouting functions.

4. Structure and Formation

1. The Arch shall be formed using standard Scout or Guide staves of uniform height and material.
2. The number of pairs forming the arch shall depend on the available space and the scale of the event — ideally 6 to 10 pairs (12–20 members).
3. Participants shall be selected from senior Scouts, Guides, Rovers, or Rangers with demonstrated skill in drill and ceremonial discipline.
4. The formation shall be led by a Colour or Parade Commander under the supervision of the Adult Leader.
5. Members shall align in two facing lines, holding staves at an upward angle to form a smooth, even archway.

5. Safety and Conduct Guidelines

To ensure safety, uniformity, and dignity:

1. Only lightweight wooden or fibre staves (not metal poles) shall be used.
2. Participants must receive prior rehearsal and briefing on formation and commands.
3. The staves shall be firmly grounded and raised at a safe height and angle to avoid contact.
4. No participant shall move, swing, or adjust staves once the arch is formed.
5. The arch height should allow dignitaries to pass safely without stooping.
6. Formation should be maintained for not more than 2 minutes at a time.

7. The Guard of Honour Commander shall oversee all safety and ceremonial aspects.
8. The activity shall be carried out in accordance with Safeguarding & Safe from Harm guidelines.

6. Sequence of Event

1. **Step 1:** Parade Commander briefs the Arch Party.
2. **Step 2:** Formation of two lines and spacing check.
3. **Step 3:** Command “Raise Staves” – Arch is formed.
4. **Step 4:** Guest or dignitary proceeds through the arch.
5. **Step 5:** As soon as the guest passes, “Arch – Lower” command is given.
6. **Step 6:** Formation stands at attention until the final salute or march past.
7. **Step 7:** Parade dismissed on command.

7. Commands and Procedure

1. **Parade Commander: “Arch Party — Fall In!”**
Members take position in two lines facing each other, one arm’s length apart.
2. **Command: “Prepare to Raise — Raise Staves!”**
Members lift staves smoothly to create a symmetrical arch.
3. **Command: “Arch – Hold!”**
The arch remains steady and silent as the dignitary passes through.
4. **Command: “Arch – Lower!”**
Staves are lowered gently to vertical position.
5. **Command: “Parade – Attention!” followed by “Dismiss!”**

8. Roles and Responsibilities

1. **National Headquarters:**
Issue uniform ceremonial guidelines and visual standards.
2. **State Headquarters:**
Authorize use during official events and ensure safe practice.
3. **District Associations:**
Train Colour and Arch Parties under supervision of Organising Commissioners.
4. **Unit Leaders:**
Select disciplined and capable Scouts/Guides for participation.

5. Parade Commander:

Responsible for coordination, timing, safety, and dignity of ceremony.

9. Code of Conduct

1. The Arch of Staves is a ceremonial honour, not a form of entertainment.
2. Participants shall maintain complete silence, composure, and respect throughout the ceremony.
3. The formation shall reflect the values of courtesy, discipline, and humility, not grandeur or hierarchy.
4. The privilege of serving in the Arch of Staves is a mark of exemplary conduct and earned distinction for participating Scouts and Guides.
5. Implementation of the Arch of Staves Ceremony shall be monitored by the National Programme and Training Committees.

14

ANNEXURES

THE BHARAT SCOUTS AND GUIDES
Application for registration of Scout/Guide Group
(Separate Form should be used for Scout and Guide Groups)

1.	Name of the State Association	
2.	District Association	
3.	Local Association	
4.	Date when the Group was first started	
5.	Name of Group in full	
6.	Address of Group	
7.	Nature of Group - open/ sponsored (Tick appropriate one)	
8.	Name and Address of the sponsoring Authority (if sponsored)	

PROPOSED LEADER				
S.N.	Rank	Name and address	DOB/UID If registered previously	Place, date and nature of training received
1.	Group Leader Scouts/Guides			
2.	Asst. Cub Master/ Flock Leader			
3.	Cub Master /Flock Leader			

4.	Asst. Scout Master Guide Captain			
5.	Asst. Scout Master/Guide Captain			
6.	Asst. Rover Leader Ranger Leader			
7.	Rover Leader Ranger Leader			

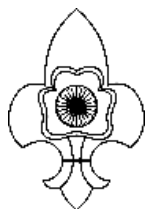
STRENGTH						
#	Cubs/ Bulbuls	Scouts/ Guides	Rovers/ Rangers	Total	Scouters/ Guiders	Grand Total
Scout Wing						
Guide Wing						
IRF						
Affiliation Fees of Group						

TO BE RECOMMENDED BY THE DISTRICT ASSOCIATION		
Subject	Amount Received	Receipt No. and Date
Affiliation Fees Received		
Recommended for Registration of a group	Signature of DOC	Signature of DS
Signature of District Commissioner (S/G)		Approved Signature of the DCC

TO BE ENTERED BY THE STATE ASSOCIATION		
Subject	Amount Received	Receipt No. and Date
Affiliation Fees Received		
Recommended for Registration of a group	Signature of SOC	Signature of SS
Signature of State Commissioner (S/G)		Approved Signature of the SCC
Charter Issued	No.	Date

Instructions:

1. Forms should be submitted separately for Scout/Guide Group.
2. To be made out in Quadruplicate and forwarded to the Secretary of the Local/District Association who will then get the forms signed by the Commissioners concerned and send them to the State Headquarters for approval and registration. Registration Forms should be accompanied by the requisite registration fee, individual registration fee.
3. The State Secretary after registration will send back one form to the group concerned and one form each to the DA and LA (if any) for issue of charter.

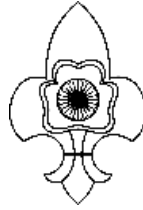


THE BHARAT SCOUTS AND GUIDES

GROUP CHARTER

Particulars	Details
Group Registration No.	
Date	
Name of the Group	
Address of the Group	
Name of the State of the Bharat Scouts and Guides	
Local / District Association	
Authorisation	The Group is authorised to conduct Scouting and Guiding activities in accordance with the Constitution, Rules, Bye-laws, Policies and Programme of The Bharat Scouts and Guides.
Units Permitted	Cub Pack(s) / Bulbul Flock(s) / Scout Troop(s) / Guide Company(ies) / Rover Crew(s) / Ranger Team(s) (as approved and registered from time to time)
Obligations of the Group	<ol style="list-style-type: none"> 1. To follow the Aims, Methods, Promise and Law of BSG 2. To observe prescribed uniform, discipline and training standards. 3. To carry out activities for educational, character-building and service purposes only 4. To function under the supervision and control of the Local / District / State Association.
Validity of Charter	Valid subject to annual renewal and satisfactory functioning; liable to withdrawal or cancellation by competent authority in case of violation of Rules or inactivity.

Place:	Date:
State Chief Commissioner Signature & Seal	State Secretary Signature & Seal

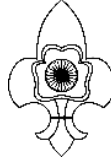


THE BHARAT SCOUTS AND GUIDES

State Association		
Application for Issue of Warrant for		
1.	Local/District Association	
2.	Name of the applicant (in block letters)	
3.	Address in full	
4.	Date of Birth	
5.	Occupation	
6.	UID (if registered earlier) If any	
7.	Educational qualifications	
8.	Scouting/Guiding qualification	
9.	Previous Experience in Scouting/Guiding	
10.	Nature of the Warrant applied for	
11.	Name of the Group to which attached	
Group Registration No:		Dated:

Note: Are you in possession of any other warrant if so, please returned the same with this application.

TRAINING COURSES ATTENDED		
S.N.	Subject	Descriptions
1.	Nature of the Course	
2.	Place	
3.	Date	
4.	Name of Leader of the Course	
5.	Certificate no, & date	
<p>I..... hereby agree that on receiving a Warrant as I will make threefold promise of a Group Leader/Scouter/Guider and abide all the rules, regulations and code of conduct of the organisation. I will return my warrant to the Association as and when called upon to do so.</p>		
Date:		(Signature of Applicant)
Forwarded		
Head of the Institution/Group Leader		
Recommended		
Secretary LA		Asstt. District Commissioner (in case of LA)
Recommended for Issue of Warrant		
District Chief Commissioner	District Commissioner (C/S/R/B/G/R)	District Secretary
Date:		Place:
Recommended		
State Commissioner(C/S/R/B/G/R)		State Secretary
Approved State Chief Commissioner		
Warrant No. issued:		Date:



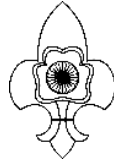
THE BHARAT SCOUTS AND GUIDES

WARRANT OF APPOINTMENT

State Association	
Particulars	Details
Name (Shri / Smt / Km)	
Name of the Group	
Appointment As	Group Leader / Asst. Cub Master / Cub Master / Asst. Lady Cub Master / Lady Cub Master / Asst. Flock Leader / Flock Leader / Asst. Scout Master / Scout Master / Asst. Lady Scout Master / Lady Scout Master / Asst. Guide Captain / Guide Captain / Asst. Rover Scout Leader / Rover Scout Leader / Asst. Lady Rover Scout Leader / Lady Rover Scout Leader / Asst. Ranger Leader / Ranger Leader
Local Association (if any)	
District	
Warrant No.	
Date of Issue	
Valid up to	

This is to certify that the above-named person is hereby **appointed and warranted** to perform the duties of the above office in accordance with the **Rules and Bye-laws of The Bharat Scouts and Guides** in force and subject to observance of the Aims, Methods, Promise, and Law of the Movement.

Issued at:	Date:
State Chief Commissioner Signature & Seal	State Commissioner (C / B / S / G / R / R) Signature & Seal



THE BHARAT SCOUTS AND GUIDES
APPLICATION FORM FOR ISSUE OF WARRANT
FOR STATE COMMISSIONER

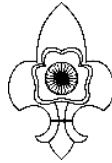
(Cub /Scout/ Rover/ Scout (Adult Resources)
 (Bulbul/Guide/ Ranger/ Guide (Adult Resources))

#	Particulars	Details
1	Name of the State Association	
2	Name {in capital letters}	
3	Office address with designation, if any	
4	Phone no.	
5	Email ID.	
6	Residential address	
7	Date of birth	
8	BSG UID No.	
9	Experience in the movement	
10	Category of membership	

UNDERTAKING / APPLICATION FOR APPOINTMENT

PART-A : UNDERTAKING BY THE APPLICANT	
Particulars	Details
Declaration	I shall abide by the Bye-laws, Code of Conduct and Rules of The Bharat Scouts and Guides and will do my best to fulfil the aims and objectives of the Organisation as a State Commissioner .
KYC Submission	I hereby submit my KYC details as per the prescribed proforma of the National Headquarters.
Date	
Place	
Signature of Applicant	

PART-B : FOR OFFICE OF THE STATE CHIEF COMMISSIONER	
Authority Recommendation &	Details
Rule Invoked	In exercise of the powers vested in me vide Rule No. 67.2 of The Bharat Scouts and Guides
Name of Appointee	
Appointment As	State Commissioner (Cub / Scout / Rover / Scout (Adult Resources) / Bulbul / Guide / Ranger / Guide (Adult Resources))
State Association	
Recommendation	Recommended for issue of Warrant
Date	
Place	
Signature	State Chief Commissioner (Signature & Seal)
PART-C : FOR OFFICE OF THE CHIEF NATIONAL COMMISSIONER	
Processing & Approval	Details
Application for Issue of Warrant	Application for issue of Warrant of State Commissioner in favour of
Appointment As
Reference	AS / 1
Signatures	Director <input type="checkbox"/> Executive Director <input type="checkbox"/> Chief National Commissioner <input type="checkbox"/> Chief Commissioner (Scout / Guide) <input type="checkbox"/>
Warrant No.
Dated
Issued On
Final Authority	Director (Signature & Seal)

**Form-I**

**THE BHARAT SCOUTS AND GUIDES
APPLICATION FORM
FOR ISSUE OF WARRANT FOR STATE CHIEF COMMISSIONER**

#	Particulars	Details
1	Name of the State Association	
2	Name (in capital letters)	
3	Office address with designation, if any	
4	Phone no.	
5	Email ID.	
6	Residential address	
7	Date of birth	
8	Experience in the movement	
9	Category of membership	
10	Date of election	

UNDERTAKING / DECLARATION

PART-A : UNDERTAKING BY THE STATE CHIEF COMMISSIONER	
Particulars	Details
Declaration	I shall abide by the Bye-laws, Code of Conduct and Rules of The Bharat Scouts and Guides and will do my best to fulfil the aims and objectives of the Organisation as a State Chief Commissioner .
Date	
Place	
Name	
Signature	

Form-II

FOR OFFICE OF THE RETURNING OFFICER <i>(In case of Election for the Office of State Chief Commissioner)</i>	
Particulars	Details
Declaration of Election	I hereby declare Mr./Ms./Mrs. elected as State Chief Commissioner
State Council Meeting Held On	
Venue	
Enclosures	Minutes / Proceedings of the State Council Meeting enclosed
Recommendation	Warrant of appointment may kindly be issued in favour of Mr./Ms./Mrs.
Date	
Place	
Signature	Returning Officer (Signature & Seal)
FOR OFFICE OF THE STATE SECRETARY <i>(In case of Office held by Virtue of Post as per State Bye-laws duly approved by NHQ)</i>	
Particulars	Details
Certification	This is to certify that Mr./Ms./Mrs. is nominated as State Chief Commissioner by virtue of his/her post as per State Bye-laws Clause No. _____

FOR OFFICE OF THE CHIEF NATIONAL COMMISSIONER	
Particulars	Details
Application Status	Application for issue of Warrant of State Chief Commissioner received in order
Name	
Appointment As	State Chief Commissioner
State Association	
Reference	AS / 1
Approvals	Director <input type="checkbox"/> Executive Director <input type="checkbox"/>
Final Approval	Approved – Chief National Commissioner
Warrant No.	
Dated	
Issued On	
Issuing Authority	Director (Signature & Seal)