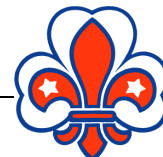


# ISGF WESTERN HEMISPHERE REGION

## MEMORANDUM OF UNDERSTANDING (MOU) – DRAFT



### 1. MEMBERSHIP

The Western Hemisphere Region of the ISGF is composed of all the National Scout and Guide Fellowships (NSGFs) of the WH countries.

The members of the Central Branch in WH are also members of the Region.

### 2. SUB-REGIONS

The WH Region is divided into Sub-Regions, by agreement with the ISGF World Committee.

At the time of the adoption of this MOU, WH is divided geographically into 3 main areas:

1. North America
2. Central America and Caribbean and
3. South America

Regarding ISGF division, 2 Sub Regions those of 1) South America and 2) Central America and Caribbean have been established.

and comprise the following Participating Organisations (NSGFs and CB Groups) per area/ Sub -Region

1. North America :
  - Full Member : Canada
  - CB Group: USA (45 individuals)
2. Central America and Caribbean.
  - Full Members : Mexico, Panama, Curacao, Haiti,
  - CB (groups) : Aruba, Costa Rica (but only 2 individuals), El Salvador (but only 4 individuals), Surinam, Trinidad & Tobago (but only 1 individual), USA Cuba, Venezuela, USA (CASEGHA).
3. South America :
  - (AMO ) : Argentina,
  - CB Groups : Brazil, Colombia (but 2 individuals), Chile, Ecuador, Perou (4 individual), Uruguay.

New Organisations from other WH countries may join the Region through consensus of the existing Organisations and the agreement of the WH Committee and further the agreement of ISGF World Committee.

### 3. PURPOSE

The purpose of the WH Region is to support and uphold the principles of the ISGF.

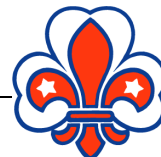
### 4. AIMS

The aims of the WH Region are to:

- Support its Sub-Regions.
- Foster the development of the International Scout and Guide Fellowship in the Region and support the programme and activities of its participating organisations (NSGFs and Central Branch). In particular the Region will assist the WH groups of the Central Branch to increase membership and become NSGFs.

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- Encourage the exchange of ideas, visions and experiences within the Region.
- Promote Regional **Conferences** / Gatherings and co-ordinate schedules of events within the Region.
- Develop public relations and sponsoring in WH, in co-ordination with the ISGF World Committee.
- Develop contacts and strengthen partnerships with the WAGGGS and the WOSM WH Regions.

### 5. LANGUAGES

The official languages of the Western Hemisphere Region are those laid down in the ISGF Constitution and Bye-Laws.

The WH Conference may decide to adopt other languages to be official within the WH Region.

### 6. WH REGION COMMITTEE

The WH Region Committee is the executive body.

#### **Composition:**

The WH Region Committee will consist of three members with the following responsibilities.

1. Chairman;
2. Vice Chairman /Secretary;
3. Treasurer.

The ISGF World Committee shall be informed of these designations.

#### **Nomination of candidates to the WH Region Committee**

The Board of each NSGF and Central Branch (CB) group of the Western Hemisphere can propose one (1) candidate for the WH Region committee. In order to have a Regional Committee reflecting the WH Region's cultural and geographical particularities, it should be composed of representatives from North, Central/Caribbean and South America Sub-Regions.

The WH Region Committee may appoint a representative to attend (in person or by electronic means) the meetings of the ISGF World Committee at their invitation, without voting rights.

The ISGF World Committee may appoint to the WH Committee one of its own members without voting rights.

The WH Region Committee may co-opt members for specific purposes for a limited period of time, without voting rights.

### 7. TERM OF OFFICE

The term of office of a Committee member shall be three years, commencing immediately after the WH Region Conference and finishing at the end of the next Conference. No member shall serve for more than two consecutive terms.

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### 8. MEETINGS AND VOTING

The WH Region Committee shall meet according to the needs of the Region but must meet at least once a year. The meetings should be held in the Sub-Regions by rotation if possible.

The WH Region Committee may approve its own rules of procedures.

Each voting Committee member has one vote and the Chairman has an additional casting vote if there is a tie.

### 9. WH REGION CONFERENCE

The WH Region Conference is the governing body of the WH Region. The Conference shall be held every 3 years. Its purpose is to discuss current situations and to make decisions according to the aims of article 3 of this MOU.

Each NSGF and the total membership of the Central Branch shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending.

Delegates representing the Central Branch at an WH Region Conference shall be elected immediately prior to the commencement of the Conference by, and from among, participating Central Branch members.

Any Participating Organisation which fails to pay its annual region fees up to and including the end of the financial year preceding the Conference shall forfeit its right to vote until payment has been received, unless the WH Committee has granted remission or postponement of payment of the fees. The invitation, provisional agenda and proposals for other agenda items must be in the hands of the participating organisations at least 3 months in advance of the Conference.

The WH Region Conference shall be prepared by the host organisation in collaboration with the WH Region Committee, using guidelines available from the ISGF World Bureau.

The quorum for the WH Region Conference shall be half plus one of the participating organisations of the WH Region.

The Chairman of the Conference shall be appointed by the Conference upon the proposal of the WH Region Committee.

Voting procedures shall be as agreed for World Conferences of the ISGF, unless otherwise agreed at a WH Region Conference by a two-thirds majority of those present and entitled to vote.

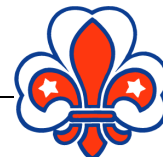
### 10. FINANCES

Each WH Participating Organisation shall pay an annual fee to the Region of an amount to be agreed at each WH Region Conference.

Accounts for each WH Region Conference shall be kept by the Organising Committee, finalised within 12 months, and submitted to the WH Region Committee.

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The budget for postage and other necessary administrative expenses shall be approved by the WH Region Committee and by the Sub-Regions if they are concerned. However the normal method of communication should be to send all documents exclusively electronically. Document delivery shall be considered successful in case the respective postmaster of the mail server of the addressee does not return an error message. In case, electronic delivery is not possible due to technical or other reasons; the stipulated documents are to be sent via postal mail. (please read ISGF Bye-Law 3 The World Bureau).

Each Committee member shall pay his/her own expenses for attendance at meetings or else be supported by his/her own organisation (NSGF or CB Group).

The WH Region Committee shall be responsible for keeping the accounts of the WH Region.

The accounts shall be audited annually and presented to all Committee members and to the World Bureau. The participating organisations shall receive triennial accumulated accounts three months before the WH Region Conference, at the expense of the Committee.

In the event of the WH Region being disbanded all debts shall be paid and any monies remaining shall be transferred to the **ISGF funds**.

### 11. AMENDMENTS TO THE MOU

Proposals for amendments to this MOU must be received, by the WH Region Committee, no later than **six months** preceding an upcoming WH Region Conference.

Any amendment to this MOU must be agreed by the WH Region Conference, due notice of it having been given in advance. Voting on amendments shall be by a two-thirds majority of those present and entitled to vote. Amendments adopted by the WH Region Conference shall become effective following their approval by the ISGF World Committee.