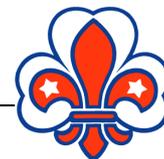


How to write a constitution for a National Scout and Guide Fellowship (NSGF)



The Constitution is a document which clearly states your organisation's aims, structure and way of working within the law of your country. Each part dealing with a separate subject is usually called an Article; when necessary it can be divided into Sections.

Please note that according to the ISGF Constitution (Article 5.3 i) your National Constitution, as well as any subsequent amendments to it, will have to be approved by the ISGF World Committee.

You should also make sure that the Constitution complies with the legal rules of your own country on associations, especially those concerning finances

The NSGF Constitution should include:

1. Name and Emblem

The full name of the NSGF is your own responsibility. If you choose a name without the words "Scout and Guide Fellowship", you may include these words as a subtitle. In any case the words "Member of the International Scout and Guide Fellowship" should be in all documents and letterheads

The emblem of your NSGF is also your own responsibility. We suggest that you use the ISGF emblem, which will give you the advantage of easy recognition and use of already existing badges, pins and other items with the ISGF emblem. If you choose another emblem, it is recommended that the ISGF emblem is included. However, such a combination has to be approved by the World Committee.

2. Aim and Objectives

This is a statement of what your NSGF aims at being and doing, and how it will work to fulfil these aims. All adult organisations who wish to become members of ISGF must include in their Constitution words to show that they agree with the Principles, Aims and Objectives of ISGF as expressed in ISGF's Constitution, and that they have good relations with their country's Scout/Guide National Organisation(s).

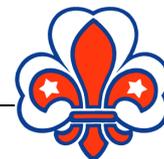
Concerning the aims, you can draw inspiration from the ISGF Constitution Article 3.1

3. Criteria of Membership

Explain who can be a member of your NSGF. In accordance with its Constitution, the ISGF is open to all adults who share its aims. Thus, only in the case of a Federation (see below) can you include certain restrictions in some component Association provided that other Associations in the Federation will provide alternatives to these restrictions.

The following principles should also be included in the NSGF Constitution in line with the Membership requirements (see Article 5.3 of the ISGF's Constitution):

How to write a constitution for a National Scout and Guide Fellowship (NSGF)



- Voluntary membership.
- An organisation open to all adults regardless of race, gender, nationality and creed.
- An organisation adopting a simple and effective organisational structure based on democratic principles.
- An organisation independent of any political organisation or political party.

4. Structure

State whether your NSGF is independent or a branch of the Scout/Guide Organisation(s). This choice is left to each country, but if the NSGF is a branch of a Scout/Guide organisation, it should nevertheless possess a structure that enables it to enjoy a certain degree of autonomy. Also, it should be clearly stated the NSGF is registered with the ISGF and pays membership fees to it.

The ISGF Constitution Article 5 section 5 states that a NSGF: “may consist of one or more Associations. If it consists of more than one Association the component Associations must form a Federation or similar link, which will be recognised as the NSGF, subject to verification of the criteria and conditions”.

It is the responsibility of the Federation or equivalent to ensure that all its component Associations meet the requirements as set out in the ISGF Constitution Article 5.

Please say if the NSGF is a Federation or similar link, and list the component Associations. In this case the coordinating body of the Federation should be named in the Constitution and its membership stated. Also, the specific nature of each component Association and the relationship between the component Associations and the coordinating body will need to be described in the Constitution.

In exceptional situations ISGF will recognise that it is not possible to have only one National Scout and Guide Fellowship. In these circumstances the World Committee may recommend that “two NSGFs be formed, one based on former members of a WAGGGS Member Organisation and the other on former members of a WOSM Member Organisation (Article 5 Section 6)”. Please do not hesitate to contact the World Bureau for help and advice.

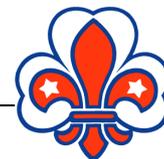
5. Location

This section should give the location of your headquarters or national office, if available. The name of the city/town and the name of the country is sufficient.

6. Organisation

NSGFs should be democratic organisations without unnecessary bureaucracy.

How to write a constitution for a National Scout and Guide Fellowship (NSGF)



This part should include an explanation of the composition of the National Fellowship and if there is a Federation the bodies forming it including details about their meetings, voting procedures, elections and terms of office of their members.

Although you start with a small organisation, it will grow. Thus it is recommended to create two bodies from the beginning:

- a) General Assembly or National General Meeting
- b) Executive body / National Committee

a) General Assembly or National General Meeting

The General Assembly or National General Meeting is the highest authority of an NSGF and The Constitution should state:

- Who can attend
- Who can vote
- How often the General Assembly or National General Meeting will be held (annually, biennially or triennially). This might depend on the existence of a National Board or Committee.

Functions:

- Promoting the aims and objectives of the organisation.
- Setting policy and direction for the organisation.
- Gaining the views of a wide range of members on important issues.
- Approving financial and annual reports (this can be given to the National Board/Committee where it exists).
- Electing the Executive Body (or the National Board/Committee where it exists).
- Approving amendments to the Constitution and adopting/amending Bye-laws.
- Deciding on the dissolution of the organisation.

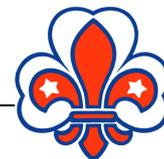
b) Executive Body/ National Committee

This body, which is answerable to the General Assembly or National General Meeting, is responsible for the day-to-day management of the NSGF. It normally includes a National President (NP), an International Secretary (IS), a Treasurer, a Secretary, and other members.

The Constitution should include a procedure for the nomination of candidates and election to the Executive Body / National Committee.

7. National Officers

The titles, duties and procedures to nominate and appoint national officers should be defined. Their term of office and the number of terms they can serve should be stated.



The necessary qualifications for the candidates for these positions should also be defined (it is necessary for the IS, and desirable for the NP, to be able to speak and read English or French).

In the case of a Federation it should be indicated how these positions will rotate between component Associations.

8. Finances

There should be a part of the Constitution that shows:

- how you will raise funds
- that you will set a realistic annual membership fee, which includes the annual fee to be paid to ISGF, for all members
- that you will organise fundraising activities and seek grants and/or donations
- the non-profit nature of the NSGF; having this in your Constitution is sometimes a condition for receiving public or private grants
- how your finances are going to be budgeted and controlled, including a regular financial check by an independent auditor, and approval by your General Assembly or National Meeting (or by the National Board/Committee)
- how any property will be owned and managed
- that donations to your NSGF do not give the donor any rights to influence the way in which your NSGF operates.

9. Local organisation

This part explains what the structure of your Organisation is from the National to the Local Scout and Guide Fellowship level. NSGFs belonging to large countries might find it necessary to provide intermediate structures (regions, provinces, districts etc.). Any local bodies (councils and assemblies) should be named, along with any necessary details or links to the national bodies. Any devolution (power of local bodies to make local rules) should be fully described.

In a country where there is no local organisation below the executive body/national committee, indicate how contact will be kept with members. This might be by newsletter, email, and other means such as local events.

10. Amendments to the Constitution

An Article of the Constitution should state how amendments to the Constitution are proposed and by whom. The General Assembly / National General Meeting should be required to vote on the proposed amendment. A special majority, such as 2/3 of members, is normally required to amend the Constitution.

It should be clearly stated that amendments shall not enter into force unless they are approved by the ISGF World Committee.



11. Dissolution

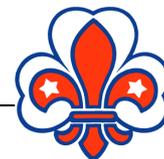
Although everyone hopes that the NSGF may never have to be dissolved, you need to include an Article on this at the end of the Constitution. The General Assembly/ National General Meeting should be required to vote on this, by a special quorum and voting majority, usually 2/3.

Your Constitution will also have to determine what will happen to the NSGF's assets in case of its dissolution.

Glossary

These words have been listed to help any person writing a constitution for ISGF World Committee approval to ensure that the same terms are used by everyone.

How to write a constitution for a National Scout and Guide Fellowship (NSGF)



(Please note there is another glossary at the end of the ISGF Constitution document.)

Annual Fee paid to ISGF: The money paid each year, per person, for membership of ISGF. The amount per person is agreed at the World Conference and an invoice is sent to each country by the World Bureau based on membership numbers.

Annual Membership fee: the money paid per person each year to belong to the National Fellowship this would include the fee paid to the World Bureau.

Component Associations : these are the organisations that form part of a National Fellowship.

Constitution: A set of fundamental principles and rules according to which an organisation is managed.

Dissolution: the end of an organisation, when it closes.

Emblem: A sign or symbol used as a distinctive badge, (the logo of the organisation).

Federation: A NSGF composed of two or more constituent associations. (A **similar link** would be an association or a partnership formed by two or more organisations)

General Assembly: a meeting where all members are eligible to attend to approve the actions of the executive of the organisation during the past year and those actions proposed for the future, it is usually held annually or triennially as happens with the World Committee or Region Committees.

LSGF: Local Scout and Guide Fellowship

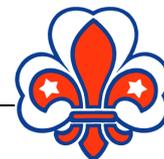
Location: The address (of the Headquarters or Local Office)

National General Meeting: a meeting where all members are eligible to attend to approve the actions of the executive of the organisation during the past year and those proposed for the future, it is usually held annually or triennially as happens with the World Committee or Region Committees.

Similar Link: an association or a partnership formed by two or more organisations as members of a Federation.

SUGGESTED OUTLINE FOR A CONSTITUTION

How to write a constitution for a National Scout and Guide Fellowship (NSGF)



1. Name and emblem

a. The name of the National Scout and Guide Fellowship of Xxxxx is:

XXXXXXXX XXX XXXXXX XXXXXXXXXXXX

(The National Scout and Guide Fellowship of Xxxxxxx)

b. The emblem of (name) is xxxxxxxxxxxxxx

Any use of the emblem is exclusively reserved for members of the Fellowship.

2. Aim/Objectives

a. The aim of (name) is:

- Xxxx
- xxx
- xxx

b. The objectives of (name) is:

- xxxx
- xxxx
- xxxx

3. Criteria of Membership

a. (name) is a voluntary and independent organisation.

b. Membership

Membership of (name) is open to all adults, who xxx

4. Structure

a. State whether (name) is independent or a branch of the Scout/Guide Organisation(s).

b. State (name) is registered with the ISGF and pays membership fees to it.

5. Organisation

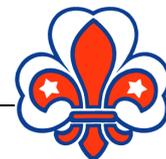
The organisation of (name) is the following:

- a) General Assembly or National General Meeting
- b) Executive body / National Committee

Regions and/or Districts

Local Scout and Guide Fellowships (guilds/groups)

(If a branch of a Scout/Guide organisation, the links to it must be specified)



(If a federation, the federal bodies and all component associations must be listed)

a) General Assembly/ National General meeting

An explanation of the composition of this “top” policy-making body, arrangements for meetings, and voting (quorums and majorities) of it. Also how its members are elected, and for how long. Its functions to be listed.

b) Executive body / National Committee

An explanation of the composition of this smaller body which is responsible to the General Assembly. Include meetings and voting (quorum and majorities), as well as how members are elected and for how long. Its functions to be listed.

6. Location

The seat of the secretariat/headquarters-location of the NSGF

7. National Officers

Details concerning the appointment of the Officers (NP, IS, Treasurer, Secretary, etc.), their term of office and duties.

8. Finances

How your NSGF will be funded; your budget and control processes. Also that an independent audit to be carried out regularly.

9. Local organisation

Any sub-national divisions that your NSGF is articulated into, and the links between the various levels.

10. Amendments to the Constitution

The procedure to be followed if changes are required to the Constitution.

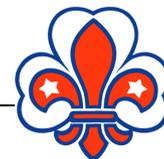
11. Dissolution

The procedure to be followed, and provision for the disposal of assets, in the event of the NSGF being dissolved.

Suggested additional points for the Constitution of a Federation or a similar body

1. Name

2. Criteria of Membership



Include a statement that all the component Associations meet these criteria. Also state that adhesion by any new Association to the Federation necessitates the unanimity of existing component Associations.

3. Aim/Objectives

Include the Federation's functions of ensuring compliance with the ISGF Constitution by all component Associations and their representation at the international ISGF level.

4. Structure

List the component Associations that form the Federation.

5. Location

6. Organisation

- a. General Assembly/ National General meeting

Include how representation from each component Association is ensured in this body.

- b. Executive Body/ National Committee

Some Federations only have one executive body, while assemblies exist only at Component Association level.

For a Federation, duties should also include consideration of applications made by other associations in the country for membership in the NSGF.

7. National Officers

State how these roles will ensure representation from each component Association, and the possible rotation arrangements between them.

8. Finances

How your Federation will be funded; your budget and control processes and the proportions contributed by each component Association.

9. Amendments to the Constitution

Notice must be given to the component Associations. How each of them will participate in the amendment process.

Notice must be given to the component Associations. How each of them will participate in the dissolution process.