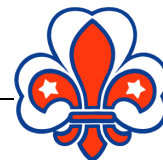


# ISGF WESTERN HEMISPHERE REGION

## MEMORANDUM OF UNDERSTANDING (MOU)



### 1. MEMBERSHIP

1.1 The Western Hemisphere Region of the ISGF is composed of all the National Scout and Guide Fellowships (NSGFs) of the Western Hemisphere countries.  
The members of the Central Branch in the Western Hemisphere are also members of the Region.

### 2. PURPOSE

2.1 The purpose of the Western Hemisphere Region is to support and uphold the principles of the ISGF.

### 3. AIMS

3.1 The aims of the Western Hemisphere 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 Western Hemisphere groups of the Central Branch to increase membership and become NSGFs.
- 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 Western Hemisphere, in co-ordination with the ISGF World Committee.
- Develop contacts and strengthen partnerships with the WAGGGS and the WOSM Western Hemisphere Regions.

### 4. LANGUAGES

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

4.2 The Western Hemisphere Conference may decide to adopt other languages to be official within the Western Hemisphere Region.

### 5. SUB REGIONS

Currently there are three areas designated as Sub- Regions

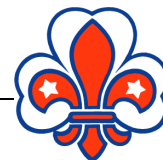
1. North America
2. Central America and Caribbean and
3. South America

At the adoption of this Memorandum of Understanding , one (1 ) Sub Region that of South America has been established in 2012  
by agreement with the ISGF World Committee and comprises the following Participating Organisations (NSGFs and CB Groups) :

- Associated Member (AMO) : Argentina,
- CB Groups: Chile and Uruguay

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Also there are CB with groups/individual members: Brazil (has asked the sub-region to join them), Colombia, Ecuador, Peru.

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

### 6. WESTERN HEMISPHERE REGION COMMITTEE

6.1 The Western Hemisphere Region Committee is the executive body and is composed of four elected officers, with each Sub Region being represented by at least one member. **(See appendix 1 for election procedure).**

6.2 The Western Hemisphere 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.

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

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

### 7. OFFICERS

7.1 The Western Hemisphere Region Committee will consist of four (4) members with the following responsibilities.

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

7.2 The ISGF World Committee shall be informed of these designations.

### 8. TERM OF OFFICE

8.1 The term of office of a Committee member shall be three years, commencing immediately after the Western Hemisphere Region Conference and finishing at the end of the next Conference.

No member shall serve for more than two consecutive terms.

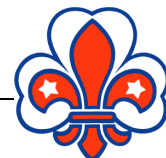
### 9. MEETINGS AND VOTING

9.1 The Western Hemisphere 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.

9.2 The Western Hemisphere Region Committee may approve its own rules of procedures.

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9.3 Each voting Committee member has one vote, the Chairman has an additional casting vote.

### 10. WESTERN HEMISPHERE REGION CONFERENCE

10.1 The Western Hemisphere Region Conference is the governing body of the Western Hemisphere 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 Memorandum of Understanding.

10.2 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.

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

10.4 Any Participating Organization 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 Western Hemisphere 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 Organizations at least 3 months in advance of the Conference.

10.5 The Western Hemisphere Region Conference shall be prepared by the host Organization in collaboration with the Western Hemisphere Region Committee, using guidelines available from the ISGF World Bureau.

10.6 The quorum for the Western Hemisphere Region Conference shall be half plus one of the Participating Organizations of the Western Hemisphere Region.

10.7 The Chairman of the Conference shall be appointed by the Conference upon the proposal of the Western Hemisphere Region Committee, (giving priority for someone appointed by the host country).

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

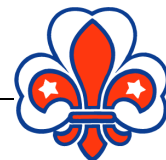
### 11. FINANCES

11.1 Each Western Hemisphere NSGF and Central Branch Group shall pay an annual fee to the Region of an amount to be agreed at each Western Hemisphere Region Conference.

11.2 Accounts for each Western Hemisphere Region Conference shall be kept by the Organizing Committee, finalized within 9 months and submitted to the Western Hemisphere Region Committee. Upon request the Organizing Committee can have an extension of 3 months.

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11.3 The budget for postage and other necessary administrative expenses shall be approved by the Western Hemisphere 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.

11.4 Each Committee member shall pay his/her own expenses for attendance at meetings or else be supported by his/her own Organization (NSGF or CB Group). Skype participation will also be allowed.

11.5 The Western Hemisphere Region Committee shall be responsible for keeping the accounts of the Western Hemisphere Region.

11.6 The accounts shall be audited annually and presented to all Committee members and to the World Bureau. The Participating Organizations shall receive triennial accumulated accounts three months before the Western Hemisphere Region Conference, at the expense of the Committee.

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

## 12. AMENDMENTS TO THE MOU

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

12.2 Any amendment to this Memorandum Of Understanding must be agreed by the Western Hemisphere 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 Western Hemisphere Region Conference shall become effective following their approval by the ISGF World Committee.

## Appendix1

### **Nomination of candidates to the Western Hemisphere Region Committee**

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