

International Scout Volunteer Group (ISVG)

Not For Profit Association



Constitution

Date: 05 July 2023

**International Scout Volunteer Group
Memorandum of Association**

Introduction

This memorandum of association contains the rules and regulation of the affairs of the Association and thereby gives authority for the rules printed in this document otherwise referred to as **‘ISVG’ Memorandum of Association’ or Constitution.**

ISVG is a non-profit organisation and it is established to promote education and trainings of Scout Volunteers around the world.

The ISVG Logo & Flag



The ISVG logo shall be the symbol of the organisation all over the world and shall be used by the various countries represented as official members of ISVG family of volunteers.

The Regional / Zonal / Country organisation levels shall be able to design and create their flag according to their map, colours and animals in addition to the ISVG Logo.

Corporate Motto: "Learn for Life, Teach for World Scouting"

Corporate Password: "Simply Scouting"

Corporate Signal: "Go Forward!"

Vision:

Challenging and promoting scout volunteers to become agents of change in their local communities, nationally and internationally based on the Scout Oath and Laws and UN agendas.

Purpose:

ISVG's purpose aligns with the Scouting principles to encourage the physical, intellectual, social, emotional, and spiritual development of young people and leaders so that they may take a constructive place in the society as responsible citizens, and as members of their local, national and international communities. ISVG is posed to provide online training that will enable Scouter Leaders and Youth mentors all over the world to attend an International Open University to be called "ISVG Open University".

ISVG Goals

1. To have the community recognize, support, and value the role of Scouting and its activities.
2. Promote Scouting to the ISVG member's community.
3. Provide opportunities for ISVG member's participation in international activities
4. Provide opportunities to pursue scouting as a lifelong education and conduct online courses to provide proficiency qualification for international Scout volunteers.
5. Inculcate a strong sense of social responsibility and volunteerism in respect of scout and United Nations SDGs Action Plan.

Chapter-1

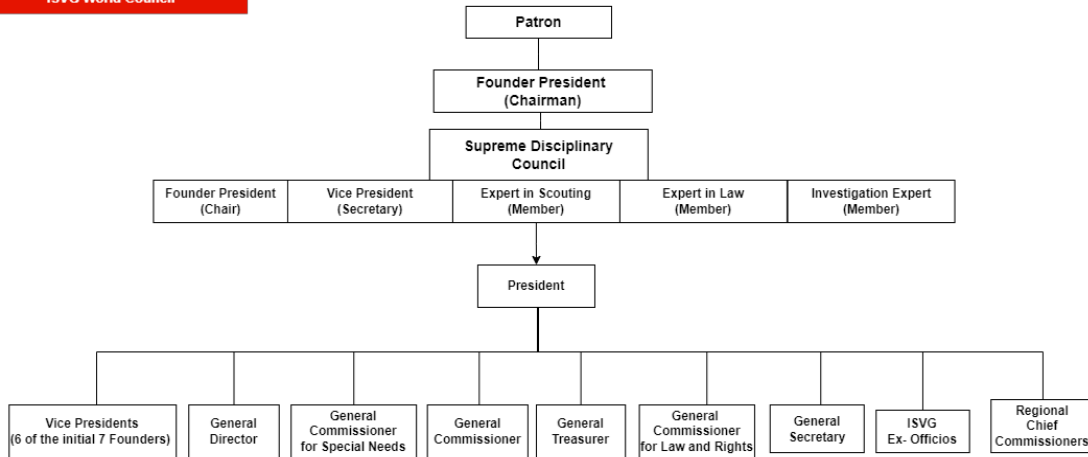
1.0 ISVG Organisational Structure

ISVG organisational structure covers all four Levels of Management Subgroup in ISVG.

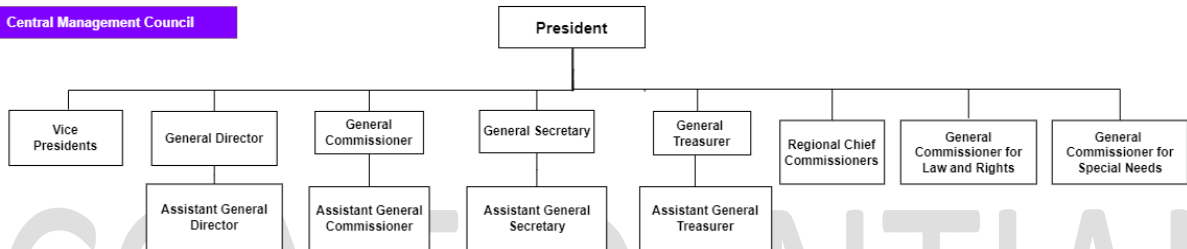
- ISVG World Council
- ISVG Supreme Discipline Council
- ISVG Central Management Council
- ISVG Regional Management Council
- ISVG Zonal Management Council
- ISVG Country Management Council

ISVG Organisation Chart

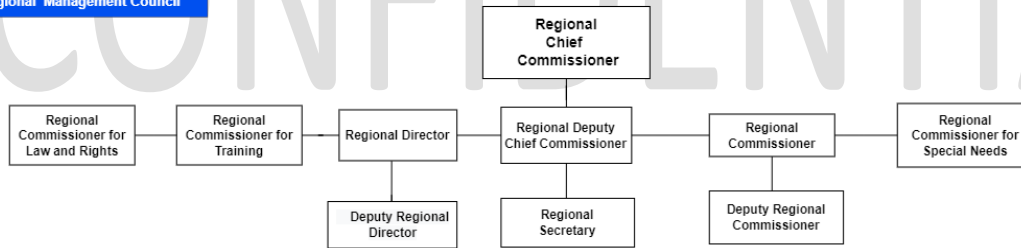
ISVG World Council



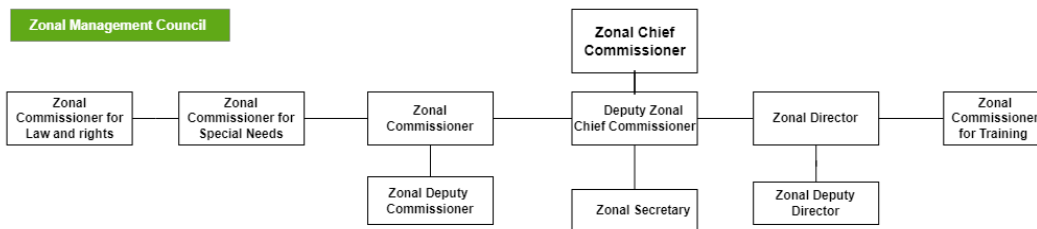
Central Management Council



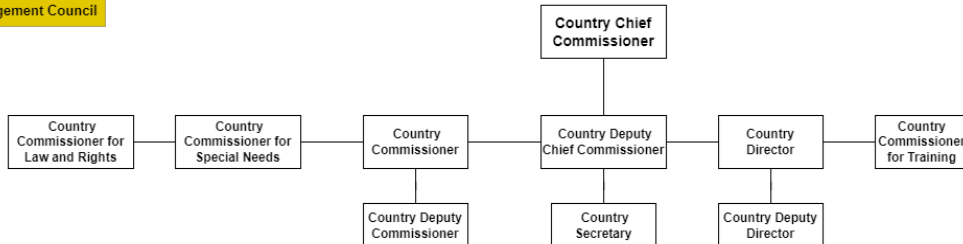
Regional Management Council



Zonal Management Council



Country Management Council



Sub Chapter-1

1.1 ISVG Organisation Level Management

1.1.1 ISVG shall be managed by a team of its Members at all levels based on approval by the Central Management team recommendation to the Supreme Discipline Council.

1.1.2 Each Management Team shall be accountable to the ISVG Commissioners for the satisfactory running of the ISVG at the level (Regional/Zonal/Country).

1.1.3 The Management Team at all Levels shall provide opportunities for Members to take part in the decision-making process through the ISVG Management Team will encourage and support participation in the programme and develop projects for all Members.

Sub Chapter-2

1.2 ISVG World Council

1.2.1 The Association shall constitute a World Council that shall be made up of the following including Ex-officio and present leadership.

- Patron
- Founder President/ Chairman (For the lifetime)
- Vice Presidents I and VI (Initial founder member from Japan, Serbia, Thailand, Tunisia, Egypt and USA for life time)
- General Secretary
- General Treasurer
- General Director
- General Commissioner
- General Commissioner for Special Needs & Disability
- General Commissioner for Law and Rights
- Regional Chief Commissioners
- Ex-officio members

1.4.3(1) Non-attendance of three consecutive meetings without prior notice to the Founder President and General Secretary.

1.4.3(2) Bringing disrepute to the ISVG via false claims and deceits. Or doing any hidden meeting, unofficial meetings, published any statement without prior knowledge of the Founder President.

1.4.3(3): Founder President / Chairman or Central Management Team If found guilty by ISVG Supreme disciplinary council for gross misconduct after investigation and hearing based on evidence provided in line with the Supreme Disciplinary Council and Regulations.

1.4.3(4): If raised any issues or any kind of allegation against any person from any level of the structure of ISVG shall be placed or submitted to the Founder President/ President/Secretary. And the final decision will be announced after a hearing/review before the Supreme Discipline Council and finalized by the founder president.

Chapter-2

Central Management Council

The central management group is the next highest hierarchy in the organisation:

It comprises of the following Officials:

- The Founder President/ Chairman (For the life time)
- The President
- The Vice President I to VI (Initial founder member from Japan, Serbia, Thailand, Tunisia, Egypt and USA for life time)
- The Director General
- The General Secretary
- The General Treasurer
- The General Commissioner
- General Commissioner for Special Need & Disabilities
- General Commissioner for Law and Rights
- Regional Chief Commissioners
- The Assistant General (7)

Remark: The Founder President (Initial member) shall be the Chairman of ISVG World Council and Central Management Council as a permanent member, and The 6 (six) Vice Presidents / initial founder members shall be the Honorary Vice President as a permanent member.

2.1 Patron

Definition: A Patron shall be someone who, due to his/her public achievement, exemplification of outstanding leadership, and stature in society, can help ISVG leadership achieve its mission by enhancing the institute's credibility, and by modelling different ideals of leadership

2.1.1(a) The Patron shall be an honorary member appointed by the World Council followed by Supreme Discipline Council.

2.1.1(b) The Patron shall not be an executive member/management committee member.

2.1.1(c) Do not attend meetings but can observe meetings they wish.

2.1.1(d) Shall not make decisions on behalf of the ISVG or members.

2.1.1(e) Shall attend special occasions such as opening the AGM or an annual fundraising event.

2.1.1(f) Shall not be a member and will have no voting privileges

2.1.1(g) Shall not have any special authority over the World Council or ISVG

Duration to the Term of Honorary Patron: The term of a patron will end under any of the following conditions:

2.1.2 The agreed term of service expires.

2.1.3 The honorary patron resigns, at any time, by submitting a written resignation to the chair of the Board of ISVG, in which case such resignation shall be effective on the date specified in the resignation.

2.1.4 The honorary patron dies.

2.1.5 The Founder President of ISVG acting on the direction of the World Council, terminates the honorary patron's service to ISVG by submitting a written notice to the honorary patron, in which case such termination shall have effect on the date specified in the termination notice.

2.2 The Founder President/ Chairperson

The Founder President /Chairperson is responsible for leading the Board and focusing on strategic matters, overseeing the ISVG World strategic business and setting high governance standards. He plays a pivotal role in fostering the effectiveness of the Central Management Council, both inside and outside ISVG. If raised any conflict among the structure of all levels of ISVG or any stage of ISVG regarding termination & appointment or making any change or else then the decision of the Founder President/ Chairman will be prevailed and finalized. The Founder President/ Chairman have the full right to appoint any qualified person to fulfil the dream/agenda of ISVG and also stabilise the ISVG Open University.

2.2.1 Veto Power: The Founder President/ Chairman shall have the veto power to appoint or suspend members from their roles where they have acted in subordination to the office of the President or any level of ISVG.

2.3 president

The President shall communicate with officers to ensure that they are meeting their responsibilities. The president shall oversee the leadership of the central management council and empower all to appointed officers and their assistants at each organisation level and will do the following (i-viii) tasks with prior permission/acknowledgement of the founder president/chairman.

- i. Provides overall leadership and direction to the organisation;
- ii. Establishes short- and long-range objectives and goals in conjunction with the council;
- iii. Coordinates organisation activities through the council;

- iv. Presides at meetings of the organisation and its board of directors;
- v. Structures the organization to ensure continuity by providing opportunities for new leadership to develop;
- vi. He seeks final approval from the founder president before published all organisation press releases, newsletters, electronic communications, and other publications;
- vii. Maintains contact on organisation activities with the Alumnae Office;
- viii. Submits annual reports of the organisation's activities to the Alumnae Office by mid-June or immediately following the annual meeting.

2.4 Vice Presidents:

The role of Vice Presidents I to VI is generally to work closely and support the President.

The Vice President shall undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. This shall be in accordance with the organisation's rules or as agreed by the world council based on the overall interest of the organisation).

The role of Vice President is the ideal position for those considering becoming organisation Presidents in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the organisation.

2.4.1 Responsibilities of Vice Presidents

The general role of the Vice President is to support the President, assisting them to fill their responsibilities.

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all organisation activities, especially those of all sub-committees
- Have a good working knowledge of the constitution, organisation rules and by-laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the organisation

2.4.2 Support Governance Strategy

The Vice President will assist the President ensure the organisation undertakes its key governance responsibilities including ensuring the organisation:

- Defines and documents its organisation culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the organisations as well as the volunteers handling the cash

- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance with all obligations and the health and safety of all organisation participants
- Ensure all complaints and disputes are immediately investigated and responded to according to organisation policies and procedures
- All organisation positions, roles and sub-committees have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

2.5 General Secretary:

The General Secretary shall be responsible for the day to day running of the organisation as a sensitive role in the organisation.

The general secretary of the ISVG together with all other Executives are responsible for the efficient administration of ISVG, particularly with regard to ensuring compliance with statutory and regulatory requirements.

2.5.1 The Role of the General Secretary

- Maintaining the register of any members, the register of executive members/directors and secretaries, the register of executive members' and secretary's interests;
- Being familiar with the ISVG's governing document, the legal responsibilities of charities under the Charities Act 2009 and the ISVG's internal governance rules;
- Helping to ensure that ISVG executive members file all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the ISVG's details and/or executive members' details);
- Ensuring that the board members are aware of the requirements to comply with the relevant codes such as the Constitution, Code of Conduct and disciplinary regulations etc.
- Ensuring that decisions and actions of the board of ISVG executive members are accurately recorded and implemented;
- Tracking progress with the ISVG's risk register/ business plan/ strategic plan and making sure any correspondence for the ISVG executive members is brought to the attention of the board.
- Must Ensure the pre-acknowledged of all above actions or other actions to the Founder President/ Chairman and President.

2.5.2 Preparing and Organise for Board Meetings

- A certain amount of preparation is necessary to ensure that board meetings are as effective as possible.
- The secretary should assist the Founder President/ Chairperson of the board with the planning of and the agenda for each board meeting. The role of the secretary includes:
- Making sure the timetable of board meetings for the year ahead is agreed;

- Sending out notification of board meetings to ISVG Supreme Discipline Council (and others where applicable);
- Working with the Chairperson of the council to set each council meeting agenda, including the management of any agenda items received from other ISVG executive members;
- Circulation of council papers/pack at least five days in advance of meetings;
- Dealing with any issues ISVG executive members have regarding council papers/pack;
- Checking that a quorum¹ is present (and that it is present throughout the meeting if required) and being aware of any proxy voting arrangements if allowed by the ISVG's world council;
- Ensuring the venue/room is prepared appropriately for the meeting or an online link is circulated before time.

2.5.3 Taking Meeting Minutes

The purpose of minutes is to provide an accurate, impartial and balanced internal record of what happened at a meeting. The role of the secretary includes:

- Taking the minutes at board meetings and maintaining the records of all meeting minutes;
- Keeping a record of all issues discussed, decisions taken and any actions required to implement a decision;
- Working closely with the Founder President/Chairperson to ensure that the draft minutes are accurate;
- Issuing draft minutes to ISVG executive members for consideration after board meetings and dealing with any subsequent requests for corrections to be made before they are formally approved;
- Ensuring that minutes are stored safely and are accessible by the Chairperson of the board and any other ISVG executive member if required.
- The secretary will normally play a support role in setting up and running any Annual General Meeting (AGM) or Extraordinary General Meetings (EGMs) where required.
- The secretary may delegate some or all of these duties to the Assistant secretary, but responsibility for his or her performance remains with the secretary.

2.6 The General Treasurer

A key role in the effective governance of most charities is that of the General Treasurer (Treasurer) as an 'office-holder' among the ISVG executive members. The financial matters are the responsibility of all executive members, it is often the treasurer that other executive members look to for advice, guidance and reassurance on all aspects of the ISVG's financial management and reporting, control systems, solvency, investments, etc.

2.6.1 The Role of General Treasurer

The role of the treasurer is to monitor the financial administration of the ISVG and report to the council of executive members at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

The main responsibilities and duties of the treasurer include:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of executive members;
- Leading in the board's duty to ensure that proper accounting records are kept, and financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Leading in the development and implementation of financial reserves, cost-management and investment policies;
- Liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- Chairing any finance committee in line with standing orders and terms of reference, and reporting back to the board of executive members;
- Monitoring and advising on the financial viability of the ISVG;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- Advising on the financial implications of the ISVG's strategic plan;
- Overseeing the ISVG's financial risk-management process;
- Acting as a counter signatory on ISVG cheques and important applications to funders; and
- Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

2.6.2 Bank Account: The joint account will be open with the signatures of the Founder President, President, General Secretary and Treasurer. Three (3) signatures shall be mandatory including Founder President/ Chairman to draw any check.

Note: Ensuring the acknowledgement of all above actions or other actions to the Founder President/Chairman and President.

2.6.3 Budgeting and Strategic financial planning

This is critical in most charities whatever their size, so the treasurer has an important role to play here.

- A critical role of the board is to ensure that the mission and long-term goals of the organisation are appropriately defined and shorter-term objectives and action plans are put in place to achieve them. The annual budget should then flow from this process.
- The treasurer must ensure that all strategic plans are fully financially appraised and that the budget is in line with the plan's short-term objectives as set for each year.
- The treasurer should oversee the plan/budget process on behalf of the board and constructively challenge assumptions made.

- The treasurer should encourage the consideration of alternative scenarios designed to evaluate the strategic plan's sensitivities as part of the risk-management process and, where appropriate, should encourage the movement away from incremented budgeting to a more zero-based approach as part of the performance management and reporting process.
- Emphasis on performance reporting with financial information, outcome/impact reporting to improve resource allocation, improve the ISVG's image and create greater transparency and accountability.
- The treasurer should encourage this approach where appropriate and add to the development of specific operational, investment and fundraising performance measures.
- Management Reporting Executive members have a duty to ensure that proper accounting records are kept, assets are safeguarded and resources are properly applied in accordance with the objects of the ISVG and a high standard of ongoing financial reporting.
- The treasurer should ensure that management accounts are prepared on a regular basis and that there is a target timescale for their production.
- The treasurer should also agree with the executive members the type of financial reporting they require and the extent of it. This needs to be done in coordination with the director of finance.
- The format of the basic management accounts is likely to be a report of the actual results for the period and the year to date, compared to the budgets for the same periods, the budget for the full year and a statement of variances and their causes, with recommendations for any remedial action needed.
- At agreed times during the year there may be a re-forecast of the budget and this should then also be included in the management accounts.
- The board of executive members will normally wish to see management accounts at summary level only, for example, for each monitored department or activity-control centre showing total income and expenditure for each major income stream plus an overall breakdown of operational (ie, charitable and fundraising) expenditure, including support costs, and the costs of the ISVG's administration (governance).
- The reporting structure should reflect the way in which the organisation is run and finances are managed. This need not necessarily be the structure of the statutory accounts – but must be compatible enough to facilitate annual reconciliation with them.
- The management accounts pack should also include a balance sheet which shows the movement and balances on unrestricted and major individual/sundry restricted funds.
- The management accounts should also be accompanied by other information to underpin them.

For example:

- A narrative explaining the most significant variances.
- More detailed information on options for remedial action in areas of concern.

In overall terms, it is important that the treasurer ensures that the executive members as a board are given a fully informative picture of the financial performance and position of the ISVG and of its effectiveness – especially as far as its financial control system is concerned.

The proper control and performance of any significant grant-aided charitable services provided, trading activities for charitable or for fundraising purposes, and also any other activities and events to generate voluntary funds, will all be specific areas in which the board will look to the treasurer for a lead, for guidance and for assurance. Statutory financial reporting.

The treasurer has an especially important leading role to play in statutory financial reporting.

The treasurer's task here is to guide and advise fellow executive members in the board's formal approval of the annual report and [audited] accounts. Therefore it is important the treasurer is fully aware of their content, regardless of any involvement in their preparation. It is also important that the treasurer can explain the technicalities of the accounts in plain language so they are fully understood by the executive members. The treasurer should also be involved in overall liaison with the external auditors.

While not involved in the detail, the treasurer should be involved in the overall planning of the audit, perhaps by attending an initial planning meeting and then when the audit is completed, in a round-up discussion on the points arising and the issues raised in the Management Letter.

The treasurer should also be involved in the selection of external auditors when this arises.

The Executive members' Annual Report and of course the statutory accounts themselves are important examples of the expected transparency and accountability of charities.

2.6.3 Risk Assessment and Risk Management

This is another important area where, for charities above the statutory audit threshold, the executive members have to make disclosures in the Annual Report.

Treasurers need to ensure that the risk-management process is adequate and that the financial implications of risk are fully taken into account.

2.6.4 Reserves Policy

A final critical area is reserves policy in relation to any voluntary funding and/or to the ISVG's operational viability and ultimate solvency. The treasurer must be involved in:

- The development of any reserves policy and could well be its guardian on behalf of the executive members;
- Keeping the board regularly informed of the free reserves position and target (if any), even if only as part of the essential cash management reporting where solvency is an issue; and

- Advising any action needed to cope with changing circumstances.

2.6.5 The Treasurer and Governance

The finances of charities are often critically important in the management of the organisation, and indeed the executive members all have legal duties which underpin this importance.

The treasurer should also consider the governance structure and effectiveness of the ISVG in this light, a committee of the executive member board to deal in more detail with financial and perhaps investment, fundraising and operational management issues.

The Treasurer also needs to have a close working relationship with all World Council members, and they should meet separately from time to time so that the founder president/chairman, President and Secretary General is fully briefed on important financial issues like strategic planning, financial targets, the budget, the statutory annual report and accounts and audit issues.

2.7 The General Director

The General Director shall be responsible for achieving the organisation's vision and mission and has the oversight function on international adult training for ISVG.

- A critical role of the board is to ensure that the mission and long-term goals of the organisation are appropriately defined and shorter-term objectives and action plans are put in place to achieve them.
- General Director shall work toward the implementation of the strategic approach and governance that aligns with the Organisation's goals.
- Shall be instrumental in ensuring that the training scheme are tailored to the needs of the organisation.
- Shall have a close working relationship with all other Executive Board members, and they should meet separately from time to time so that the chairperson and president are fully briefed on important financial issues like strategic planning, financial targets, the budget, the statutory annual report and accounts for training and equipment.
- Shall work with other International Leadership Trainers from the different International Scouting Organisations irrespective of their affiliation based on proof that they are qualified trainers to organise and deliver ISVG International Adult Scout leaders training like woodbadge, Train The Trainer training that meets the International Scouting standards for ISVG members and interested scout leaders.

2.8 The General Commissioner

The General Commissioner shall work with the Central Management Council to provide special duties and other required support as directed by the Founder President/ Chairman responsible for youth and young volunteers

- The General Commissioner shall work and function directly with the Founder President, President and Secretary General in CMC.
- The main responsibilities of the General Commissioner is the monitoring of the implementation of selected special projects and decisions of the Central Management Committee.
- Shall be responsible for logistics for all special activities, projects and international events.
- Develop/Review and compile selected speeches and presentations by the President.
- Coordinate selected Special Engagements of the central management council with internal and external stakeholders to ensure service improvement and efficiency
- Provide support/input for selected special committees and special projects set up by the Central Management Committee with permission of the Founder President/Chairman.

2.9 General Commissioner for Special Needs & Disabilities

The General Commissioner for Special Needs shall be responsible for all ISVG volunteer members with disability and special needs where possible.

- i. Shall ensure that no ISVG volunteer with a disability or special needs are excluded from educational support or training.
- ii. Shall be responsible in ensuring special needs requirements are included in ISVG training programme from the World Council level to the Country level.
- iii. Shall plan and organise special activities, projects and international events for ISVG members
- iv. Shall liaise with all special needs commissioners in each management level to ensure special needs activities are implemented along with other general programs.
- v. Shall promote inclusion for all and report to the Founder President/chairman.

2.10 General Commissioner for Law and Rights

The General Commissioner for Law and rights shall be responsible for all legal areas and legal matters of ISVG both National and international for ISVG.

- Shall provide legal advice and legal & human rights training to ISVG at all levels and report to the Founder President/chairman.

2.11 Assistant to All General Commissioners.

- All Assistant Generals shall support the specific roles relating to each role.
- All Assistant Generals shall be answerable to the Central Management Council for the development of ISVG.
- Shall adhere to the vision and mission statement of ISVG and not to any individual.

Chapter-3

3.0 ISVG Regional Management Council (Regional Team)

There shall be six (7) recognised Regions according to the Continents excluding Antarctica which has no human inhabitant.

- Africa
- Asia
- Australia
- Europe
- Central America
- North America
- South America

i. The World Council shall appoint the Regional Leadership team based on recommendations.

ii. Each of the Regional Leadership Team shall be consisting of the following officers:

- ❖ Regional Chief Commissioner.
- ❖ Regional Deputy Chief Commissioner
- ❖ Regional Secretary
- ❖ Regional Commissioner
- ❖ Regional Commissioner for Adult Training Team
- ❖ Regional Commissioners for Youth Volunteers
- ❖ Regional Commissioner for Special Needs and Disabilities
- ❖ Regional Commissioners for Law & Rights
- ❖ Regional Deputy Commissioner
- ❖ Regional Director
- ❖ Regional Deputy Director
- ❖ Zonal Chief Commissioners

iii. The Regional Chief Commissioner shall be responsible for the development and growth of ISVG in their respective regions and supported by the Deputy Regional Chief Commissioner.

iv. The membership and terms of reference of the subgroup are under its delegated powers by the Council.

Chapter-4

4.0 ISVG Zonal Management Council (Zonal Team)

The zonal subgroup is made up of countries within the same zone, where there is a common goal – West Africa can have a zone, Central America can have a zone. Middle East can have a zone.

The approval of a zone shall be the decision of the World Council as recommended to the Central Management Group by the Regional subgroup.

Each of the Zonal Leadership Team shall be consisting of the following officers:

- ❖ Zonal Chief Commissioner.
- ❖ Zonal Deputy Chief Commissioner
- ❖ Zonal Secretary
- ❖ Zonal Commissioner
- ❖ Zonal Commissioner for Adult Training Team
- ❖ Zonal Commissioners for Youth Volunteers
- ❖ Zonal Commissioner for Special Needs and Disabilities
- ❖ Regional Commissioners for Law & Rights
- ❖ Zonal Deputy Commissioner
- ❖ Zonal Director
- ❖ Zonal Deputy Director
- ❖ Country Chief Commissioner

The Zonal Chief Commissioner shall be responsible for the development and growth of ISVG in their respective Zones and supported by the Deputy Zonal Chief Commissioner.

The membership and terms of reference of the subgroup are under its delegated powers by the Council.

Chapter-5

5.0 ISVG Country Management Council (Country Team)

Each of the Country Leadership Team shall be consisting of:

- ❖ Country Chief Commissioner.
- ❖ Country Deputy Chief Commissioner
- ❖ Country Secretary
- ❖ Country Commissioner
- ❖ Country Commissioner for Adult Training Team
- ❖ Country Commissioners for Youth Volunteers
- ❖ Regional Commissioners for law & rights
- ❖ Country Commissioner for Special Needs and Disabilities
- ❖ Country Deputy Commissioner
- ❖ Country Director
- ❖ Country Deputy Director

The Country Chief Commissioner shall be responsible for the development and growth of ISVG in their respective countries and supported by the Deputy Country Chief Commissioner.

The membership and terms of reference of the subgroup are under its delegated powers by the Council.

Chapter-6

6.0 Rules of Appointment

- i. The appointment of any Chief Commissioners and General Commissioner is subject to review and approved by the Founder President/ Chairman with the consultation by the World Council i.e. The President may recommend Regional Chief Commissioners.
- ii. The appointment of Regional Chief Commissioners may be renewed for a second period not exceeding two terms.
- iii. Ex-President, General Director, General Secretary, Vice Presidents, all general commissioners and Regional Chief Commissioners are automatic Ex-officio Members of the ISVG World Council.
- iv. Supreme Disciplinary Council shall be made and appointed by the Founder President and be independent of any interferences in carrying out its assigned duty. It shall comprise 5 member panel: Council Chair (Founder President) and 4 other members i.e Vice President, Expert in Scout, Expert in Law and Expert in Investigation.
- v. The Honours Committee shall be set up by the Founder President in consultation with the World Council.
- vi. All appointments with respective designations will be finalized by the approval from Founder President and Chairman.

6.1 Regional Commissioners

- i. The appointment of the Chief and all Regional Commissioners shall finally be approved by the Founder President/ Chairman.
- ii. The appointment of a Regional Commissioner may be renewed for a second period not exceeding Six years in total.
- iii. Chief Regional Commissioners are Ex-officio members of all Regional Councils in their region and have the Right of Attendance at all Executive Committees in their region.

6.2 Zonal Commissioners

The Chief Zonal Commissioners and Zonal Commissioners are appointed by the Founder President in consultation with the World Council, the Central Management Council and the Regional Chief Commissioner to undertake special responsibilities, such as the leadership and support of ISVG development in their respective zones.

The appointment of a Zonal Commissioner may be renewed for a second period not exceeding six years in total. The appointment of Zonal Commissioners is subject to a formal review by the Zonal Chief Commissioner on performance.

6.3 Country Commissioners

Country Commissioners are appointed by Country Chief Commissioners with the approval of the Founder President/Chairman to undertake special responsibilities, such as the leadership and support of ISVG in their respective Countries. The appointment of a Country Commissioner may be renewed for a second period not exceeding six years in total. The appointment of Country Commissioners is subject to a formal review by the Country Chief Commissioner.

6.4 Activity Support Subgroups

Each organisation level shall have representatives in the various functional support subgroups for the development, sustainability and promotion of ISVG activities in the following subgroups where they can work and contribute more effectively.

1. ISVG Constitution (Bye Law) Subgroup for individual countries where required.
2. ISVG Newspaper Subgroup
3. ISVG Newsletter Subgroup
4. ISVG Media Subgroup (Youtube Subgroup)
5. ISVG Registration Subgroup
6. ISVG Graphics Subgroup
7. ISVG Website Subgroup
8. ISVG Awards Subgroup
9. ISVG Uniform Subgroup
10. ISVG Events Subgroup
11. ISVG Bridge of Two Countries Subgroup (Friendship)
12. ISVG Jamboree Subgroup
13. ISVG Country Troop Subgroup
14. ISVG Zonal Troop Subgroup
15. ISVG Regional Troop Subgroup
16. ISVG Education Subgroup

The subgroups are subject to review with additional levels as local ISVG groups emerge.

Chapter-7

7.0 Membership of ISVG

- a. Applications to join ISVG shall be made to the Founder President/Chairman.
- b. The purpose of the application is to ensure that only eligible registered Scout Leaders can join ISVG.
- c. All applicants must be seasoned Scout Leaders linked to a Scouting Organisation before the application to join ISVG.
- d. The Founder President/ Chairman may delegate another Commissioner appointee to act as the responsible officer to oversee the registration, activities and development of membership, to agree and review the service agreement, and to maintain effective liaison between all the Hierarchical levels of ISVG.
- e. Each applicant must submit proof of international identity, an official picture with scout dress, a reference form 3 persons including scout leader, place of residence, age, educational qualification, and employment status along with a CV including Gmail address, WhatsApp and Facebook link – this will ensure ISVG can carry out checks.
- f. Membership of ISVG shall be free to all International Scout Leaders all over the world irrespective of which Scouting Organisation they belong subject to future review of the membership process.
- g. The exception to membership of ISVG is via an Associate Membership or Honorary Membership.

7.1 Associate Membership by Exception

- i. Professionally qualified lecturers, PhD holders or Professors with the intention of supporting ISVG by providing educational development to members shall be exempted from being members of any Scout Organisation.
- ii. Interested professionally qualified Members of ISVG in Regional, Zonal and Country or equivalents where exceptions have been made, are also members of the ISVG – World Troop by extension.
- iii. Members with no Scouting Organisation background, either by being a Member of a Regional or Zonal subgroup having another role, can choose to be a Member of the ISVG only as a Supporter of ISVG University of Scouting.
- iv. The decision to admit anyone to membership of the ISVG rests with the Central Management Team or the President based on a recommendation from a recognised Regional/Zonal/Country Commissioner if they are not affiliated with any Scout Organisation.

Chapter-8

8.0 Safeguard Guidance

This guidance relates only to subjects who are adult volunteers.

Where we refer to an adult; this refers to members of ISVG who are 18 years old or older.

An exclusion will be considered where the total information available about the individual implies that their involvement may adversely affect the:

- a) Health and welfare of young people
- b) Welfare of adults, scouting operations or the individual concerned
- c) Reputation of scouting and ISVG in particular

The Chief Safeguarding Officer reserves the right for the Safeguarding Team to use professional judgement to make risk-based decisions. Offences and behaviours within each section are not exhaustive.

We should recognise that our understanding of safeguarding and safer recruitment changes over time.

NOTE:

- v Exclusions under boxes 1 to 5 below are **permanent**.
- v Exclusions under boxes 6 to 10 below may be reconsidered in some circumstances after some period of time.

For example, if the application now meets the test of “0, 1 or 2 minor offences committed more than 5 years ago” as given in box 12.

1. On Barred or Disqualified List

Individual barred. It is a criminal offence for a person who is on the Children’s Barred List to volunteer in any capacity for Scouting.

Safeguarding Vulnerable Groups Act 2006

Northern Ireland Order

Protecting Vulnerable Groups (Scotland) Act 2007

Disqualification under the Childcare Act 2006

The individual is on the Vulnerable Adults Barred List. Scouts do not ask for information about the

Vulnerable Adults list, but is often informed of it.

Next steps: Exclusion – no appeal

2. Any offence perpetrated as an adult against a child demonstrating a sexual interest in children or behaviour indicative of a sexual interest in children

A range of thresholds applied by different statutory agencies, be that an outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

A finding of guilt made in a criminal court ('beyond reasonable doubt') or in civil courts ('balance of probability').

This includes offences defined by the:

- a) Sexual Offences Act 2003
- b) Protection of Children Act 1978
- c) Criminal Justice Act 1988
- d) Coroners and Justice Act 2009

v It includes offences of:

- a) Rape and other sexual assaults
- b) Indecent images of children
- c) Grooming
- d) Trafficking (children)
- e) Voyeurism (children)
- f) Exposure of genitals with intent to distress or alarm (children)
- g) Gender discrimination
- h) Radicalism
- i) Terrorism
- j) Money Laundering
- k) Kidnapping or conviction of the same
- l) Child abduction

These also include sexual offences against children in another jurisdiction, such as outside the ISVG, US and Canada. Where the adult is 18 or 19 years old at the time of the offence and the young person was 17 years old, and statutory agencies deemed the offence to be 'age appropriate' and consensual, it would be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – No Appeal

3. Other offences or behaviours perpetrated by an adult against a child whereby a child has suffered significant harm (physical or psychological)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order in the criminal or judicial finding in another court defined by the Crown Prosecution Service, or equivalent in any country where the crime was committed as non-sexual child abuse.

This should include the offence of child neglect where the adult was convicted in the criminal court or made an admission of guilt, accepted a caution or a finding was made in the civil courts. This also includes behaviour which is assessed by statutory agencies as posing an ongoing risk of harm and is unlikely to change over time.

Where the adult is 18 or 19 years old at the time of the offence and the young person is 17 years old, it may be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

4. Adverse reference from a statutory agency or other professional source

The source should be a statutory agency such as:

- a) The police
- b) Children's services
- c) A Local Authority Designated Officer (LADO)
- d) A government department, agency or other public body

An adverse reference must be in writing confirming that the agency advises that this person should never be allowed to hold a role that brings them into contact with children.

Next steps: Exclusion – no appeal

5. Conviction for serious offences against the person (adult)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community

Resolution Order. To include:

- a) Murder
- b) Rape
- c) Manslaughter
- d) Crimes associated with organising sexual exploitation
- e) Offences under the Terrorism Act(s)
- f) Serious crimes of violence including grievous bodily harm (GBH)
- g) Convictions for abuse or exploitation of a vulnerable adult
- h) Criminal offences where the conduct is associated to domestic abuse (Domestic Violence, Crime and Victims Act 2004)
- i) Drug, arms or people trafficking
- j) Sexual exploitation
- k) Organ farming /Mafia organisation/ radical group

Next steps: Exclusion – no appeal

Amber category: The account from the subject will be requested and the options available are:

- a) Exclusion with the right of appeal (see appeal process)
- b) Decline (cancelled membership) up to a maximum period of 5 years
- c) District decision or appointments advisory committee

2. Individuals under 18 at the time of an offence or behaviour that if committed after age 18 would attract national attention and or fall into the above ‘red’ criteria.

The decision-makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age such as some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

Next steps: Further consideration by ISVG Headquarters.

7. Offence or behaviour which causes serious doubt about the suitability

For example:

- a) Offences against the person (including threats of violence)
- b) Supplying controlled substances
- c) Possession of controlled substances
- d) Causing death by dangerous driving
- e) Physical chastisement
- f) Offences under the Public Order Act 1986
- g) Offences under the Firearms Acts 1968

v Some sexual offences committed against an adult victim, Public Order offences.

v This includes where someone has received a civil order “Sexual Risk Order” under the Sexual Offences Act 2003, as they are considered to pose a risk of harm.

v An allegation of a sexual offence (adult victim) not progressed to trial.

v Information held on confidential systems or an allegation of inappropriate behaviour.

v Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

- a) Health or welfare of young people
- b) Welfare or other adults, Scouting operations or the individual concerned
- c) Reputation of scouting

Next steps: Further consideration by ISVG Headquarters.

8. Offence or behaviour which causes doubt about the individual’s compatibility with Scouting values. Not an exhaustive list:

- a) Harassment
- b) Blackmail
- c) Hate crime - any criminal offence which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone’s protected characteristics

v Information held on ISVG Headquarters safeguarding confidential systems or an allegation(s) of a Yellow Card or Safeguarding Policy breach, breaches of safeguarding guidance.

v Offences or behaviour which are in conflict with Scouting values, for example, failure to cooperate with a safeguarding local enquiry, lack of respect to:

- a) Young people
- b) Volunteers
- c) Parents
- d) Carers

v **Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:**

- e) Health or welfare of young people
- f) Welfare of other adults, Scouting operations or the individual concerned
- g) Reputation of Scouting and ISVG

Next steps: Further consideration by ISVG Headquarters.

9. Non-conviction information provided by other sources or held on ISVG Headquarters confidential records.

Adverse information is held on confidential systems at ISVG Headquarters whereby membership has been cancelled or an individual as resigned, and concerns have been alleged about an individual's behaviour or conduct. The sources include but are not limited to:

- a) Statutory agencies
 - b) Government departments
 - c) Education establishments
 - d) Other charities where the information is deemed to be reputable
- Where required passed to a medical advisor or appropriate health care professional for guidance.

v **Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:**

- g) Health or welfare of young people
- h) Welfare or other adults, Scouting operations or the individual concerned

i) Reputation of scouting

Next steps: Further consideration by ISVG Headquarters.

10. Barred from Executive membership or Executive Membership

This only applies to individuals for roles providing executive member status where the individual is disqualified by law from acting as a ISVG executive member, such as an unspent conviction for an offence involving dishonesty or deception.

Where a member is subject to an allegation or misconduct or a safeguarding concern they would fall into sections 1 to 9.

Next steps: Further consideration by ISVG Headquarters.

11. Other conviction, caution or admission of guilt

Disclosure information will be passed to the relevant commissioner and appointment advisory committee with technical advice for in line with the relevant practice of the relevant disclosure authority ensuring confidentiality.

12. Minor and unrelated (to Scouting) offences

For example minor motoring offences, minor thefts, and criminal damage.

0, 1 or 2 minor offences, that don't fall into another category, were committed more than 5 years ago.

Disclosure is considered to be 'clear' for scouting purposes.

13. Bullying, Cyber-bullying and Cybercrime

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that a recipient is:

- Undermined
- Humiliated
- Denigrated
- Injured
- Harassed

It is not classed as bullying if it is solely making sure a person follows the rules in the Constitution or Memorandum of Understanding.

It is more than a strong, firm or authoritarian interaction.

It is:

- Destructive rather than constructive
- A criticism of the person rather than their mistakes
- Public humiliation rather than private correction
- Where the recipient feels threatened or compromised

14. Harassment

Harassment is ‘unwanted conduct that has the purpose or effect of violating people’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment’ (Equality Act 2010).

Harassment may be conducted based on characteristics including:

- age
- class or socioeconomic status
- ethnic or national origin, nationality (or statelessness) or race
- gender (including gender reassignment)
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith (including the absence of religion, belief or faith)
- sex
- colour
- language
- social background
- non-relevant criminal background

The list above is neither exhaustive nor exclusive.

Harassment can take many forms - for example, verbal and/or written abuse, ignoring or subjugating colleagues to unwanted attention, ridiculing and humiliating colleagues in front of others, mocking, mimicking or belittling a person.

A person may be harassed even if they were not the intended 'target.'

For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

See also: UK Volunteer Anti-Bullying and Harassment Policy and Procedures for reference of the expectations.

15. Gross Misconduct

Gross misconduct has no strict legal definition. In Scouting as used by The Scouts UK, it is interpreted as observed practices that are a very clear breach of the Values of Scouting such as:

- Theft
- Physical violence
- Gross negligence
- Serious insubordination

See more details on Disciplinary Committee and Regulation page.

Behaviour that destroys relationships with other volunteers or staff such as bullying and harassment, and gross misconduct can cause physical and emotional damage to individuals and reputational damage to the Scouts and any connected person.

v This guidance is a general overview of the subject of gross misconduct and the examples above are to help understanding – they do not cover every eventuality.

v No ISVG Member should receive less favourable treatment on the basis of or suffer disadvantage harassment or discrimination by reason of:

- Class or socio-economic status
- Ethnic or national origin, nationality or statelessness or race
- Gender including gender reassignment
- Marital or civil partnership status
- Sexual orientation
- Disability
- Political belief
- Pregnancy and maternity
- Religion, belief or faith including the absence of religion, belief or faith
- Sex

- Age

All members of the movement should seek to practise equality, especially in promoting equal access to the Scouts for all young people. ISVG prohibits all forms of prejudice and discrimination, including racism, sexism, homophobia, biphobia and transphobia.

All ISVG Groups, as separate entities, have a duty to comply with relevant equalities legislation. All volunteers should make reasonable adjustments where possible to support all young people and adult volunteers with disabilities to access ISVG training and educational delivery.

16. Reasonable Adjustments for Special Needs

Reasonable adjustments mean actions to enable young people with disabilities to access the Scouts and scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies.

Chapter-9:

9.0 Supreme Disciplinary Council and Regulations

The International Scout Volunteer Group (ISVG) recognizes the importance of maintaining discipline and upholding the values and principles of scouting. In order to ensure a safe and respectful environment for all members, the ISVG has established a Supreme Disciplinary Council and implemented Discipline Regulations. The Supreme Disciplinary Council -SDC shall be formed/ made by the highest qualified and experienced person in the relevant field. The structure of The Supreme Disciplinary Council of ISVG shall be as follow-

Founder President- Chair of SDC

Vice President – Secretary of SDC

Expert in Scouting- Member

Expert in Law- Member

Expert in Investigation- Member

This document outlines the guidelines for maintaining discipline, including a timeline for the committee to complete its actions.

9.1 Supreme Disciplinary Council

The Supreme Disciplinary Council-SDC shall oversee the disciplinary matters within the ISVG. The SDC consists of appointed members who are impartial and knowledgeable about the organization's policies and procedures. The Supreme Disciplinary Council-SDC can call records, reports and documents from any level as per organizational structure. Finally, If raised any conflict/ issues at any level of the ISVG the decision of the SDC will be finalized as the top highest part of the ISVG.

The council shall convene promptly to address disciplinary cases and ensures timely resolution following the submission of the complaint.

9.2 Disciplinary Regulations

All members of the ISVG are expected to adhere to the organization's Code of Conduct and follow the principles of scouting. Violations of the Code of Conduct or any misconduct that undermines the integrity of the ISVG may result in disciplinary action.

The following disciplinary measures may be applied, depending on the severity of the misconduct:

9.2.1 Verbal warning: A formal verbal communication to address the misconduct and provide an opportunity for improvement.

9.2.2 Written warning: A written notice documenting the misconduct and outlining the consequences of further violations.

9.2.3 Suspension: Temporary removal of a member's active participation in ISVG activities.

9.2.4 Termination: Permanent dismissal from the ISVG due to gross misconduct.

9.3 Guidelines for Gross Misconduct

Gross misconduct refers to serious violations of the Code of Conduct that significantly harm the ISVG's reputation or endanger the safety and well-being of its members.

The following actions are considered examples of gross misconduct and may result in instant dismissal:

- Physical violence or threat of violence towards another member.
- Harassment, discrimination, or bullying of any kind.
- Theft, fraud, or any form of dishonesty.
- Wilful destruction of property.

- Substance abuse or being under the influence of illegal substances during ISVG activities.
- Engaging in any illegal activities that are contrary to local, national, or international laws.
- Cyberbullying: Any form of online harassment, intimidation, or abusive behaviour towards others.

9.4 Disciplinary Procedures and Timeline

Any member accused of misconduct shall be given an opportunity to present their case before the Supreme Disciplinary Council. The Disciplinary Council shall conduct a fair and impartial investigation, taking into account all relevant evidence and testimonies. The process for disciplinary council shall commence based on the management level from which the complaint was made.

Complaints made at ISVG Country Management Level shall progress to the ISVG Zonal Management level where it should be dealt with or the Regional Management Level where there is no zonal management level. All complaints from Regional Management Level shall only progress to the Central Management Committee where the Regional Chief Commissioner or Deputy have a conflict of interest. This is the same for all Commissioners after all the Disciplinary Council Investigations are completed.

The council shall aim to complete its actions within a reasonable timeline, ensuring the timely resolution of disciplinary cases. If a member is found guilty of gross misconduct, the Supreme Disciplinary Council may recommend instant dismissal from the ISVG.

9.4.1 Additional Information

In addition to the above, the ISVG also provides the following information and resources:

- **Reporting misconduct:** A system for reporting any instances of misconduct, ensuring a safe and confidential process.
- **Support for victims:** The ISVG is committed to providing support to victims of misconduct, offering guidance and resources.

- **Process transparency:** The disciplinary procedures are transparent, ensuring fairness and accountability.

- **Continuous improvement:** The ISVG regularly reviews and updates its Discipline Regulations to ensure effectiveness and alignment with the organization's values.

Chapter-10:

10. Language

All speaking persons are welcome to ISVG and they can join with ISVG but ISVG's official language must be in English. And also, all official communication and documents must be in English.

Chapter-11:

11. Initial founder President & Members

The initial founder president will be Chairman and the initial founder executive 6 (Six) members will Vice- President of the ISVG world council for a lifetime.

Chapter-12:

12. Effectiveness and implementation

Implementation of this Constitution shall begin after the signing of the Constitution Drafting Committee but will be effective from the time of establishment.

Chapter-13:

13. Conclusion

By adhering to the Supreme Disciplinary Council and these Discipline Regulations, we aim to maintain a positive and inclusive environment within the International Scout Volunteer Group. ISVG is dedicated to creating a respectful and safe environment for all members irrespective of the different scout organisations they belong.

ISVG shall work closely with any recognised Scout Organisations around the world like WOSM, WOIS, and OWS amongst others where members of the Scout Organisation are also members of ISVG.

For any questions or concerns related to discipline or misconduct, please contact the ISVG Leadership.

Chapter-14:

14. The ISVG Information Centre

ISVG Information Centre provides advice, support and guidance to the members.

Toronto, Canada.

Tel: +1(647) 9985775

Email: isvg.dikpal1@gmail.com

Website: <https://www.internationalscoutvolunteergroup.com/>