Preface

The Scout Association of Hong Kong is a Member of the World Organisation of the Scout Movement. Its own organisation exists by the authority of an Ordinance titled “The Scout Association of Hong Kong Ordinance” Chapter 1005, Laws of Hong Kong. The Ordinance gives authority to the Constitution of the Association, which is approved by its Council. The Constitution, in turn, authorises the making of rules for the regulation of the Association’s affairs. These have become known as “Policy, Organisation and Rules” or, more usually, ‘POR’ and they establish the structure of the organisation, define its training and provide for its administration.

The Founder called the first set of rules ‘Rules for Playing the Game of Scouting’. Although it has a serious purpose, Scouting is still a game; and if other games have rules so that the players know who wins, Scouting needs its rules so that the game can be played safely and well.

Like society, Scouting evolves. As it evolves, so its rules must be amended from time to time. In 1986, the Executive Committee of the Scout Council of Hong Kong resolved that Task Forces should be formed with a view to having a fresh look of and updating the Ordinance, the Constitution and the POR to give direction to the development of the Movement to meet the aspiration and changing needs of our youth today. This new edition of Policy, Organisation and Rules replaces the previous edition of POR Part I made in 1978 when the Association became a Member of the World Organisation of the Scout Movement. It incorporates the changes in policy, programme and practice which are necessary to enable those strategies set by the Association to be implemented.

The fundamental values of Scouting are unchanged. Nothing in the Association’s overall attitude has changed over the years. Although they are all integral parts of the Scout Movement, every Scout Group is separately registered and has its own individuality. Because of this, their structure, operation and standards must be organised and run along common, but clearly defined lines. The Scout Association of Hong Kong, being a Member of the World Organisation of the Scout Movement, remains committed to the principles of the Scout Promise and the Scout Law and to a Membership open to all who accept those principles, whatever their sex, religious faith, social background or ethnic origin.
Rule 1  Aim and Method

The Aim of The Scout Association of Hong Kong (hereinafter referred to as “the Association”) is to encourage the physical, mental, social and spiritual development of young people so that they may take a constructive place in society. The Method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and the Scout Law and guided by adult leadership.

Rule 2  Promise and Law

Rule 2i  The Scout Promise and Law
The Scout Promise and Law are as follows:

PROMISE
On my honour, I promise that I will do my best
   to do my duty to God and to my Country
   to help other people
   and to keep the Scout Law.

LAW
1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self respect and respect for others.

Rule 2ii  The Cub Scout Promise and Law
The Cub Scout Promise and Law are as follows:

PROMISE
I promise that I will do my best
   to do my duty to God and to my Country
   to help other people
   and to keep the Cub Scout Law.

LAW
Cub Scouts always do their best, think of others before themselves and do a good turn every day.

Rule 2iii  The Grasshopper Scout Promise and Law
The Grasshopper Scout Promise and Law are as follows:

PROMISE
I promise to be a Grasshopper Scout
   to love God, to love people and to love my Country.

LAW
A Grasshopper Scout does a good turn every day.
Rule 3 Membership

Rule 3i Qualifications for Membership
Membership of the Association is voluntary and is open to all persons who are prepared to observe and follow the Association’s principles and to acknowledge the Scout Promise and the Scout Law. There shall be no discrimination as to admission for any reason of race, creed, class or sex.

Rule 3ii Age Limits
(a) The minimum age limit for Membership of the Association is five years. There is no maximum age limit for Membership as such, but certain appointments are subject to both minimum and maximum age limits as stated in these rules.
(b) In case where Membership is conferred by the granting of an appointment, it will cease upon the retirement of the holder due to the maximum age limit for the appointment being reached.

Rule 3iii Acquisition of Membership
Membership of The Scout Association of Hong Kong is acquired as follows:
(a) **Grasshopper Scout, Cub Scout, Scout, Venture Scout and Rover Scout**—By making the Scout Promise in an investiture ceremony and paying the Membership Subscription;
(b) **Commissioners, Scouters and Instructors**—By making the Scout Promise on appointment and paying the Membership Subscription;
(c) **Administrators** (which term in these rules includes Presidents, Vice-Presidents, Honorary Presidents, Chairmen, Deputy Chairmen, Vice-Chairmen, Treasurers, Secretaries and other office holders or members of any council or committee who are not Warranted Commissioners or Warranted Scouters or Instructors or Scout Members)—By appointment and paying the Membership Subscription unless exempted by the Executive Committee of the Association;
(d) **Advisers**—By appointment;
(e) **Cadets and Adults not holding any appointment specified in Rule 3iii(b), (c) and (d)**—By making the Scout Promise with the permission of a District Commissioner, Regional Commissioner or Association Headquarters Branch Commissioner and paying the Membership Subscription;
(f) **Honorary Commissioner and Commissioner (Reserve)**—By appointment and paying the Membership Subscription; The title of Honorary Commissioner and Commissioner (Reserve) may only be conferred by the Chief Commissioner to those persons who have made or are likely to make exceptionally outstanding contribution to the Scout Movement. These appointments do not carry any posting and lapse if a further warranted appointment is made;
(g) **Members of the Professional Staff of the Association Headquarters, Regional Headquarters and District Headquarters**—By making the Scout Promise on or after the appointment.

Rule 3iv Rights and Conditions of Membership
Members of the Association may:
- wear the approved uniform of the Association; and
- wear the World Membership Badge and such other badges bearing the Scout sign as may be approved by the Association.

Adult Members who do not hold appointments will receive the appropriate Membership Card on payment of the annual Membership Subscription.
Rule 3v Qualifications for Associate Membership
Foreign Scout Units formed in Hong Kong in accordance with the procedure and conditions laid down by the Executive Committee of the Scout Council may be registered as Associate Bodies of the Association. Officers and Members of the Association’s Associate Bodies and Members of the Professional and other Staff employed by such Bodies are Associate Members of the Association.

Rule 3vi Rights and Conditions of Associate Membership
Associate Members of the Association may:
- wear the Association’s lapel badge; and
- receive the appropriate Membership Card on payment of the annual Membership Subscription.

Rule 3vii Termination of Membership
(a) Notwithstanding any other means provided by these rules, the Membership of any Member or of an Associate Member of the Association may be terminated by a resolution of the Executive Committee of the Scout Council of the Association. The Executive Committee shall be under no obligation to state its reasons for making such a resolution.

(b) Membership may be terminated by:
- in the case of Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts, leaving their Scout unit or dismissal;
- in the case of holders of any appointment, relinquishing the appointment, unless Membership has been acquired additionally by any means other than the granting of the appointment;
- the cancellation following suspension of a Leader Warrant or a Certificate of Appointment as the case may be;
- failure to pay the annual Membership Subscription.

Rule 3viii Suspension of Membership
(a) If it appears necessary to terminate the Membership of a Member, or of an Associate Member, but the circumstances require further investigation, or if a Member or Associate Member does not acquiesce when informed that a recommendation is to be made for the cancellation of such Membership, or if it appears desirable for any other reason, such Membership may be suspended by the appropriate authority, viz: in the case of:
- Members, Instructors, Scouters, Administrators and Advisers in any Group:
  by the respective District Commissioner after consultation with his Regional Commissioner;
- Members, Associate Members, Instructors, Scouters, Commissioners, Administrators and Advisers in any District or in any Region:
  by the respective Regional Commissioner;
- Members, Associate Members, Instructors, Scouters, Commissioners, Administrators and Advisers of or attached to the Association Headquarters Branches:
  by the respective Association Headquarters Branch Commissioner;
- Regional Commissioners and Association Headquarters Branch Commissioners and any other Members:
  by the Chief Commissioner.

(b) During a suspension under this rule, any Warrant or Certificate of Appointment shall be surrendered to the suspending authority. The suspended Member or Associate Member shall refrain from participating in any activity connected with the Association and shall not wear uniform or badges. Any appointment held will be regarded as vacant.

(c) A District Commissioner who suspends the Membership of any person shall have the prior approval of his Regional Commissioner and shall within seven
working days report the matter in writing with full details to the Chief Commissioner and notify:
- The Group Scout Leader or the Group Scouter-in-charge, if applicable;
- The Group Chairman;
- The Sponsoring Authority, if any;
- The District Chairman;
- The Regional Commissioner;
- The Regional Scout Executive; and
- The Chief Scout Executive.

(d) A Regional Commissioner or Association Headquarters Branch Commissioner who suspends the Membership of any person must within seven working days report the matter in writing with full details to the Chief Commissioner and notify:
- The Chief Scout Executive;
- The Regional or Branch Scout Executive, as the case may be;
- The Regional Chairman, if applicable;
- The District Chairman, if applicable; and
- The District Commissioner, if applicable.

(e) The Chief Commissioner shall be satisfied that suspension is necessary and shall within fourteen working days after receipt of the report of the matter give instructions to deal with the matter accordingly.

(f) A person whose Membership is suspended pursuant to this Rule may within twenty-eight days appeal in writing to the Executive Committee of the Association Headquarters which shall appoint an Inquiry Panel to investigate and decide the matter in accordance with the rules of natural justice.
The Scout Group

Rule 4 Types of Scout Group

Rule 4i Scout Groups may be registered in either of the following categories:

(a) The Scout Group, not related to any other organisation and having a policy of unrestricted recruitment.

(b) The Sponsored Scout Group, sponsored by organisations approved for this purpose by the Association Headquarters, such as, but not limited to, those listed below and having a policy of recruitment defined in the agreement with the Sponsoring Authority:
   - Religious bodies;
   - Universities, colleges and schools;
   - Community service clubs (e.g. Rotary, Lions);
   - Voluntary institutions and clubs;
   - Industrial or commercial firms;
   - Resident’s and community associations;
   - Hospitals and institutions;
   - Formations of Her Majesty’s Forces;
   - The Friends of Scouting;
   - The Salvation Army;
   - Young Men’s Christian Association; and
   - Young Women’s Christian Association.

Rule 4ii The Sponsored Scout Group

Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in the agreement with the Sponsoring Authority (See Rule 4iii).

(a) The organisation which sponsors the Group shall with the agreement of the District Commissioner appoint a person or committee to act as the Sponsoring Authority.

(b) On receipt of an application for the registration of a Sponsored Scout Group, the District Commissioner shall satisfy himself that the Sponsoring Authority is prepared to discharge the following responsibilities:
   - to accept the policy of the Association as defined in these rules, his attention being drawn to the Association’s requirements as to minimum standards for Scout Groups and for Sections within the Group as defined in Rule 7;
   - to encourage the development of Scouting within the Group and to give the fullest possible encouragement and assistance to the Group Scout Leader in the carrying out of his duties;
   - to prepare an agreement with regard to property and equipment to be adhered to by the Sponsoring Authority and the Group and to be recorded annually by the District Commissioner. The Group/Group Scout Leader concerned shall report any changes thereof annually to the District Commissioner for recording purposes. The form of agreement at Appendix A is recommended for this purpose;
   - to provide suitable accommodation for the Group and opportunities for training;
   - to maintain the continuity of leadership and to approve Scouters for appointment subject to the provisions of Rule 10;
   - to provide financial support or to ensure that the Group is able to acquire funds adequate to the fulfilment of its training programme; and
   - in the case of a religious body, to additionally support the Group Scouters in their responsibilities for spiritual development within the training programme of the Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts who belong to the religion or denomination of the religious body.

(c) Rights of the Sponsoring Authority
The Sponsoring Authority may nominate a representative on the Group Executive Committee. He has the right of consultation with the District Commissioner who shall take all reasonable steps to ascertain the Authority’s views before taking decisions on matters affecting the Group, particularly:

- Group registration and the recognition of a Section (see Rule 5ii);
- the suspension and closure of any Section within the Group;
- the amalgamation of the Group with another Group (see Rule 4iv);
- an appeal by a Grasshopper Scout, Cub Scout, Scout, Venture Scout or Rover Scout against dismissal (see Rule 9);
- matters affecting the Warrants or Certificates of Appointment of Scouteres in the Group, if the Sponsorship Agreement so specifies (see Rule 4iii and Rule 10); and
- the suspension of a Scouter, unless, in the opinion of the District Commissioner, this is a matter of such urgency that there is insufficient time for prior consultation (see Rule 3viii).

(d) Disputes

In the event of a dispute between the Sponsoring Authority and the Group Scout Leader, the matter shall be referred to the District Commissioner who shall deal with the same in consultation with the Regional Commissioner. Both the Sponsoring Authority and the Group Scout Leader shall be given reasonable opportunity to state their cases (see Rule 31).

Rule 4iii Agreements with Sponsoring Authorities

(a) A formal agreement between the District Executive Committee and the Sponsoring Authority shall be prepared by the District Commissioner at the time of the initial registration (see Rule 5) of a Sponsored Scout Group and shall specify the responsibilities of the Sponsoring Authority in accordance with Rule 4ii(b).

(b) Where the Sponsoring Authority and the District Commissioner have agreed a policy of restricted recruitment to the Group, such restriction shall be defined by the formal agreement.

(c) The agreement shall as far as possible, follow the form shown in Appendix B.

(d) The agreement shall be reviewed by both parties at least every five years but may be reviewed at any time at the request of either party. It must also be reviewed in the event of a change of Sponsoring Authority or Group Scout Leader.

Rule 4iv Amalgamation of Sponsored Scout Groups

The amalgamation of a Sponsored Scout Group with another Group may take place only with the full consent of the Sponsoring Authority. If a Sponsored Scout Group meets the minimum standards for Scout Groups as defined in Rule 7, and the Sponsoring Authority does not desire amalgamation with another Group, those wishes shall be respected.

Rule 5 The Formation and Registration of Scout Groups

Rule 5i No steps may be taken towards the formation of a new Scout Group without the provisional consent of the District Commissioner, who will decide whether to recommend approval to the Regional Commissioner, bearing in mind the number of Groups and the recruitment potential in the locality.

Rule 5ii Application for Registration

(a) Application for registration of a new Scout Group shall be made to the Regional Commissioner through the District Commissioner by:

- the prospective Group Scout Leader, in the case of a Scout Group; or
- the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group.

(b) The District Commissioner and the Regional Commissioner shall be satisfied
that registration is desirable, that the proposed Group will be properly conducted, that suitable Leaders can be found and that the prospective Group Scout Leader accepts the Association’s policy, and undertakes to:

- form a Group Council and a Group Executive Committee (see Rules 15 and 16) as soon as possible but not later than six months after the date of registration;
- give due emphasis to the religious policy of the Association as defined in Rule 83 and to the implementation of this policy within the Group; and
- initiate a programme of training in accordance with the training policy of the Association; comply, if appropriate, with the provisions of all rules relating to Sponsored Scout Groups.

(c) When satisfied that the requirements of Rule 5ii(b) can be met, the District Commissioner and the Regional Commissioner will make a recommendation for registration to the Association Headquarters on Form C.

(d) If the District Commissioner or the Regional Commissioner refuses to recommend the registration of a Group, a full report on the matter shall be sent to the Association Headquarters as soon as practicable.

(e) If registration is recommended, the Association Headquarters will issue a Certificate of Registration and send this to the prospective Group Scout Leader or Scouter-in-charge, as the case may be, through the Regional Commissioner and the District Commissioner.

Rule 5iii Annual Renewal of Registration

(a) Groups are only recognised as units of the Association as long as their respective registrations are current and valid.

(b) Registration is valid only until the next December 31 following the issue of the Certificate of Registration. It shall be renewed then, and subsequently on December 31 each following year, by completing Form GR (Annual Registration and Census Return) and by remitting to the Association Membership Subscriptions of the Members of the Group (see Rule 25).

Rule 5iv Changes in Registration

(a) If it is required to change the registration of a Group or to amalgamate with another Group, Form C2 shall be submitted to the Association Headquarters by the District Commissioner through the Regional Commissioner.

(b) Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration. Such changes are made with the approval of the District Commissioner after consultation with the Regional Commissioner and the Sponsoring Authority. No information need be sent to the Association Headquarters until the registration is renewed at the end of the normal period through the submission of Form GR (see Rule 5iii(b)). If, however, approval for changes in the composition of a Group is refused, the District Commissioner shall, as soon as practicable, send a full report to the Association Headquarters, through the Regional Commissioner.

Rule 5v Suspension of Registration

(a) A Group may have its registration suspended:

- by the District Commissioner in consultation with the approval of the Regional Commissioner; and
- as a result of the suspension of the District (see Rule 33iii). In such a case, the Regional Commissioner may direct that Groups will not be suspended but attached to a neighbouring District for all purposes during the suspension of the District.

(b) In the event of suspension all Group activities shall cease and all Group Scouters are automatically suspended as if each were individually suspended under Rule 3viii. No member of the Group may wear uniform or badges. If the Group Executive Committee is included in the suspension, this shall be specified and the District Executive Committee will be responsible for the administration of
Group property and finance during the suspension.

(c) The Group Council will only be included in the suspension if there are special reasons and then only with the specific approval of the Regional Commissioner.

(d) A District Commissioner who suspends a Group shall report the matter with full details to the Association Headquarters and he shall also notify the Sponsoring Authority, if any.

(e) Suspension is purely a temporary measure and it should be followed as soon as possible by a full inquiry. A Committee of Inquiry shall be appointed by the Regional Commissioner. All parties concerned shall be given reasonable opportunity to state their cases. The Regional Commissioner may, however, decide at his discretion that the matter can be resolved without the convening of a Committee of Inquiry if the reason for the suspension is related to a dispute which can be resolved under the provision of Rule 67ii.

Rule 5vi Cancellation of Registration

(a) The registration of a Scout Group may be cancelled by the Association Headquarters:
- following the findings of a Committee of Inquiry convened in accordance with Rule 5v(e);
- on the recommendation of the District Commissioner and the Regional Commissioner, following a meeting specially convened for this purpose. At such a meeting, the Scouters concerned, the Group Scout Leader and the Sponsoring Authority, if any, are entitled to be heard;
- if registration is not renewed in accordance with Rule 5iii(b) at the time of annual registration;
- if the registration of the District is cancelled.

(b) When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action shall be taken as laid down in Rule 23ii (Disposal of Assets at Closure).

Rule 5vii The Suspension and Closure of Sections within a Group

(a) Any Section (i.e. Grasshopper Scout Ring, Cub Scout Pack, Scout Troop, Venture Scout Unit or Rover Scout Crew) may be suspended and action shall be taken to institute an inquiry as in Rule 5v(e).

(b) Such a suspension of a Section may be made by the District Commissioner. The Sponsoring Authority, if any, shall be consulted unless, in the opinion of the District Commissioner, this is a matter of such urgency that there is insufficient time for such consultation.

(c) Any Section may be closed by the District Commissioner with the approval of the Regional Commissioner, following consultation with the Sponsoring Authority, if any. Members of the Group for whom Membership of similar Group is not arranged will be deemed to have been dismissed with the rights and consequences provided under Rule 3viii and Rule 9. Reinstatement, if granted, will be to another Group as directed by the District Commissioner.

Rule 6 Group Titles

Unless it has been registered prior to 1st April 1987, no groups shall be registered as a Sea or Air Scout Group notwithstanding its Scout Troop or Venture Scout Unit is a Sea or Air Scout Troop or Sea or Air Venture Scout Unit.

Rule 7 Composition of the Scout Group

Rule 7i (a) A Scout Group consists of one or more of any or all of the following:
- Grasshopper Scout Ring
- Cub Scout Pack
- Scout Troop
Venture Scout Unit
Rover Scout Crew
(b) A Scout Group is led by a Group Scout Leader with the assistance and support of:
- The Group Scouters' Meeting (see Rule 14)
- The Group Council (see Rule 15)
- The Group Executive Committee (see Rule 16)

Rule 7ii The Grasshopper Scout Ring
(a) The Grasshopper Scout Ring is made up of a minimum of six Grasshopper Scouts and a maximum of twenty-four Grasshopper Scouts.
(b) Grasshopper Scouts do not wear uniform except the Group scarves.
(c) The age range of the Grasshopper Scout is from the fifth birthday to the eighth birthday. The fifth birthday is the absolute minimum age of entry into the Grasshopper Scout Ring. To meet the demands of local circumstances and individual rates of development, the Group Scout Leader may, at his discretion and after consultation with the Grasshopper Scout Leader and the Cub Scout Leader, permit a Grasshopper Scout to transfer to the Cub Scout Pack at anytime after the boy has attained the age of seven years and six months. The District Commissioner may exercise his discretion to permit a Grasshopper Scout to transfer to the Cub Scout Pack outside the limits stated above in very exceptional circumstances.

Rule 7iii The Cub Scout Pack
(a) The Cub Scout Pack comprises a maximum of eight Sixes, each of which consists of a Sixer, a Second and up to five other Members.
(b) Sixers are appointed by the Cub Scout Leader. Seconds, who are the Sixers' assistants and deputies, are appointed by the Cub Scout Leader in consultation with the Sixer concerned.
(c) The Sixers' Council consists of the Scouters of the Pack, the Sixers and, if desired, the Seconds.
(d) Cub Scouts wear the uniform approved by the Association Headquarters.
(e) The age range of the Cub Scout Section is from the age of seven years and six months to the twelfth birthday. To meet the demands of local circumstances and individual rates of development, the District Commissioner may exercise his discretion to permit transfers to and from the Cub Scout Pack outside the limits stated above in very exceptional circumstances.
(f) The following Minimum Standards are laid down for Cub Scout Packs:
- **Numbers** - An established Cub Scout Pack shall have a minimum of twelve Cub Scouts.
- **Leaders** - There shall be at least two leaders for the Pack, at least one of whom shall hold a Warrant and if the Pack has both male and female Members, there shall be both male and female leaders.
- **Training** - The training of Cub Scouts shall be in accordance with the "Cub Scout Training Scheme" and any amendments thereto published by the Association Headquarters and there shall be at least one whole-day Pack outing each calendar year.
- **Progress** - Each calendar year, at least one quarter of the Pack shall gain one of the three Cub Scout Progress Badges.
The requirements of this rule constitute the minimum standards for Cub Scout Packs. The District Commissioner, with the District staff, is required to assist Packs to reach the required standard where necessary. If the Pack fails to reach the minimum standard for two consecutive calendar years the Pack is liable to be closed by the District Commissioner with the approval of the Regional Commissioner. If it fails to do so for three consecutive calendar years, the Pack shall be closed.

Rule 7iv The Scout Troop
(a) The Scout Troop comprises not more than eight Patrols, each of which consists of a Patrol Leader, an Assistant Patrol Leader and up to seven other Members.

(b) Patrol Leaders are appointed by the Scout Leader in consultation with the Patrol Leaders’ Council. Assistant Patrol Leaders are appointed by the Patrol Leader with the approval of the Scout Leader and the Patrol Leaders’ Council. A Senior Patrol Leader may be appointed by the Scout Leader after consultation with the Patrol Leaders’ Council.

(c) The Patrol Leaders’ Council consists of the Patrol Leaders of the Troop, led by the Senior Patrol Leader if one is appointed. Scouters attend the Patrol Leaders’ Council in an advisory capacity. The Patrol Leaders’ Council arranges the programme of Troop activities and attends to Troop administration and expenditure.

(d) The Patrol-in-Council is a Meeting of all the Members of the Patrol, called by the Patrol Leader to discuss Patrol affairs.

(e) Scouts wear Scout, Sea Scout or Air Scout uniform approved by the Association Headquarters.

(f) The age range of the Scout Section is from the eleventh birthday to the sixteenth birthday. To meet the demands of local circumstances and individual rates of development, the District Commissioner may exercise his discretion to permit transfers to and from the Scout Troop outside the limits stated above in very exceptional circumstances.

(g) The following Minimum Standards are laid down for Scout Troops:

- **Numbers** - An established Scout Troop shall have a minimum of twelve Scouts.
- **Leaders** - There shall be at least two leaders for the Troop, at least one of whom shall hold a Warrant and if the Troop has both male and female Members, there shall be both male and female leaders.
- **Training** - The training of Scouts shall be in accordance with the “Scout Training Scheme” and any amendments thereto published by the Association Headquarters and every Member of the Troop shall have the opportunity of attending at least one Patrol or Troop Camp every calendar year.
- **Progress** - Each calendar year, at least one quarter of the Troop shall gain one of the three Progress Awards.

The requirements of this rule constitute the minimum standards for Scout Troops. The District Commissioner, with the District staff, is required to assist Troops to reach the required standard where necessary. If the Troop fails to reach the minimum standard for two consecutive calendar years the troop is liable to be closed by the District Commissioner with the approval of the Regional Commissioner. If it fails to do so for three consecutive calendar years, the Troop shall be closed.

**Rule 7v**

The Venture Scout Unit

(a) The Venture Scout Unit is made up of not less than twelve Venture Scouts.

(b) The Unit Executive Committee is elected by the Venture Scouts of the Unit and consists of a Unit Chairman and such other Members as they may decide. All leaders of the Venture Scout Unit are ex officio Members of the Unit Executive Committee. The Unit Executive Committee is responsible for the composition, organisation, programme and administration of the Unit. The Venture Scout Leader may choose to be the Chairman of the Unit Executive Committee. If the Venture Scout Leader is not the Chairman of the Unit Executive Committee, the Chairman shall be elected by all the Venture Scouts of the Unit among themselves.

(c) Venture Scouts wear the Venture Scout, Venture Sea Scout or Venture Air Scout uniform approved by the Association Headquarters.

(d) The age range of the Venture Scout Section is from the fifteenth birthday to the twentieth birthday.

(e) The following Minimum Standards are laid down for Venture Scout Units:
- **Numbers** - An established Venture Scout Unit shall have a minimum of twelve Venture Scouts.

- **Leaders** - There shall be at least one Warranted Leader for the Unit and if the Unit has both male and female Members, there shall be both male and female leaders.

- **Training** - The training of Venture Scouts shall be in accordance with the “Venture Scout Training Scheme” and any amendments thereto published by the Association Headquarters.

- **Unit Executive Committee** - The Unit Executive Committee is responsible for organising a worthwhile training programme for a period of up to a year ahead.

The requirements of this rule constitute the minimum standards for Venture Scout Units. The District Commissioner, with the District staff, is required to assist Units to reach the required standard where necessary. If the Unit fails to reach the minimum standard for two consecutive calendar years the Unit is liable to be closed by the District Commissioner with the approval of the Regional Commissioner. If it fails to do so for three consecutive calendar years, the Unit shall be closed.

**Rule 7vi The Rover Scout Crew**

(a) The Rover Scout Crew is made up of not less than nine Rover Scouts.

(b) The Crew Management Committee is elected by the Rover Scouts of the Crew and consists of a Crew Chairman and such other Members as they may decide. The Crew Management Committee is responsible for the composition, organisation, programme and administration of the Crew.

(c) Rover Scouts wear Rover Scout uniform approved by the Association Headquarters.

(d) The age range of the Rover Scouts is from the eighteenth birthday to the twenty-fifth birthday.

(e) The following Minimum Standards are laid down for Rover Scout Crews:

- **Numbers** - An established Rover Scout Crew shall have a minimum of nine Rover Scouts.

- **Leaders** - There shall be at least one Warranted Leader for the Crew and if the Crew has both male and female Members, there shall be both male and female leaders.

- **Training** - The training of Rover Scouts shall be in accordance with the “Rover Scout Training Scheme” and any amendments thereto published by the Association Headquarters.

- **Crew Management Committee** - The Crew Management Committee is responsible for organising a worthwhile training programme for a period of up to a year ahead.

The requirements of this rule constitute the minimum standard for Rover Scout Crews. The District Commissioner, with the District staff, is required to assist Crews to reach the required standard where necessary. If the Crew fails to reach the minimum standard for two consecutive calendar years the Crew is liable to be closed by the District Commissioner with the approval of the Regional Commissioner. If it fails to do so for three consecutive calendar years, the Crew shall be closed.

**Rule 8 Membership of the Scout Group**

**Rule 8i** The admission of any Member to the Scout Group rests with the Group Scout Leader, subject, in the case of a Sponsored Scout Group, to the recruitment policy defined in the Agreement with the Sponsoring Authority. The Group Scout Leader will generally delegate responsibility for admissions to the Scouter-in-charge of the Section concerned.
Rule 8ii Transfers
Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts become Members of the Association on joining a Scout Group and forfeit this Membership if they leave the Group. If a Member leaves due to moving to another locality, the Group Scout Leader shall complete a Transfer Card which shall be forwarded through his Regional Headquarters to the Regional Headquarters of the new locality to which the Member moves. If a Member leaves due to moving to another country, the Group Scout Leader shall refer the Member to the International Branch of the Association Headquarters for making possible arrangements for the Member to continue Scouting in the other country.

Rule 9 Dismissal of Grasshopper Scouts, Cub Scout, Scouts, Venture Scouts and Rover Scouts

Rule 9i Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts can be dismissed from a Scout Group upon the recommendation of the Group Scout Leader/Group Scouter-in-charge, with the consent of the District Commissioner by the Regional Commissioner or the Association Headquarters Branch Commissioner, as the case may be. In a Sponsored Scout Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

Rule 9ii Appeals against Dismissal
Any Grasshopper Scout, Cub Scout, Scout, Venture Scout or Rover Scout who is dismissed has the right of appeal (with the aid of parents if so desired) to the Chief Commissioner, who may, if so requested by the person dismissed, appoint a committee to hear the appeal. Reasonable opportunity shall be given for the dismissed person to attend the Meeting of such a committee to state his case. If the dismissal is from a Sponsored Scout Group, the Sponsoring Authority, who shall have been consulted in accordance with Rule 4ii(c), has the right to attend and be heard by the committee.

Rule 10 The Appointment of Leaders in the Scout Group

Rule 10i Warrants and Provisional Warrants
Warrants shall only be issued to those leaders who have completed such stage of any Sectional or Non-sectional Wood-badge Training Programme as the Association Headquarters may specify. Provisional Warrants shall be issued to those leaders who have not completed the said stage of Wood-badge Training Programme.

Rule 10ii Repealed.

Rule 10iii Application for Appointment of a Group Scout Leader
(a) The District Commissioner is the sole nominator of Group Scout Leader appointment. He shall consult the Sponsoring Authority (if any), the Group Chairman and the Group Scouters’ Meeting before making the nomination.
(b) Nomination for the appointment of a Group Scout Leader is made on either Form WA or Form PWA.
(c) The applicant completes and signs Form WA or Form PWA after being made aware by the District Commissioner of the Association’s religious policy, the responsibilities and commitment of the appointment, the training obligations and the appointment procedure.
(d) The completed Form WA or From PWA shall be sent to the District Commissioner for his endorsement.
(e) Repealed.
(f) The District Commissioner is required to be satisfied that:
   ■ the applicant is within the prescribed age limits for the appointment (see
Rule 13);
- the applicant is suitable in character and antecedents to be entrusted with the care of young people;
- the applicant has the necessary qualification to carry out the duties of the appointment (see Rule 13);
- the applicant understands and accepts the Aim and Method of the Association (see Rule 1);
- the applicant understands the Leader Training obligations which apply to the appointment (see Rule 10vi).

(g) If the District Commissioner supports the application, he shall endorse the completed Form WA or Form PWA and send it via the Regional Headquarters to the Association Headquarters where the Chief Commissioner shall, if he thinks fit, issue the Leader with Warrant/Provisional Warrant.

(h) The Warrant/Provisional Warrant will be sent to the District Commissioner for entering the same in the District Records and for presentation.

(i) If the District Commissioner does not support the application, he shall submit a full report to the Regional Commissioner and the Chief Commissioner.

(j) If the applicant is not satisfied with the decision of the District Commissioner for not supporting the application, he may appeal to the Regional Commissioner whose decision shall be final.

(k) Where the position of a Group Scout Leader in a Group is vacant, the District Commissioner may designate one of the Sectional Leaders of the Group as the “Scouter-in-charge” of the Group to carry out all or any specific duties of a Group Scout Leader pending the appointment of a Group Scout Leader. The District Commissioner shall consult the Sponsoring Authority (if any), the Group Chairman and the Group Scouters’ Meeting before making this temporary appointment.

Rule 10iv Application for Appointment of Assistant Group Scout Leaders, Leaders and Assistant Leaders
Application for the appointment of an Assistant Group Scout Leader, Leader or Assistant Leader is made on either Form WA or Form PWA and shall follow the procedure prescribed in Rule 10iii(c) to (j).

Rule 10v Presentation of Leader Warrants/Provisional Warrants
Leader Warrants/Provisional Warrants will preferably be presented by the District Commissioner or, in exceptional circumstances, by the Assistant District Commissioner of the Section concerned as soon as possible after receipt. The Leader is invested and makes or reaffirms the Scout Promise when receiving the Leader Warrant/Provisional Warrant.

Rule 10vi Leader Training Obligations
(a) The holders of Leader Warrants/Provisional Warrants are required to complete such Leader Training programme as the Association may form time to time determine.

(b) The Association may require a Leader to complete such Leader Training within a reasonable time and if the Leader fails to do so, his Leader Warrant/Provisional Warrant shall lapse automatically.

Rule 10vii Leader Warrant and Provisional Warrant Reviews
(a) Subject to the provisions of Rule 3vii (Termination of Membership) and Rule 10vi (Leader Training Obligations) the Warrants of Leaders in a Scout Group remain valid until the 30th of November in the fifth year from the year of issue when they shall be reviewed by the District Commissioner (see Example 1 below) and Provisional Warrants of Leaders in a Scout Group remain valid until 30th September in the third year from the year of issue, when they shall be reviewed by the District Commissioner (see Example 2 below).
(b) Both Warrants and Provisional Warrants upon their expiry are eligible for renewal by the Association Headquarters upon application. However, application for renewal of any Provisional Warrant shall be supported by a reasonable explanation in writing by the District Commissioner as to the reasons why the applicant has failed to attain the required Leader Training qualification for Warrant appointment.

(c) The District Commissioner or the Regional Commissioner may review any Warrants/Provisional Warrants of Leaders in a Scout Group at any time as he may think fit.

(d) All review records shall be properly prepared and kept at the District Headquarters with Duplicates kept at the Regional Headquarters.

Example 1. where a Warrant is issued on 1st July 1987 it shall expire on 30th November 1991.

Example 2. where a Provisional Warrant is issued on 1st July 1987 it shall expire on 30th September 1989.

Rule 10viii Ceasing to hold an Appointment

(a) On ceasing to hold an appointment, a Leader shall forthwith present his Leader Warrant/Provisional Warrant through the District Commissioner and the Regional Commissioner to the Association Headquarters for cancellation.

(b) If the Leader's service has been satisfactory, the Association Headquarters will cancel the Leader Warrant/Provisional Warrant and return it to the Leader.

(c) If the Leader's service has been unsatisfactory, the canceled Leader Warrant/Provisional Warrant will be kept by the Association Headquarters with a statement of affairs to be prepared by the District Commissioner for record.

Rule 10ix Cancellation of Leader Warrants/Provisional Warrants

A Leader Warrant/Provisional Warrant will be cancelled, on the recommendation of the District Commissioner or the Regional Commissioner by the Association Headquarters on any one of the following grounds:

- that the holder wishes to resign;
- that the holder acquiesces when notified that a recommendation is to be made for the cancellation of the Leader Warrant/Provisional Warrant;
- that the holder is not within the age limits prescribed for the Warrant/Provisional Warrant;
- that the holder has failed to perform satisfactorily his Leader Training obligations;
- that the Warrant/Provisional Warrant is not to be renewed when reviewed under Rule 10vii;
- that the holder has discontinued or failed to perform the duties of the appointment;
- that the holder demonstrates that he no longer accepts the fundamental principles of the Movement as embodied in the Aim and Method, the Scout Promise and the Scout Law;
- that the Chief Commissioner so directs.

Rule 10x Limitation of Appointments

(a) No Leader may hold more than one appointment unless he is able to carry out all the duties of more than one appointment satisfactorily. The District Commissioner’s approval is required for any person to hold more than one appointment and, if the appointments are to be held in more than one District or Region, the approval of all the Commissioners concerned shall be required.

(b) The Group Scout Leader shall not hold any other appointment in the Scout Group.

Rule 11 The Appointment of Instructors

Rule 11i Appointment
Instructors are appointed by the Group Scout Leader. If the intended Instructor is a Venture Scout, his Venture Scout Leader's approval is required. If the intended Instructor is a Rover Scout, his Rover Scout Leader's approval is required. The appointment shall be reviewed by the Group Scout Leader every year and may be renewed. Instructors do not hold Leader Warrants but will be issued with Certificates of Appointment.

**Rule 11ii** Instructor appointments may be terminated on any one of the following grounds:
- that the Instructor wishes to resign;
- that the Instructor acquiesces when notified that a recommendation is to be made for the termination of the appointment;
- that the period of the appointment has expired and it is not to be renewed;
- that the holder has discontinued or failed to perform the duties of the appointment;
- that the holder demonstrates that he no longer accepts the fundamental principles of the Movement as embodied in the Aim and Method, the Scout Promise and the Scout Law;
- that the Chief Commissioner so directs.

**Rule 11iii** Occasional Instructors are specialist instructors (e.g. in rock climbing, canoeing, fire fighting, first-aid) who are appointed and retired by the District Commissioner or Regional Commissioner as the case may be. This appointment does not carry with it Membership of the Association.

**Rule 12** Physically Handicapped Adults

Physical handicapped adults may be appointed Leaders and Instructors. The District Commissioner and the Regional Commissioner shall satisfy themselves that the physically handicapped person is physically capable of maintaining the supervision and attention required.

**Rule 13** Qualifications and Responsibilities of Group Appointments

**Rule 13i** The Group Scout Leader

(a) **Age Limits**

The age limits for holding the appointment of Group Scout Leader are:
- Minimum: thirty years
- Maximum: sixty-four years

(b) **Responsibilities**

The Group Scout Leader is responsible to the District Commissioner for:
- the continuity and development of training in Sections of the Group;
- maintaining effective communication with the District Commissioner, the youth service, and other organisations whose advice and support can be of use to the Group;
- acting as Chairman of the Group Scouters' Meeting (see Rule 14) and encouraging co-operation among the Scouters of the Group;
- nominating the Group Chairman (see Rule 18)(the Group Scout Leader may not hold this appointment, nor may a Scouter be nominated);
- matters relating to the admission and Membership of Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts in the Group;
- building and maintaining a good relationship with the Group's immediate community and, in the case of a Sponsored Scout Group, with the Sponsoring Authority and the community represented by the Sponsoring Authority;
- all other matters specified in these rules for Group Scout Leaders.

(c) **The Assistant Group Scout Leader**

An Assistant Group Scout Leader may be appointed with the recommendation of the District Commissioner and the special approval of the Regional
Commissioner, with responsibilities as defined by the Group Scout Leader, who shall have regard to the desirability of developing the Assistant's leadership potential. The minimum age for appointment as an Assistant Group Scout Leader is twenty-five years. The maximum age for holding the appointment is sixty-four years.

(d) **Group Scouter-in-charge**

If a Group Scout Leader appointment is or becomes vacant, the District Commissioner may appoint a Group Scouter-in-charge as a temporary measure pending the filling of the vacancy. The District Commissioner shall give priority to filling the appointment as soon as possible.

**Rule 13ii The Grasshopper Scout Leader**

(a) **Age Limits**

The age limits for holding the appointment of Grasshopper Scout Leader are:

- Minimum: twenty-one years
- Maximum: sixty-four years

(b) **Responsibilities**

The Grasshopper Scout Leader is responsible for the programme of a Grasshopper Ring, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Grasshopper Scout Leaders and Instructors.

**Rule 13iii Assistant Grasshopper Scout Leaders**

(a) **Age limits**

The age limits for holding the appointment of Assistant Grasshopper Scout Leader are:

- Minimum: eighteen years
- Maximum: sixty-four years

(b) **Responsibilities**

The responsibilities of Assistant Grasshopper Scout Leaders are specified by the Grasshopper Scout Leader, who shall have regard to the desirability of developing the Assistant's leadership potential.

**Rule 13iv The Cub Scout Leader**

(a) **Age Limits**

The age limits for holding the appointment of Cub Scout Leader are:

- Minimum: twenty-one years
- Maximum: sixty-four years

(b) **Responsibilities**

The Cub Scout Leader is responsible for the training of Cub Scouts, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Cub Scout Leaders and Instructors.

**Rule 13v Assistant Cub Scout Leaders**

(a) **Age Limits**

The age limits for holding the appointment of Assistant Cub Scout Leader are:

- Minimum: eighteen years
- Maximum: sixty-four years

(b) **Responsibilities**

The responsibilities of Assistant Cub Scout Leaders are specified by the Cub Scout Leader, who shall have regard to the desirability of developing the Assistant’s leadership potential.

**Rule 13vi The Scout Leader**

(a) **Age limits**

The age limits for holding the appointment of Scout Leader are:

- Minimum: twenty-one years
- Maximum: sixty-four years
Rule 13vii  Assistant Scout Leaders

(a) **Age Limits**
The age limits for holding the appointment of Assistant Scout Leader are:
Minimum: eighteen years
Maximum: sixty-four years

(b) **Responsibilities**
The responsibilities of Assistant Scout Leaders are specified by the Scout Leader, who shall have regard to the desirability of developing the Assistant’s leadership potential.

Rule 13viii  The Venture Scout Leader

(a) **Age Limits**
The age limits for holding the appointment of Venture Scout Leader are:
Minimum: twenty-one years
Maximum: sixty-four years

(b) **Responsibilities**
The Venture Scout Leader is responsible in conjunction with the Unit Executive Committee for the training of Venture Scouts, subject to the general supervision of the Group Scout Leader. He is assisted by Assistant Venture Scout Leaders and Instructors.

Rule 13ix  Assistant Venture Scout Leaders

(a) **Age Limits**
The age limits for holding the appointment of Assistant Venture Scout Leader are:
Minimum: twenty-one years
Maximum: sixty-four years

(b) **Responsibilities**
The responsibilities of Assistant Venture Scout Leaders are specified by the Venture Scout Leader, who shall have regard to the desirability of developing the Assistant’s leadership potential.

Rule 13x  The Rover Scout Leader

(a) **Age Limits**
The age limits for holding the appointment of Rover Scout Leader are:
Minimum: twenty-five years
Maximum: sixty-four years

(b) **Responsibilities**
The Rover Scout Leader is responsible in conjunction with Crew Management Committee for the training of Rover Scouts, subject to the general supervision of the Group Scout Leader. He is assisted by Assistant Rover Scout Leaders and Instructors.

Rule 13xi  Assistant Rover Scout Leaders

(a) **Age Limits**
The age limits for holding the appointment of Assistant Rover Scout Leader are:
Minimum: twenty-one years
Maximum: sixty-four years

(b) **Responsibilities**
The responsibilities of Assistant Rover Scout Leaders are specified by the Rover Scout Leader, who shall have regard to the desirability of developing the
Assistant’s leadership potential.

Rule 13xii Qualifications and Responsibilities of Instructor Appointments

(a) **Age Limits**

The age limits for holding the appointment of Instructor are:
Minimum: seventeen years
Maximum: sixty-four years

(b) **Responsibilities**

Instructors are responsible for aspects of training and specialist badge instruction as specified at the time of their appointment. They shall not carry any responsibility for the Management of the Group.

Rule 14 The Group Scouters’ Meeting

Rule 14i The Group Scouters’ Meeting is held as frequently as necessary and is led by the Group Scout Leader. Its purpose is to:
- look after the well-being and development of each Member of the Group;
- ensure the progress and continuity of all training in the Group;
- plan and co-ordinate all the Group’s activities;
- keep the Group Executive Committee advised of the financial requirements of the training programme.

Rule 14ii Membership of the Group Scouters’ Meeting

All holders of Leader Warrant/Provisional Warrant in the Group, the Chairman of the Executive Committee of the Venture Scout Unit and the Chairman of the Management Committee of the Rover Crew are Members of the Meeting. Instructors attend Group Scouters’ meeting only as observers.

Rule 15 The Group Council

Rule 15i The Group Council is the electoral body which supports Scouting in the locality through the Scout Group. Under the Chairmanship of the Group Chairman, it shall hold an Annual General Meeting in April or as soon as possible thereafter each year to:
- approve the Annual Report of the Group Executive Committee, including the audited accounts;
- approve the Group Scout Leader’s nominations of the Group Chairman and other Members;
- elect a Group Secretary and Group Treasurer;
- elect Members of the Group Executive Committee;
- approve the budget of the Group for the ensuing year;
- appoint and Auditor;
- transact other matters as the Group Council can competently deal with.

Rule 15ii Membership of the Group Council

(a) Membership of the Group Council is open to:
- Scouters, Instructors and Administrators;
- Rover Scouts;
- Venture Scouts;
- Senior Patrol Leader in the Scout Troop;
- Patrol Leaders in the Scout Troop;
- Parents of the Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts of the Group;
- The Sponsoring Authority or his nominee,
- Other supporters including former Scouts of the Group appointed by the Group Scout Leader, the Group Executive Committee or the Group Council.

(b) Members of the Group Council who are not Members of the Association may...
wear the Association’s Lapel Badge.

**Rule 15iii**  
**Ceasing to be a Member of the Group Council**  
Membership of the Group Council ceases upon:
- the resignation of the Member;
- the dissolution of the Council;
- the termination of such Membership by the Association following recommendation by the Group Executive Committee.

**Rule 15iv**  
Where a Group Council does not exist the District Executive Committee may act until one is appointed unless the Sponsoring Authority can efficiently carry out this function.

**Rule 16**  
**The Group Executive Committee**

**Rule 16i**  
The Group Executive Committee exists to support the Group Scout Leader in meeting his responsibilities. The Group Executive Committee shall meet at least once every four months and is responsible for:
- the adoption of the minutes of the General Meeting of the Group Council;
- the maintenance of Group property;
- the raising of funds;
- the administration of Group finance;
- Group public relations;
- the arrangement for the Annual General Meeting of the Group Council;
- the presentation of the Annual Report and audited accounts to the Annual General Meeting of the Group Council;
- assisting to find accommodation and facilities such as meeting venue and camping grounds;
- assisting in the recruitment of Leaders and other adult support;
- appointing any ad-hoc groups that may be required;
- appointing Group Administrators other than those who are elected.

**Rule 16ii**  
**Membership of the Group Executive Committee**

(a) **Ex officio Members**
- The Group Chairman
- The Group Scout Leader
- The Assistant Group Scout Leader
- All Sectional Leaders
- The Group Secretary
- The Group Treasurer
- A nominee of the Sponsoring Authority, if any

(b) **Nominated Members**
Members of the Group Council nominated annually by the Group Scout Leader and elected by the Group Council, preferably parents of Grasshopper Scouts, Cub Scouts, Scouts, Venture Scouts and Rover Scouts of the Group.

(c) **Elected Members**
Members of the Group Council elected annually by the Council. The number of elected Members shall not exceed the number of Members nominated by the Group Scout Leader.

(d) **Co-opted Members**
Members co-opted annually by the Group Executive Committee. The number of co-opted Members shall not exceed the number of Members nominated by the Group Scout Leader.

**Rule 17**  
**Conduct of Meetings in the Scout Group**
Rule 17i  In Meetings of the Group Council and the Group Executive Committee only Members as specified in Rules 15ii and 16ii respectively may vote.

Rule 17ii  Decisions are made by a majority of votes. In the event of an equal number of votes being cast in any issue, the Chairman does not have a casting vote and the motion is deemed to have been defeated.

Rule 17iii  The Group Council shall make a resolution defining the quorum for Meetings of the Group Council and the Group Executive Committee.

Rule 17iv  The minutes of each Meeting of the Group Council and the Group Executive Committee shall be filed with the District Secretary within two weeks after the Meeting.

Rule 18  The Appointment of Administrators and Advisers in the Scout Group

Rule 18i  The Group Chairman, the Group Secretary and the Group Treasurer are appointed by the following procedures:

(a) **The Group Chairman**
   The Group Chairman is nominated by the Group Scout Leader and the appointment is approved by the Group Council at its Annual General Meeting.

(b) **The Group Secretary and the Group Treasurer**
   The Group Secretary and the Group Treasurer are elected by the Group Council at its Annual General Meeting.

Rule 18ii  Other Group Administrators may be appointed by the Group Executive Committee if it so wishes, subject to the approval of the Group Scout Leader.

Rule 18iii  Appropriate application by completing Form CA shall be followed in appointing all Group Administrators.

Rule 18iv  Age Limits
   The minimum age for appointment as a Group Administrator is eighteen years. There is no maximum age limit.

Rule 18v  Records of Administrator Appointments
   The Group Scout Leader shall furnish all relevant information of the Administrators of the Group to the District Commissioner within fourteen days of the appointment and the District Commissioner shall keep a record of all these appointments.

Rule 18vi  Termination of Administrator Appointments
   The appointment of Administrator may be terminated by:
   - the resignation of the holder;
   - the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the Group Executive Committee;
   - the expiry of the period of appointment;
   - confirmation by the Chief Commissioner or his delegate(s) of the termination of the appointment following suspension (see Rules 3viii and 5vii).

Rule 19  Responsibilities of Group Administrators

Rule 19i  The Group Chairman
   (a) The Group Chairman is appointed to work closely with the Group Scout Leader in the administration of the Group with the objective of creating the best possible
circumstances and facilities for the training programme in the Group. He acts as
the Chairman of the Group Council and of the Group Executive Committee.
(b) The office of the Group Chairman cannot be held by a Scouter of the Group and
may not be combined with that of Group Secretary or Group Treasurer.

Rule 19ii The Group Secretary
(a) The Group Secretary is appointed to:
■ act as Secretary of the Group Council and the Group Executive Committee;
■ keep such records concerning the administration and training in the Group
as the Group Scout Leader or the Group Chairman may direct;
■ make available to Members of the Group information and instructions from
District, Region and Association Headquarters or from any other body;
■ perform all other duties specified in these rules for Group Secretaries.
(b) The office of Group Secretary may not be held by a Scouter of the Group and
may not be combined with that of Group Chairman or Group Treasurer.

Rule 19iii The Group Treasurer
(a) The Group Treasurer is appointed to:
■ advise the Group Executive Committee on financial control and expenditure
and, after consultation with the Group Scouters’ Meeting, to produce an
annual budget for approval by the Group Executive Committee;
■ to collect the Association Membership Subscription from all Members of the
Group who are liable for this payment and to remit the total sum through the
Regional Headquarters to the Association;
■ receive all monies from Sections in the Group on behalf of the Executive
Committee and to keep account of all funds;
■ pay out money as authorised by the Group Executive Committee;
■ open such bank accounts as may be necessary in the name of the Group;
■ ensure that funds allotted to Sections in the Group are properly accounted
for;
■ work closely with the Group Council and the District Commissioner in all
matters related to the raising of funds;
■ supervise the administration of Group property and equipment and ensure
that proper inventories are maintained and proper insurance arranged;
■ perform all other duties specified in these rules for the Group Treasurers.
(b) The office of Group Treasurer may not be held by a Scouter of the Group and
may not be combined with that of Group Chairman or Group Secretary.

Rule 20 Finance-General

Rule 20i All Scout Groups are required to keep proper books of account and to send
Statements of Account on request to the District Commissioner and to have their
accounts audited.

Rule 20ii Group Treasurers and other administrators concerned with finance shall ensure that
proper budgeting and control operate in the Group and shall consult the Group
Executive Committee and the Group Scouters’ Meeting on the financial aspects of
planning the Group’s activities. When entering into any financial obligation or
commitment with any party the person concerned is required to make it clear to the
other party that he is acting on behalf of the Group and not in a personal capacity.

Rule 20iii Group Treasurer shall prepare and table at each Group Executive Committee Meeting
for record purpose a Statement of Account showing accurately the recent financial
position of the Group.

Rule 20iv Group Treasurer shall send a Statement of Account annually to the District
Commissioner or, when called for, to the Regional Commissioner. The following
information shall be readily available:
- particulars of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested as at 31\(^{st}\) March or such other date as the District Commissioner may otherwise specify;
- assets forming part of a permanent endowment (i.e. property held by the Group which may not be sold or disposed of is required to be shown separately);
- a statement of liabilities on the same date;
- a statement of receipts during the year ending on the same date, classified as to the nature of the receipt, showing separately assets which form part of a permanent endowment, if any;
- a statement of payments made during the year ending on the same date, classified as to the nature of the payment, showing separately payments made out of a permanent endowment, if any.

**Rule 20v**
A statement as described in Rule 20iv duly audited, shall be submitted by each Group to the District Commissioner by not later than 30\(^{th}\) April each year. The Auditor, is appointed at the Annual General Meeting of the Group Council, shall be an independent and responsible person but need not be a qualified public accountant.

**Rule 21**
Funds Administered by Sections in the Group

**Rule 21i**
Each Section of a Scout Group shall itself administer any subscriptions paid by its Members as well as sums allotted for current expenses by the Group Executive Committee.

**Rule 21ii**
Special subscriptions paid by Members of the Section or their parents (e.g. instalments towards the cost of an expedition or payments of the Association Membership Subscription) shall be handed to the Group Treasurer as soon as possible after receipt. The Group Treasurer shall keep such records of account as are necessary for this purpose.

**Rule 21iii**
Each Section shall keep a proper cash account which is required to be produced, together with any cash balance and supporting vouchers, at the request of the Group Treasurer as often as the Group Executive Committee may decide but not less frequently than once every three months.

**Rules 21iv**
Funds administered by Sections shall be shown in the Group Treasurer’s accounts and are required to be included in the Group’s Annual Statement and Balance Sheet.

**Rule 22**
Bank Accounts

**Rule 22i**
All money received by or on behalf of a Scout Group, Group Council or Group Executive Committee shall be paid into a bank account held in the name of the Group as soon as practicable. The account shall be operated by not less than two signatories, authorised by the Group Executive Committee.

**Rule 22ii**
No money received by any Section or by the Group Council or Group Executive Committee may be paid into any person’s private bank account.

**Rule 22iii**
The bank at which the Group account is held shall be instructed to send to the Group Chairman a copy of the Statement of Account as at 31\(^{st}\) March or other date concluding the financial year. If more than one account is held by the Group, copies of all the Statements of Account are required to be sent at the same date.

**Rule 23**
Group Accounts-Disposal of Assets

**Rule 23i**
Disposal of Assets at Amalgamation
(a) If two or more Scout Groups amalgamate, the retiring Treasurers shall prepare a
Statement of Account as detailed in Rule 20iv, dated at the date of the amalgamation. This Statement shall be handed, together with all Group assets, supported by all books of account and vouchers, to the Treasurer of the Group formed by the amalgamation.

(b) If the Treasurer of the Group considers it necessary after consultation with the Group Executive Committee, he may ask the District Commissioner to appoint an auditor to examine the accounts.

Rule 23ii Disposal of Assets at Closure

If a Group ceases to exist, the Group Treasurer shall prepare a Statement of Account as detailed in Rule 20iv, dated at the effective date of closure. This Statement, together with all Group assets, shall be handed to the District Commissioner as soon as possible after the closure date and shall be supported by all books of account and vouchers. The District Commissioner shall check the Statement, or have it checked. When he is satisfied that the Statement shows the true state of the Group’s financial position at the date of closure, he shall forward a copy of the Statement to the Regional Commissioner who shall give instructions for the disposal of the Group’s assets and books of account.

Rule 24 Preservation of Books of Account

Books and Statements of Account shall be preserved for not less than seven years from the date of the last entry.

Rule 25 Payment of the Membership Subscription

(a) In order to meet the costs of Association Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association’s obligations to World Scouting, the Executive Committee of the Council of the Association requires Members as specified in these rules to pay an Association Membership Subscription.

(b) The amount of the Membership Subscription is decided annually by the Executive Committee of the Council of the Association.

(c) Every Scout Group is required to collect these Membership Subscriptions by a method decided by the Group Executive Committee and to remit them to the Association Headquarters through the Regional Headquarters by the due date annually notified.

Rule 25i Groups, under special circumstances, may apply to the Executive Committee of the Council of the Association through the District and Regional Commissioners for partial or total exemption of their Members from payment of Association Membership Subscriptions. The total exemption from payment of Association Membership Subscription unconditionally or conditionally on such terms as it may think appropriate.

Rule 26 Fund Raising in the Scout Group

Rule 26i In order to maintain its work and to provide all that is needed to implement its training programme, the Association has to support itself financially. Within this commitment, Scout Groups are expected to provide sufficient funds to carry out their own programme of activities.

Rule 26ii Fund raising carried out on behalf of Scouting shall be conducted in accordance with the principles embodied in the Scout Promise and the Scout Law.

Rule 26iii The raising of funds is largely a matter for the adults working in support of Scouting through the Group Council, but Members may participate in fund raising provided that
such activities do not take precedence over their training.

Rule 26iv No fund raising activities shall be organised except with the prior written approval of the District Commissioner. All fund raising so undertaken shall be carried out in compliance with the law for the time being in force.

Rule 26v Methods of Fund Raising
(a) The provisions of this rule govern the selection of methods of fund raising and are designed to allow as much local initiative as possible, consistent with the Association's reputation and good standing.
(b) Fund raising conducted on behalf of Scouting may be by any means not forbidden by law and which is acceptable to the local community and the District Commissioner provided that:
   ■ the proceeds of the activity go wholly to supporting the work of the Group or in the case of approved joint activities with other organisations, that part of the proceeds allotted to the Group is applied wholly to the work of the Group;
   ■ it is not conducive to encourage the habit of gambling.

Rule 26vi Joint Fund Raising Projects
Joint Fund Raising Projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisations is used wholly for purposes other than those of private gain. The Association Headquarters shall be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fund raising activity.

Rule 27 Grant and Aid
Rule 27i Provided that a Group raises a proportion of its own funds, it may accept financial assistance in the form of grant or aid.

Rule 27ii Applications for grants or aid from District, Regional or Association Headquarters are required to be approved by the District Commissioner before submission.

Rule 27iii Application for grants or aid from sources other than those referred to in Rule 27ii are required to be recommended by the District Commissioner, endorsed by the Regional Commissioner and approved by the Association Headquarters before submission.

Rule 28 Property, Equipment and Funds
Rule 28i Scout Groups shall be properly accommodated and equipped in order to carry out their training programmes and the Administrators of the Group shall concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the hiring of premises.

Rule 28ii Property-Sponsored Groups
Agreements with Sponsoring Authorities identify property belonging to the Sponsoring Organisation and that belonging to the Association. Property owned by the Group as recorded in such agreements shall be administered as required by these rules.

Rule 28iii Disposal of Property
(a) **Disposal of Property at Amalgamation**
The retiring Secretaries of Groups which are amalgamating shall hand to the Secretary of the new Group all documents of title and procure all necessary assignments of property to be executed for the benefits of the new Group.
(b) **Disposal of Property at Closure**
The property of a Group which closed or is closed shall be disposed of as instructed by the Association Headquarters after receipt of the final Statement of
Accounts required under Rule 23ii. Until these instructions are received, the District Executive Committee shall take all necessary steps to ensure the preservation of the property and the documents of title.

Rule 28iv Motor Vehicles and Vessels
(a) The Group Treasurer shall ensure that motor vehicles and vessels owned by the Group are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.
(b) Motor vehicles and vessels shall be registered either in the name of the Group or in the name of a nominee, in which case, the registration shall show that the person is a nominee of the Group and not the private owner of the vehicle.

Rule 28v Equipment
The Group Treasurer shall maintain proper inventories of all equipment owned by the Group, including furniture, training equipment, musical instruments or equipment of any other kind.

Rule 28vi All funds of a Scout Group can only be used for the betterment of Scouting and for the benefits of all Members of the Group. Idle funds for the time being may only be invested in strict accordance with the provisions of the Trustees Ordinance, Laws of Hong Kong, as if the same are trust funds.

Rule 29 Safe Custody of Documents
The Group Scout Leader shall ensure that documents relating to the ownership of property and equipment and all other legal and official documents are safely kept and available for inspection by the District Commissioner. The Group Secretary shall keep a register of such documents, with details of their location.

Rule 30 Accidents and Insurance
Rule 30i Accidents
If any person, whether a Member of the Association or not, suffers personal injury (where injury necessitates treatment by a doctor, dentist or at hospital) or dies in the course of, or arising out of, a Scout activity or while on, or in connection with, any Scout property; or in an accident during a Scout activity results in damage to third party property, both the District commissioner and the Regional Commissioner shall be informed immediately. On receipt of this information, the Regional Commissioner shall inform the Association Headquarters immediately. The District Commissioner will in consultation with the Regional Commissioner issue the necessary instructions and forms in respect of possible insurance claims. In the event of an injury or fatality, or damage to third party property, no admission of liability shall be made unless advised by Association Headquarters to do so.
Rule 30ii Insurance Cover
(a) Every Scout Group shall maintain adequate insurance cover to be reviewed from time to time in respect of the following risks:
- property and equipment, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions;
- motor vehicles, including passenger risk;
- marine and boating risks;
- authorised Scout visits abroad;
- equipment and personal inquiry risks in respect of any activity not covered by insurance effected by the Association Headquarters.
(b) Every Scout Group shall comply with all rules governing activities and safety precautions thereof so as to ensure the insurance cover provided by the Association Headquarters effective.

Rule 31 Disputes Within the Scout Group

Rule 31i The following procedures are to be used only if informal efforts to resolve disputes have been made and have failed:
(a) Disputes arising between the Scouters of a Group and the Group Executive Committee or the Group Council, and disputes between the Group Executive Committee and the Group Council shall be referred to the District Commissioner. In the case of a Sponsored Group, the Sponsoring Authority shall be consulted.
(b) In the event of a dispute between the Sponsoring Authority of a Sponsored Group and the Group Scout Leader, Group Executive Committee or Group Council, the matter shall be referred to the District Commissioner and the District Executive Committee. All the parties in the dispute shall be given reasonable opportunity to state their cases.

Rule 31ii Any other dispute arising between Adult Members or Associate Members of the Association in a Scout Group shall be referred to the District Commissioner who shall consult the Regional Commissioner when appropriate.
The Scout District

Rule 32 The Scout District

The purpose of the Scout District within the structure of the Association is to provide leadership, advice and support for Scout Groups in an area the boundaries of which will correspond, in so far as is possible, with city district boundaries.

Rule 33 Registration of Scout Districts

Rule 33i Scout Districts are registered by Association Headquarters at its discretion on the recommendation of the Regional Commissioner.

Rule 33ii Annual Registration of Scout Districts

Annual Registration shall be effected by the Scout District and the District Annual Registration Summary shall be completed.

Rule 33iii Suspension of District Registration

(a) On the recommendation of the Regional Commissioner, the Chief Commissioner may suspend any Scout District pending consideration by the Executive Committee of the Association of a recommendation for the cancellation of the registration.

(b) During any suspension as provided in Rule 33iii(a), all the functions of the District shall cease and except as the Chief Commissioner may otherwise direct, all Commissioners, Scouters, Instructors, Administrators and Advisers and the holders of all other Appointments in all Groups in the District are automatically suspended.

(c) The Chief Commissioner shall provide for the administration of the property and finances of a District and of the Groups within the District during any suspension.

Rule 33vi Cancellation of District Registration

The Executive Committee of the Association may cancel the registration of a Scout District and withdraw all Commissioner/Leader Warrants/Provisional Warrants and other Appointments in the District on the recommendation of the Chief Commissioner.

Rule 34 Composition of the Scout District

Rule 34i The Scout District is led by the District Commissioner who is supported by:

- The District Staff;
- District Administrators and Advisers;
- The District Scout Council; and
- The District Executive Committee.

Rule 34ii Subject to the work load and genuine needs of the District, the District Staff consists of:

(a) Not more than two Deputy District Commissioners
(b) An Assistant District Commissioner (Leader Training) if there is only one Deputy District Commissioner in the District
(c) An Assistant District Commissioner (Rover Scouts)
(d) An Assistant District Commissioner (Venture Scouts)
(e) An Assistant District Commissioner (Scouts)
(f) An Assistant District Commissioner (Cub Scouts)
(g) An Assistant District Commissioner (Grasshopper Scouts)
(h) All Group Scout Leaders (or the Group Scouter-in-charge as the case may be) within the District
(i) District Sectional Scout Leaders
(j) A District Quartermaster
(k) A District Badge Secretary
(l) District Scouters
(m) Assistant District Scouters

Rule 34iii An Assistant District Commissioner of a Section shall not normally be required if there are less than six Groups in the District which have that Section.

Rule 35 Appointment of Commissioners and Scouters in the Scout District

Rule 35i Warrants and Provisional Warrants
Warrants shall only be issued to those Scouters or Commissioners who have completed such stage of any Sectional or Non-sectional Wood-badge Training Programme as the Association Headquarters may specify. Provisional Warrants shall be issued to those Scouters or Commissioners who have not completed the said stage of Wood-badge Training Programme.

Rule 35ii The District Commissioner
(a) Recommendation for the appointment of a District Commissioner is made either on Form WC or Form PWC by the Regional Commissioner.
(b) The Chief Scout on the recommendation of the Chief Commissioner shall issue a Warrant/Provisional Warrant which will be presented by the Regional Commissioner as soon as possible. The District Commissioner is invested and makes or reaffirms the Scout Promise on receipt of the Warrant/Provisional Warrant.
(c) The Warrant of a District Commissioner remains valid until 30th April in the fifth year from the year of issue, when it shall be reviewed by the Regional Commissioner (see Example 1 below).
(d) The Provisional Warrant of a District Commissioner remains valid until 30th April in the third year from the year of issue, when it shall be reviewed by the Regional Commissioner (see Example 2 below).
(e) Both Warrants and Provisional Warrants of District Commissioners upon their expiry are eligible for renewal by the Association Headquarters upon application. However, applications for renewal of any Provisional Warrant shall be supported by a reasonable explanation in writing by the Regional Commissioner as to the reasons why the applicant has failed to attain the required Leader Training qualification for Warrant appointment.
(f) The Warrant/Provisional Warrant may be reviewed by the Regional Commissioner from time to time.
(g) On ceasing to hold the appointment of District Commissioner, the Commissioner shall surrender his Warrant/Provisional Warrant through the Regional Commissioner to the Association Headquarters for cancellation.
(h) A District Commissioner's Warrant/Provisional Warrant may be cancelled, on the recommendation of the Regional Commissioner by the Chief Commissioner on any of the following grounds:
   ■ that the holder wishes to resign;
   ■ that the holder acquiesces when notified that a recommendation is made for the cancellation of the Warrant/Provisional Warrant;
   ■ that the holder is not within the age limits prescribed for the appointment;
   ■ that the Warrant/Provisional Warrant is not be renewed when reviewed in accordance with these rules;
   ■ that the holder has discontinued or failed to perform the duties of the appointment;
   ■ that the holder demonstrates that he or she no longer accepts the fundamental principles of the Movement as embodied in the Aim and Method (see Rule 1) and the Scout Promise and the Scout Law (see Rule
that the Association confirms the cancellation of the Warrant/Provisional Warrant following suspension (see Rule 3).

Example 1. where a Warrant is issued on 1st July 1987, it shall expire on 30th April 1991.

Example 2. where a Provisional Warrant is issued on 1st July 1987, it shall expire on 30th April 1989.

Rule 35iii Deputy District Commissioner
(a) Not more than two Deputy District Commissioners may be appointed at the request of the District Commissioner (who shall have regard to the desirability of developing the Deputy’s leadership potential), with the endorsement of the Regional Commissioner by the Association Headquarters, provided that if more than one Deputy District Commissioner are to be appointed, the District Commissioner has to specify clearly the respective job descriptions for each Deputy District Commissioner for the endorsement of the Regional Commissioner and to designate one of them to deputize the District Commissioner when occasions arise.
(b) The duties of the appointment shall be recommended by the District Commissioner and defined by the Regional Commissioner at the time of appointment subject to revisions from time to time.
(c) Request for the appointment of a Deputy District Commissioner is made on either Form WC or Form PWC by the District Commissioner.
(d) The Chief Scout on the recommendation of the Chief Commissioner shall issue a Warrant/Provisional Warrant which will be presented by the District Commissioner as soon as possible. The Deputy District Commissioner is invested and makes or reaffirms the Scout Promise on receipt of the Warrant/Provisional Warrant.
(e) The Warrant of a Deputy District Commissioner remains valid until 30th April in the fifth year from the year of issue, when it shall be reviewed by the District Commissioner.
(f) The Provisional Warrant of a Deputy District Commissioner remains valid until 30th April in the third year from the year of issue, when it shall be reviewed by the District Commissioner.
(g) Both Warrants and Provisional Warrants of Deputy District Commissioners upon their expiry are eligible for renewal by the Association Headquarters upon application. However, applications for renewal of any Provisional Warrant shall be supported by a reasonable explanation in writing by the District Commissioner as to the reasons why the applicant has failed to attain the required Leader Training qualification for Warrant appointment.
(h) The Warrant/Provisional Warrant of a Deputy District Commissioner is liable to be reviewed by the District Commissioner from time to time.
(i) On ceasing to hold the appointment of Deputy District Commissioner, he shall surrender his Warrant/Provisional Warrant through the District Commissioner and the Regional Commissioner to the Association Headquarters for cancellation.
(j) Rule 35ii(h) as applied to District Commissioners applies in the same way to Deputy District Commissioner.

Rule 35iv Assistant District Commissioners
(a) Assistant District Commissioners may be appointed at the request of the District Commissioner on the recommendation of the Regional Commissioner by the Association Headquarters.
(b) Other rules governing the appointment are as for the Deputy District Commissioner in Rule 35iii.

Rule 35v The Appointment of District Sectional Scout Leaders
(a) District Sectional Scout Leaders may be appointed at the request of the District
Commissioner with the endorsement of the Regional Commissioner by the Association Headquarters.

(b) District Sectional Scout Leaders are appointed to assist the respective Assistant District Commissioners on Sectional matters where the workload so justifies and the duties of their appointments shall be defined by the District Commissioner at the time of appointment.

(c) Request for the appointment of a District Sectional Scout Leader is made on either Form WA or Form PWA by the District Commissioner.

(d) The Chief Commissioner with the endorsement of the Regional Commissioner will issue a Warrant/Provisional Warrant which will be presented by the District Commissioner or in exceptional circumstance by the Assistant District Commissioner of the respective Section as soon as possible. The District Sectional Scout Leader is invested and makes or reaffirms the Scout Promise on receipt of the Warrant/Provisional Warrant.

(e) Other rules governing the appointment are as for the Deputy District Commissioner in Rule 35iii.

Rule 35vi The Appointment of District Quartermaster, District Badge Secretary, District Scouters and Assistant District Scouters

(a) District Quartermaster, District Badge Secretary, District Scouters and Assistant District Scouters may be appointed by the Association Headquarters on the recommendation of the District Commissioner with the endorsement of the Regional Commissioner to assist the District Commissioner with general or particular duties.

(b) Repealed.

(c) Recommendation for the appointment of a District Quartermaster, District Badge Secretary, District Scouter or Assistant District Scouter is made on either Form WA or Form PWA by the District Commissioner.

(d) The Chief Commissioner with the endorsement of the Regional Commissioner will issue a Warrant/Provisional Warrant which will be presented by the District Commissioner or in exceptional circumstance by the Deputy District Commissioner as soon as possible. The District Quartermaster, District Badge Secretary, District Scouter or Assistant District Scouter is invested and makes or reaffirms the Scout Promise on receipt of the Warrant/Provisional Warrant.

(e) Other rules governing the appointment are as for the Deputy District Commissioner in Rule 35iii.

Rule 36 Qualifications and Responsibilities of District Appointments

Rule 36i The District Commissioner

(a) Age Limits
   The age limits for appointment of District Commissioner are:
   Minimum: thirty years
   Maximum: sixty-four years

(b) Responsibilities
   The District Commissioner is responsible to the Regional Commissioner and to the Association Headquarters for:
   - the maintenance of the Association’s policy in the District and for encouraging and facilitating the training of Members of the Association as appropriate throughout the District;
   - all aspects of Scouting in the District, particularly ensuring that Commissioners, Leaders and Administrators properly discharge their responsibilities and duties as defined in these rules;
   - ensuring that Scout Groups are visited by Members of the District Staff, and their leaders advised how to conduct them in accordance with the Association’s policy as defined in these rules and in the Association’s official publications;
- encouraging the formation and operation of the District Scout Council and Scout Groups and assisting in their effective working;
- securing the harmonious co-operation of all Members of the Association in the District and settling any dispute between them;
- performing all duties specified in these rules for District Commissioners in respect of training and administration, particularly duties in respect of appointments, registration and Membership of the Association and nominations for decorations and awards;
- the achievement of minimum standards for Scout Groups and Sections within the Groups;
- the observance of all rules related to the conduct of Scouting activities, particularly to camping and activities requiring the observance of safety precautions and rules;
- co-operation and the maintenance of good relations with Members of other youth organisations in the District;
- the proper and efficient discharge of such duties as the Regional Commissioner may assign generally and/or specifically from time to time.

(c) In respect of the District Scout Council and the District Executive Committee, the District Commissioner shall nominate the District President, the District Chairman and certain Members of the Committee (see Rules 38 and 39).

(d) The District Commissioner, the District President, the District Chairman and a Scouter from a Group in the District represent the District on the Regional Scout Council.

(e) The District Commissioner is an ex officio Member of all Councils and Committees and their sub-committees within the District.

(f) If the office of the District Commissioner is vacant, the Regional Commissioner will either nominate the Deputy District Commissioner or an Assistant District Commissioner or another Commissioner to act in this capacity or will perform these duties himself.

Rule 36ii Deputy District Commissioner

(a) Age Limits
The age limits for appointment of Deputy District Commissioner are:
Minimum: twenty-five years
Maximum: sixty-four years

(b) Responsibilities
The Deputy District Commissioner(s) is/are responsible to the District Commissioner for rendering assistance to him in the discharge of his duties and responsibilities, including but not limited to the following areas:
- Training of new and existing Leaders and Administrators.
- The establishment of new Groups and the retention of members.
- Annual training and development programme.
- Co-ordination of sectional training and activities.
Should there be more than one Deputy District Commissioner in the District, the responsibilities of each Deputy District Commissioner are as specified in their respective job descriptions.

Rule 36iii Assistant District Commissioner

(a) Age limits
The age limits for appointment of Assistant District Commissioner are:
Minimum: twenty-five years
Maximum: sixty-four years

(b) Assistant District Commissioners are appointed to assist the District Commissioner with particular duties on Sectional matters.

(c) The Assistant District Commissioner (Leader Training) if appointed (in the case of only one Deputy District Commissioner in the District) is required to be an experienced Leader and is required to be a Wood-badge holder. The functions of the appointment are:
to assist the District Commissioner with the training of Leaders and particularly with the initial training of newly appointed Leaders;
- to arrange for the training of Leaders in the District.

(d) **Responsibility for Sectional Matters**

The Assistant District Commissioner is usually a leader experienced in the particular Section concerned and will normally be a holder of Wood-badge for that Section. The functions of the appointment are:

- to assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
- to assist in the establishment of new units and retention of existing members;
- to visit Sections in Groups and provide technical advice on their operations;
- to arrange for the organisation of District events;
- to ensure that District Leaders’ Meetings are held and to carry out such other duties as may be delegated by the District Commissioner.

**Rule 36iv** District Sectional Scout Leaders

(a) **Age Limits**

- The age limits for holding the appointment of District Rover Scout Leader are:
  - Minimum: twenty-five years
  - Maximum: sixty-four years
- The age limits for holding the appointment of District Grasshopper Scout Leader, District Cub Scout Leader, District Scout Leader and District Venture Scout Leader are:
  - Minimum: twenty-one years
  - Maximum: sixty-four years

(b) District Sectional Scout Leaders are appointed to assist the respective Assistant District Commissioners on Sectional matters.

**Rule 36v** District Scouter, District Quartermaster, District Badge Secretary and Assistant District Scouter

(a) **Age Limits**

- The age limits for holding the appointment of District Scouter are:
  - Minimum: twenty-one years
  - Maximum: sixty-four years
- The age limits for holding the appointment of District Quartermaster, District Badge Secretary and Assistant District Scouter are:
  - Minimum: eighteen years
  - Maximum: sixty-four years

(b) District Scouter, District Quartermaster, District Badge Secretary and Assistant District Scouter are appointed to fulfil certain functions in relation to particular areas of special or general responsibilities and their duties will be defined by the District Commissioner with the endorsement of the Regional Commissioner at the time of appointment.

**Rule 37** The District Staff Meeting

The District Staff Meeting is held as frequently as necessary and is led by the District Commissioner. Its purpose is to:

- review the progress, standards and effectiveness of programme of Groups in the District and their Sections;
- plan a programme of visits to Scout Groups and their Sections to give support, guidance, assistance and encouragement to leaders;
- plan the support to leaders undergoing various stages of Wood-badge Training Courses and their relevant in-service training;
- plan any programme of District events deemed to be necessary to supplement
Scouting in the Groups;

- plan the support to all Regional and Association Headquarters events when called upon to do so;
- keep the District Executive Committee advised of the financial requirements of the training programme in the District.

Rule 38 The District Scout Council

Rule 38i The District Scout Council is the electoral body which supports Scouting in the District. Under the Chairmanship of the District President, it shall hold an Annual General Meeting in June or as soon as possible thereafter each year to:

- approve the Annual Report of the District Executive Committee including the audited accounts and to send a copy of the Report to the Regional Commissioner;
- confirm the District Commissioner’s nomination of the District President and District Chairman;
- elect a District Secretary and a District Treasurer;
- elect certain Members of the District Executive Committee as defined in Rule 39ii;
- elect one Group Scouter to represent the District on the Regional Scout Council;
- appoint an Auditor;
- approve the budget of the District for the ensuing year as recommended by the District Executive Committee;
- to consider and approve any other matters which can be competently dealt with.

Rule 38ii Membership of the District Scout Council

The following are Members of the District Scout Council:

(a) the President, Honorary Presidents, Vice-Presidents, the Chairman, Vice-Chairmen, Secretary, and Treasurer of the District, Commissioners, Scouters, Instructors, Advisers and Administrators in Scout Groups and in the District and the Chairmen of all Venture Scout Units Executive Committees and Chairmen of all Rover Scout Crews Management Committees in the District;

(b) persons appointed annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;

(c) one parent nominated annually by each Scout Group.

Rule 39 The District Executive Committee

Rule 39i The District Executive Committee exists to support the District Commissioner in meeting his responsibilities and to provide support for Scout Groups in the District. The District Executive Committee shall meet at least once every four months. It is specifically responsible for:

(a) promoting the well-being of the Association in the District and arranging for harmonious co-operation with other organisations;

(b) acting in all matters related to District finance and property;

(c) in consultation with the District Commissioner to appoint such sub-committees and ad-hoc groups and their chairmen to look after special areas of District matters as the Committee may reasonably require;

(d) in consultation with the District Commissioner to nominate persons annually for election to the District Scout Council;

(e) supervising the administration of Groups, particularly in relation to finance and the trusteeship of property;

(f) attending to District administration, particularly:

- matters relating to recruitment of Leaders;
- the appointment of District Administrators and Advisers;
- registrations and Membership of the Association;
- establishment of Group Scout Council in the Scout Groups;
- the presentation of an Annual Report and audited accounts of the District to
Rule 39ii Membership of the District Executive Committee
The District Executive Committee consists of:
(a) **Ex officio Members**
   - The District Chairman
   - The District Vice-Chairmen
   - The District Commissioner
   - The Deputy District Commissioner(s)
   - The District Secretary
   - The District Treasurer
   - The Regional Commissioner or his representative
(b) **Nominated Members**
   Persons nominated by the District Commissioner and whose Membership of the Committee is confirmed at the District Annual General Meeting. They need not be Members of the District Scout Council and their number shall not exceed that of the Elected Members.
(c) **Elected Members**
   Persons elected at the District Annual General Meeting. These will normally be four to six in number but the actual number shall be the subject of a resolution by the District Scout Council and be approved by the Regional Commissioner.
(d) **Invited Members**
   Persons invited annually by the District Executive Committee. Such Invited Members may include representatives of organisations and local authorities with whom it is desired to maintain co-operation.

Rule 39iii Sub-committee and Ad-Hoc Group Membership
Sub-committees and ad-hoc groups of the District Executive Committee consist of Members nominated by the District Executive Committee. The District Commissioner and the District Chairman are ex officio Members of all sub-committees and ad-hoc groups.

Rule 40 Conduct of meetings in the Scout District
(a) In Meetings of the District Scout Council and District Executive Committee only Members as specified in Rule 38ii(a) (b) and (c) and 39ii(a) (b) and (c) respectively may vote.
(b) Rules 17ii and 17iii as applied to Meetings of the Group Council and the Group Executive Committee apply in the same way to Meetings of the District Scout Council and District Executive Committee.

Rule 41 The Appointment and Role of Administrators and Advisers in the Scout District

Rule 41i The District President, Honorary Presidents and Vice-Presidents
(a) The District President is nominated by the District Commissioner with the endorsement of the Regional Commissioner and his appointment shall be confirmed by the District Scout Council at its Annual General Meeting.
(b) The District Honorary Presidents are Honorary appointments nominated by the District President and their appointments are confirmed by the District Scout Council at its Annual General Meeting.
(c) The District Vice-Presidents are elected by the District Scout Council at its Annual General Meeting to assist and deputise for the District President.
(d) The District President is the Chairman of the District Scout Council at all its
Meetings and is an ex officio Member of the Regional Scout Council.
(e) The office of District President may not be held by a Warranted Leader.

Rule 41ii The District Chairman
(a) The District Chairman is nominated by the District Commissioner with the endorsement of the Regional Commissioner and his appointment shall be confirmed by the District Scout Council at its Annual General Meeting.
(b) The duties of the District Chairman are:
■ to be Chairman of the District Executive Committee;
■ to be an ex officio Member of the Regional Scout Council;
■ to work closely with the District Commissioner to encourage the well-being and progress of Scouting in the District;
■ to maintain contact with Group Chairmen and Sponsoring Authorities of Groups throughout the District and to promote the organisation and effective working of their Group Councils and Executive Committees;
■ to perform all other duties specified for District Chairmen in these rules.
(c) The District Chairman is an ex officio Member of all sub-committees and ad-hoc groups in the District.
(d) The office of District Chairman may not be held by a Warranted Leader.

Rule 41iii The District Vice-Chairmen
The District Vice-Chairmen are elected by the District Scout Council at its Annual General Meeting to assist and deputise for the District Chairman.

Rule 41iv The District Secretary
(a) The District Secretary is elected annually by the District Scout Council at its Annual General Meeting.
(b) The duties of the District Secretary are:
■ to be Secretary of the District Scout Council and the District Executive Committee;
■ to co-ordinate the work of sub-committees of the District Executive Committee;
■ to distribute to all Groups and others concerned information and instructions from the Association Headquarters, Regional Headquarters and the District;
■ to maintain an up-to-date list of appointments and of the names and addresses of all Members and Associate Members as appropriate in the District;
■ to perform all other duties specified for District Secretaries in these rules.
(c) The office of District Secretary shall not be combined with that of the District Treasurer and shall not be held by a Warranted Leader.
(d) Association Headquarters and Regional Headquarters shall be immediately informed by the District Commissioner of changes in the appointment and address of the District Secretary.

Rule 41v The District Treasurer
(a) The District Treasurer is elected by the District Scout Council at its Annual General Meeting.
(b) The duties of the District Treasurer are:
■ to advise the District Executive Committee on all matters affecting financial control and expenditure and to prepare an annual budget for approval;
■ to receive all monies on behalf of the Scout District and the District Executive Committee and to keep account of all funds and to pay out money upon authorisation as specified by the District Executive Committee;
■ to consult the Regional Treasurer and co-ordinate and assist Group Treasurers in all fund raising activities;
■ to perform all other duties specified for District Treasurers in these rules.
(c) The office of District Treasurer shall not be combined with that of District
Secretary and shall not be held by a Warranted Leader.

Rule 41vi Other District Administrators and Advisers
Other Administrators and Advisers as required may be elected annually by the District Scout Council at its Annual General Meeting.

Rule 41vii The appointment of all District Administrators and Advisers is subject to the satisfactory completion of the Form CA.

Rule 41viii Termination of Appointments of District Administrators and Advisers
The appointment of District Administrators and Advisers may be terminated by:
- the resignation of the holder;
- the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the District Executive Committee;
- the expiry of the period of the appointment;
- confirmation by the Regional Commissioner of the Chief Commissioner of the termination of the appointment following suspension.

Rule 42 Finance-General

Rule 42i All Scout Districts are required to keep proper books of account, to send Statements of Account on request to the Regional Commissioner and to have its accounts audited.

Rule 42ii District Treasurer and other Administrators concerned with finance shall ensure that proper budgeting and control operate in the District and shall consult the District Executive Committee and the District Commissioner on the financial aspects of planning the District’s activities. When entering into any financial obligation or commitment with another party the person concerned is required to make it clear to the other party that he is acting on behalf of the District and not in a personal capacity.

Rule 42iii District Treasurer shall prepare and table at each District Executive Committee Meeting for record purpose a Statement of Account showing accurately the recent financial position of the District.

Rule 42iv District Treasurer shall send a Statement of Account annually to the Regional Commissioner or, when called for, to the Association Headquarters. The following information shall be readily available:
- particulars of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested as at 31st March or such other date as the Regional Commissioner may specify;
- assets forming part of a permanent endowment (i.e. property held by the District which may not be sold or disposed of) are required to be shown separately;
- a statement of liabilities on the same date;
- a statement of receipts during the year ending on the same date, classified as to the nature of the receipt, showing separately assets which form part of a permanent endowment, if any;
- a statement of payments made during the year ending on the same date, classified as to the nature of payment, showing separately payments made out of a permanent endowment, if any.

Rule 42v A statement as described in Rule 42iv duly audited shall be submitted by each District to the Regional Commissioner by not later that 31st May or such other date as the Regional Commissioner may otherwise specify each year. The Auditor, who will be appointed at the Annual General Meeting of the District Scout Council, shall be an independent and responsible person but need not be a qualified public accountant.
Rule 43 District Bank Accounts

Rule 43i All money received by or on behalf of a Scout District or District Scout Council shall be paid into a bank account held in the name of the District as soon as practicable. The account shall be operated by not less than two signatories, authorised by the District Executive Committee.

Rule 43ii No money received by the Scout District or District Scout Council may be paid into any person’s private bank account.

Rule 43iii The bank at which the District account is held shall be instructed to send to the District Chairman a copy of the Statement of Account as at 31st March or other date concluding the financial year. If more than one account is held by the District, copies of all the Statements of Account shall be sent as at the same date.

Rule 44 District Accounts-Disposal of Assets

Rule 44i Disposal of Assets at Amalgamation
(a) If two or more Scout Districts amalgamate, the retiring Treasurers shall prepare a Statement of Account as detailed in Rule 42iv, dated at the date of the amalgamation. This Statement shall be handed, together with all District assets, supported by all books of account and vouchers, to the Treasurer of the District formed by the amalgamation.
(b) If the Treasurer of a District newly formed as a result of amalgamation considers it necessary, he may ask the District Executive Committee to appoint an Auditor to examine the Statement of Account prepared by the outgoing Treasurers.

Rule 44ii Disposal of Assets at Disappearance other than by Amalgamation
If a Scout District is to be split, either into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District shall be divided into proportions approximately represented by the Scout population of each part after splitting. These proportions of the District assets shall then be transferred to the Districts which will in future be responsible for those parts of the old District. This will normally be done under the supervision of the Regional Commissioner in which the District is situated, but in case of difficulties or when more than one Region is involved, the instructions of the Association Headquarters shall be sought.

Rule 45 Preservation of Books of Account

Books and Statements of Account shall be preserved for not less than seven years from the date of the last entry.

Rule 46 Payment of the Membership Subscription

(a) In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association’s obligations to World Scouting, the Executive Committee of the Council of the Association requires Members as specified in these rules to pay an Association Membership Subscription.
(b) The amount of the Membership Subscription is decided annually by the Executive Committee of the Council of the Association.
(c) The payment of the Association Membership Subscription is the responsibility of the individual Member.
(d) All Administrators, Commissioners and District Scouters are required to pay the Membership Subscription to the District Treasurer.
Rule 47  Fund Raising in the Scout District

All fund raising in the Scout District shall be conducted in accordance with the Association’s policy as defined in Rule 26 and with the approval of the Regional Commissioner.

Rule 48  Grant and Aid

Rule 48i  A Scout District may accept financial assistance in the form of grant or aid.

Rule 48ii Applications for grants or aid from Regional or Association Headquarters are required to be recommended by the Regional Commissioner before submission.

Rule 48iii Applications for grants or aid from sources other than those referred to in Rule 48ii are required to be recommended by the Regional Commissioner and approved by the Association Headquarters before submission.

Rule 49  Property, Equipment and Funds

Rule 49i Rule 28 as applied to Scout Groups applies in the same way to Scout Districts.

Rule 49ii Pending the disposal of the property of a Scout District which is ceasing to exist, all necessary steps shall be taken by the Regional Commissioner to preserve the property, assets and documents of title relating to the District.

Rule 50  Safe Custody of Documents

Rule 29 as applied to Scout Groups applies in the same way to Scout Districts.

Rule 51  Accidents and Insurance

Rule 51i Rule 30 as applied to Scout Groups applies in the same way to Scout Districts.

Rule 51ii If action is to be taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action shall be taken under the supervision of the District Commissioner by the Leader or other adult responsible for the individual’s or party’s participation in the event or activity. If the District Commissioner has any doubt, he shall immediately consult the Regional Commissioner and/or the Association Headquarters.

Rule 52  Disputes in the Scout District

Rule 52i Rule 31 as applied to Scout Groups applies in the same way to Scout Districts.

Rule 52ii Any dispute between Commissioners or involving any Commissioner in a Scout District shall be referred to the Regional Commissioner. Any dispute between other adult Members or Associate Members of the Association shall be referred to the District Commissioner. If the District Commissioner is unable to resolve the dispute, or if he is himself involved in it, he shall refer the matter to the Regional Commissioner.

Rule 52iii If the Regional Commissioner is unable to resolve the dispute, he shall refer the matter to the Association Headquarters for a decision which shall be accepted as final by all parties.
The Scout Region

Rule 53 The Scout Region

The purpose of Scout Region within the structure of the Association is to provide leadership, advice and support for Scout Districts and through them, for Scout Groups in an area the boundaries of which will correspond, in so far as is possible, with city district boundaries.

Rule 54 Registration of Scout Region

The registration and the cancellation of the Scout Region are matters for the discretion of the Association Headquarters which may convene such committees of groups as may be necessary to make recommendations on such matters, including the amalgamation of Region and changes in their boundaries.

Rule 55 Composition of the Scout Region

Rule 55i The Scout Region is led by the Regional Commissioner who is supported by:

- The Regional Staff;
- Regional Administrators and Advisers;
- The Regional Scout Council; and
- The Regional Executive Committee.

Rule 55ii Subject to the work load and genuine needs of the Region, the Regional Staff consists of:

(a) Deputy Regional Commissioner(s)
(b) Assistant Regional Commissioner(s)
(c) District Commissioners in the Region
(d) Regional Headquarters Commissioner(s)
(e) Assistant Regional Headquarters Commissioner(s)
(f) Regional Scouters
(g) Assistant Regional Scouters

Rule 56 Appointment of Commissioners and Scouters in the Scout Region

Rule 56i Warrants and Provisional Warrants

Rule 35i as applied to Scout Districts applies in the same way to Scout Regions.

Rule 56ii The Regional Commissioner

(a) Regional Commissioner is appointed by the Chief Scout on the recommendation of the Chief Commissioner.

(b) The Warrant of a Regional Commissioner remains valid until 30th April in the fifth year from the year of issue, when is shall be reviewed by the Chief Commissioner.

(c) The Warrant of a Regional commissioner upon its expiry is eligible for renewal by the Association Headquarters upon application.

(d) The Warrant of a Regional Commissioner may be reviewed at any time by the Chief Commissioner.

(e) On ceasing to hold the appointment of a Regional Commissioner, he shall surrender his Warrant to the Association Headquarters for cancellation.

(f) A Regional Commissioner’s Warrant is liable to be cancelled by the Chief Commissioner on any of the following grounds:
- that the holder wishes to resign;
- that the holder is not within the age limit prescribed for the appointment;
- that the Warrant is not to be renewed when reviewed by the Chief Commissioner;
- that the holder has discontinued or failed to perform the duties of the appointment;
- that the holder demonstrates that he no longer accepts the fundamental principles of the Movement as embodied in the Aim and Method (see Rule 1) and the Scout Promise and the Scout Law (see Rule 2).

Rule 56iii  
Deputy Regional Commissioners, Assistant Regional Commissioners, Regional Headquarters Commissioners, Assistant Regional Headquarters Commissioners

(a) Deputy Regional Commissioners, Assistant Regional Commissioners, Regional Headquarters Commissioners or Assistant Regional Headquarters Commissioners may be appointed by the Chief Scout at the request of the Regional Commissioner on the recommendation of the Chief Commissioner.

(b) The duties of appointment shall be defined by the Regional Commissioner at the time of appointment subject to revisions from time to time.

(c) Request for the appointment is made on either Form WC or Form PWC by the Regional Commissioner.

(d) The Chief Scout on the recommendation of the Chief Commissioner shall issue a Warrant/Provisional Warrant which will be presented by the Regional Commissioner as soon as practicable. The Commissioner is invested and makes or reaffirms the Scout Promise on receipt of the Warrant.

(e) The Warrant remains valid until 30th April in the fifth year from the year of issue, when it shall be reviewed by the Regional Commissioner.

(f) The Provisional Warrant remains valid until 30th April in the third year from the year of issue, when it shall be reviewed by the Regional Commissioner.

(g) Both Warrants and Provisional Warrants of the Commissioners upon their expiry are eligible for renewal by the Association Headquarters upon application. However, application for renewal of any Provisional Warrant shall be supported by a reasonable explanation in writing by the Regional Commissioner as to the reasons why the applicant has failed to attain the required Leader Training qualification for Warrant appointment.

(h) The Warrant/Provisional Warrant of any Commissioner in the Region is liable to be reviewed by the Regional Commissioner from time to time.

(i) On ceasing to hold the appointment of the Commissioner, he shall surrender his Warrant/Provisional Warrant through the Regional Commissioner to the Association Headquarters for cancellation.

(j) Rule 35ii(h) as applied to District Commissioners applies in the same way to Commissioners in the Region.

Rule 56iv  
The Appointment of Regional Scouters and Assistant Regional Scouters

(a) Regional Scouters and Assistant Regional Scouters may be appointed by the Association Headquarters on the recommendation of the Regional Commissioner to assist with general or particular duties.

(b) Repealed.

(c) Recommendation for the appointment of a Regional Scouter or Assistant Regional Scouter is made on either Form WA or Form PWA by the Regional Commissioner.

(d) The Chief Commissioner upon approval will issue a Warrant/Provisional Warrant which will be presented by the Regional Commissioner or in exceptional circumstance by a Commissioner in the Region specified by the Regional Commissioner. The Regional Scouter or Assistant Regional Scouter is invested and makes or re-affirms the Scout Promise on receipt of the Warrant/Provisional Warrant.
Rule 57 Qualifications and Responsibilities of Regional Appointments

Rule 57i The Regional Commissioner

(a) **Age Limits**
   The age limits for appointment of Regional Commissioner are:
   Minimum: thirty years
   Maximum: sixty-four years

(b) **Responsibilities**
   The Regional Commissioner is responsible to the Chief Commissioner and to the Association Headquarters for maintaining the policy of the Association in the Region and encouraging and facilitating the training of Members of the Association as directed by the Association Headquarters, and in the absence of such directions, as the Regional Commissioner shall consider appropriate, throughout the Region. His responsibilities include:
   - advising the Chief Commissioner in the effective performance of his duties;
   - promoting the Aim of the Association and the effective functioning of the Region;
   - implementing the directions of the Chief Commissioner and the decisions of the Executive Committee of the Association;
   - promoting the organisation and effective working of the Regional Scout Council and Regional Scout Executive Committee;
   - securing the services of persons suitable for appointment as Commissioners within the Region;
   - promoting the effective working of Scout Districts within the Region;
   - arranging for the performance of the duties of District Commissioners within the Region in the event of vacancies;
   - reporting to the Association Headquarters on all relevant matters referred to him particularly disputes between District Commissioners and District Scout Councils and where appropriate giving decisions thereon;
   - making recommendations for the conferring of decorations and awards;
   - co-operating with all bodies whose work is relevant to Scouting and ensuring that the Association’s interests are represented;
   - performing all other duties specified in these rules for Regional Commissioners.

c) The Regional Commissioner is an ex officio Member of the Scout Council of the Association and of the Chief Commissioner’s Council.

d) The Regional Commissioner is an ex officio Member of all Councils, Committees and Sub-Committees in the Region and may attend any or all Meetings of all Councils and Executive Committees and Sub-Committees within the Region or may nominate a representative to attend on his behalf.

e) The Regional Commissioner shall nominate the Regional President and Regional Chairman. He may not hold that office himself nor may he nominate any other Warranted Leader.

(f) If the office of Regional Commissioner is vacant, his duties will be performed by the Association Headquarters or by a person appointed by the Chief Commissioner for that temporary purpose.

Rule 57ii Deputy Regional commissioner

(a) **Age Limits**
   The age limits for appointment of Deputy Regional Commissioner are:
   Minimum: thirty years
   Maximum: sixty-four years

(b) Deputy Regional Commissioners may be appointed by the Chief Scout on the recommendation of the Chief Commissioner at the request of the Regional Commissioner to assist and deputise for the Regional Commissioner. The
The duties of such appointments will be defined by the Regional Commissioner with the approval of the Chief Commissioner at the time of appointment.

Rule 57iii Assistant Regional Commissioners, Regional Headquarters Commissioners and Assistant Regional Headquarters Commissioners

(a) **Age Limits**

The age limits for appointment of Assistant Regional Commissioner, Regional Headquarters Commissioner and Assistant Regional Headquarters Commissioner are:

- Minimum: twenty-five years
- Maximum: sixty-four years

(b) Assistant Regional Commissioners, Regional Headquarters Commissioners and Assistant Regional Headquarters Commissioners may be appointed by the Chief Scout on the recommendation of the Chief Commissioner at the request of the Regional Commissioner. The duties of such appointments will be defined by the Regional Commissioner at the time of appointment.

Rule 57iv Regional Scouters and Assistant Regional Scouters

(a) **Age Limits**

- The age limits for appointment of Regional Scouter are:
  - Minimum: twenty-one years
  - Maximum: sixty-four years
- The age limits for appointment of Assistant Regional Scouter are:
  - Minimum: eighteen years
  - Maximum: sixty-four years

(b) Regional Scouters and Assistant Regional Scouters may be appointed by the Chief Commissioner on the recommendation of the Regional Commissioner to assist him. The duties of such appointments will be defined by the Regional Commissioner at the time of appointment.

Rule 58 The Regional Staff Meeting

The Regional Staff Meeting is held as frequently as necessary and is led by the Regional Commissioner. Its purpose is to:

- review the progress, standards and effectiveness of the training of Members of the Association in the Region;
- plan the Region’s support to the Association Headquarters and to the Districts in the Region;
- plan the support and development of the Training Sections;
- plan any programme of Regional events deemed to be necessary to supplement Scouting in the Districts and Groups;
- keep the Regional Executive Committee advised of the financial requirements of the Region’s programmes;
- assist the Regional Commissioner in the effective running of the Region.

Rule 59 The Regional Scout Council

Rule 59i The Regional Scout Council is the electoral body which supports and encourages the development of Scouting in the Region. Under the Chairmanship of the Regional President it shall hold an Annual General Meeting each year to:

- approve the Annual Report of the Regional Executive Committee including the audited accounts and to send a copy of the Report to the Chief Commissioner;
- confirm the Regional Commissioner’s nomination of the Regional President and Regional Chairman;
- elect a Regional Secretary and a Regional Treasurer;
- elect certain Members of the Regional Executive Committee as defined in Rule
Rule 59ii  Membership of the Regional Scout Council
The Regional Scout Council consists of:
(a) **Ex officio Members**
- The Regional President, Honorary Presidents and Vice-Presidents
- The Regional Chairman and Vice-Chairmen
- The Chief Commissioner
- The Regional Commissioner
- The Regional Secretary
- The Regional Treasurer
- All Commissioners in the Region
- All Regional Administrators and Advisers
- All Leader Trainers, Assistant Leader Trainers attached to the Region
- Presidents and Chairmen of all Districts in the Region
- The Regional Scout Executive
(b) **Nominated Members**
- persons nominated annually by the Regional Commissioner in consultation with the Regional President and Chairman;
- one nominated Group Scouter to represent each Scout District.
(c) **Invited Members**
Persons invited annually by the Regional Scout Council. Such Invited Members may include representatives of organisations and local authorities with whom it is desired to maintain co-operation.

Rule 60  The Regional Executive Committee
Rule 60i The Regional Executive Committee exists to support the Regional Commissioner in meeting his responsibilities and to provide support for Scout Districts in the Region. The Regional Executive Committee shall meet at least every four months. It is specifically responsible for:
(a) promoting the development of Scouting in the Region and arranging for harmonious co-operation among Scout Districts and among Units of the Association and other organisations;
(b) acting with the Regional Commissioner in all matters relating to finance and property;
(c) in consultation with the Regional Commissioner, appointing such sub-committees and ad-hoc groups and their chairmen to look after special areas of Regional matters as the Regional Executive Committee may reasonably require;
(d) the presentation of an Annual Report and audited accounts of the Region to the Annual General Meeting of the Regional Scout Council.

Rule 60ii  Membership of the Regional Executive Committee
The Regional Executive Committee consists of:
(a) **Ex officio Members**
- The Regional Chairman and Vice-Chairmen
- The Regional Commissioner
- Deputy Regional Commissioners
- Assistant Regional Commissioners
- The Regional Secretary
- The Regional Treasurer
- The Chief Commissioner
- District Commissioners in the Region
Chairmen of all Regional Sub-Committees  
The Chairmen of all Districts in the Region  
The Regional Scout Executive

(b) **Nominated Members**  
Persons nominated annually by the Regional Commissioner in consultation with the Regional Chairman.

(c) **Elected Members**  
Persons elected annually by the Regional Scout Council.

(d) **Invited Members**  
Persons invited annually by the Regional Executive Committee. Such Invited Members may include representatives of organisations and local authorities with whom it is desired to maintain co-operation.

**Rule 60iii**  
The number of Nominated Members shall not exceed the number of Elected Members.

**Rule 61**  
**Conduct of Meetings in the Scout Region**

(a) In Meetings of the Regional Scout Council and Regional Executive Committee only Members as specified in Rules 59ii(a) and (b) and 60ii(a) (b) and (c) respectively may vote.

(b) Rule 40(b) as applied to Meetings of the District Scout Council and District Executive Committee applies in the same way to Meetings of the Regional Scout Council and the Regional Executive Committee.

**Rule 62**  
**The Appointment and Role of Administrators and Advisers in the Scout Region**

**Rule 62i**  
**The Regional President**  
The Regional President is appointed by the Association Headquarters as nominated by the Regional Commissioner and with the approval of the Chief Commissioner to encourage the well-being of Scouting in the Region and to assist the Region to meet its financial requirements. The office of Regional President shall not be held by a Warranted Leader.

**Rule 62ii**  
**The Regional Chairman**

(a) The Regional Chairman is nominated by the Regional Commissioner in consultation with the Regional President and the Association Headquarters and the nomination shall be confirmed by the Regional Scout Council at its Annual General Meeting.

(b) The duties of the Regional Chairman are:

   - to be the Chairman of the Regional Executive Committee and to promote its effective working;
   - to work closely with the Regional Commissioner in encouraging the well-being and progress of Scouting in the Region;
   - to perform all other duties specified for Regional Chairman in these rules.

(c) The Regional Chairman is an ex officio member of all Councils, Committees, Sub-Committees and ad-hoc groups in the Region and may nominate a representative to attend on his behalf.

(d) The office of Regional Chairman shall not be held by a Warranted Leader.

**Rule 62iii**  
**Regional Vice-Presidents and Vice-Chairmen**  
Regional Vice-Presidents and Vice-Chairmen are nominated annually by the Regional President and Regional Chairman respectively in consultation with the Regional Commissioner and the appointments are confirmed by the Regional Scout Council at its Annual General Meeting. Vice-Presidents and Vice-Chairmen are appointed to assist and deputise for the Regional President and the Regional Chairman.
respectively.

Rule 62iv The Regional Secretary
(a) The Regional Secretary shall be elected annually by the Regional Scout Council at its Annual General Meeting.
(b) The duties of the Regional Secretary are:
- to be Secretary of the Regional Scout Council and the Regional Executive Committee;
- to co-ordinate the work of sub-committees of the Regional Executive Committee;
- to distribute to all concerned information and instructions from the Association Headquarters, Regional Scout Council and Regional Executive Committee;
- to perform all other duties specified for Regional Secretaries in these rules.
(c) The office of Regional Secretary shall not be combined with that of Regional Treasurer and shall not be held by a Warranted Leader.
(d) Association Headquarters shall be immediately informed of changes in the appointment and address of the Regional Secretary.

Rule 62v The Regional Treasurer
(a) The Regional Treasurer is elected by the Regional Scout Council at its Annual General Meeting.
(b) The duties of the Regional Treasurer are:
- to advise the Regional Executive Committee on all matters affecting financial control and expenditure and to draw up an annual budget;
- to receive all monies on behalf of the Regional Executive Committee and to keep account of all funds and to pay out money upon authorisation as specified by the Regional Executive Committee;
- to assist the Region in all fund raising efforts and to co-ordinate fund raising efforts with District and Group Treasurers;
- to ensure that, if the Region is running a trust fund or an investment scheme, the rules of the fund or the scheme have the approval of the Association Headquarters;
- to perform all other duties specified in these rules for Regional Treasurers.
(c) The office of Regional Treasurer shall not be combined with that of Regional Secretary and shall not be held by a Warranted Leader.
(d) Association Headquarters shall be immediately informed of changes in the appointment and address of the Regional Treasurer.

Rule 62vi Other Regional Administrators and Advisers
Other Administrators and Advisers may be elected annually by the Regional Scout Council at its Annual General Meeting.

Rule 62vii The appointment of all Regional Administrators and Advisers is subject to the satisfactory completion of the Form CA.

Rule 62viii Termination of Appointments of Regional Administrators and Advisers
(a) The appointment of Regional Administrators and Advisers is liable to be terminated by:
- the resignation of the holder;
- the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the Regional Executive Committee;
- the expiry of the period of appointment;
- confirmation by the Regional Commissioner or the Chief Commissioner of the termination of the appointment following suspension.
(b) When a Regional Administrator or Adviser ceases to hold his appointment, the Regional Secretary shall within twenty-eight days report the matter in writing to
the Association Headquarters stating the reason or reasons for the cessation thereof.

Rule 63 Finance-General

Rule 63i All Scout Regions are required to keep proper books of account and to have its accounts audited.

Rule 63ii Regional Treasurer and other administrators concerned with finance shall ensure that proper budgeting and control operate in the Region and shall consult the Regional Executive Committee and the Regional Commissioner on the financial aspects of planning the Region’s activities. When entering into any financial obligation or commitment with another party the person concerned is required to make it clear to the other party that he is acting on behalf of the Region and not in a personal capacity.

Rule 63iii Regional Treasurer shall prepare and table at each Regional Executive Committee Meeting for record purpose a Statement of Account showing accurately the recent financial position of the Region.

Rule 63iv Regional Treasurer shall send a Statement of Account annually or when called for to the Association Headquarters. The following information must be readily available:

- particulars of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested as at 31st March or such other date as the Chief Commissioner may specify;
- assets forming part of a permanent endowment (i.e. property held by the Region which may not be sold or disposed of) are required to be shown separately;
- a statement of liabilities on the same date;
- a statement of receipts during the year ending on the same date, classified as to the nature of the receipt, showing separately assets which form part of a permanent endowment, if any;
- a statement of payments made during the year ending on the same date, classified as to the nature of payment, showing separately payments made out of a permanent endowment, if any.

Rule 63v A statement as described in Rule 63iv duly audited shall be submitted by each Region to the Association Headquarters not later than 30th June or such other date as the Association Headquarters may otherwise specify each year. The Auditor, who will be appointed at the Annual General Meeting of the Regional Scout Council, shall be an independent and qualified public accountant.

Rule 64 Regional Bank Accounts, Preservation of Books of Account, Payment of the Membership Subscription, Fund Raising in the Scout Region, Safe Custody of Documents, Accidents and Insurance

Rules 43, 45, 46, 47, 50 and 51 as applied to Scout Districts apply in the same way to Scout Regions.

Rule 65 Grant and Aid

Rule 65i A Scout Region may accept financial assistance in the form of grant or aid.

Rule 65ii Applications for grants or aid from Association Headquarters are required to be approved by the Regional Commissioner before submission.
Rule 65iii  Applications for grants or aid from sources other than those referred to in Rule 65ii are required to be recommended by the Association Headquarters before submission.

Rule 66  Property, Equipment and Funds

Rule 66i  Rule 49i as applied to Scout District applies in the same way to Scout Region.

Rule 66ii  Pending the disposal of the property of a Scout Region which is ceasing to exist, all necessary steps shall be taken by the Association Headquarters to preserve the property, assets and documents of title relating to the Region.

Rule 67  Disputes in the Scout Region

Rule 67i  Disputes arising between the Commissioners of a Scout Region and the Regional Executive Committee or Regional Scout Council and disputes between the Executive Committee and the Regional Scout Council shall be referred to the Association Headquarters for a decision which shall be accepted as final by all parties.

Rule 67ii  Any dispute between adult Members or Associate Members of the Association in a Scout Region shall be referred to the Regional Commissioner unless it can be dealt with by the District Commissioner under Rule 52. If the Regional Commissioner is unable to resolve the dispute, or if he is himself involved in it, he shall refer the matter to the Chief Commissioner for a decision which shall be accepted as final by all parties.

Rule 67iii  In the event of a dispute arising between adult Members or Associate Members of the Association in Districts in different Scout Regions, the Regional Commissioner of each Region shall refer the matter to the Chief Commissioner for a decision which shall be accepted as final by all parties.
The Scout Association Headquarters

Rule 68  The Chief Scout and Deputy Chief Scout

Rule 68i  (a) The Chief Scout is appointed by the Council of the Association.
          (b) The Governor of Hong Kong shall be the first person to be offered of this
              appointment.
          (c) The functions of the Chief Scout shall be to foster and encourage the Scout
              Movement in Hong Kong and to sign Warrants of Appointment in the rank of
              Commissioner.

Rule 68ii A Deputy Chief Scout may be appointed by the Council of the Association on the
            recommendation of the Chief Scout.

Rule 69  President, Honorary Presidents, Vice-Presidents, Chairman,
          Deputy Chairmen, Secretary and Treasurer

Rule 69i  The President
          The President of the Association shall be elected by the Council of the Association at
          its Annual General Meeting for a term of one year. He shall be eligible for re-election
          on the expiry of each term but his total term of office for any continuous period shall
          not be more than ten consecutive years.

Rule 69ii Honorary Presidents
          There shall be Honorary Presidents of the Association. They shall be appointed
          annually by the Council of the Association.

Rule 69iii Vice-Presidents
          There shall be Vice-Presidents of the Association. They shall be elected by the
          Council of the Association for a term of one year. They shall be eligible for re-election
          on the expiry of each term but the total term of office for each Vice-President for any
          continuous period shall not be more than ten consecutive years.

Rule 69iv Chairman and Deputy Chairmen of Executive Committee
          The Chairman and Deputy Chairmen of the Executive Committee of the Association
          shall be elected by the Council of the Association at its Annual General Meeting for a
          term of one year. They shall be eligible for re-election on the expiry of each term but
          the total term of office for the Chairman and each Deputy Chairman for any
          continuous period shall not be more than ten consecutive years.

Rule 69v  The Secretary
          (a) The Secretary of the Association shall be elected by the Council of the
              Association at its Annual General Meeting for a term of one year. He shall be
              eligible for re-election on the expiry of each term but his total term of office for
              any continuous period shall not be more than ten consecutive years.
          (b) The office of the Secretary shall not be combined with that of the Treasurer and
              shall not be held by a Warranted Leader.

Rule 69vi The Treasurer
          (a) The Treasurer of the Association shall be elected by the Council of the
              Association at its Annual General Meeting for a term of one year. He shall be
              eligible for re-election on the expiry of each term but his total term of office for
              any continuous period shall not be more than ten consecutive years.
          (b) The office of the Treasurer shall not be combined with that of the Secretary and
              shall not be held by a Warranted Leader.
Rule 70  Chief Commissioner

Rule 70i  The Chief Commissioner is appointed by the Chief Scout on the recommendation of the Selection Board duly endorsed by the President through the Executive Committee of the Council of the Association.

Rule 70ii  The Selection Board shall consist of all the Members of the Chief Commissioner’s Council which may make such rules and procedures for the election of the Chief Commissioner as it thinks fit.

Rule 70iii  The term of office of the Chief Commissioner shall be for four years. On the expiry of the first term of office, the Chief Commissioner shall be eligible for re-appointment for a second term of four years. The Chief Commissioner shall not serve continuously in the post for more than a period of eight years.

Rule 70iv  (a) The Chief Commissioner is the principal executive of the Scout Movement in Hong Kong and, as such, is responsible for the management of the Association and the supervision of the execution of the directives and decisions of the Council and its Executive Committee.

(b) The Chief Commissioner is the head of the Uniformed Members of the Scout Movement in Hong Kong and shall be responsible for the appointment of Scout Leaders and the registration of Units, Groups, Districts and Regions and ensuring the good conduct of all Uniformed Members of the Scout Movement in Hong Kong.

Rule 71  Deputy Chief Commissioners, Assistant Chief Commissioners, Association Headquarters Commissioners, Assistant Association Headquarters Commissioners, Headquarters Scouters and Assistant Headquarters Scouters

Rule 71i  Deputy Chief Commissioners and Assistant Chief Commissioners may be appointed by the Chief Scout on the recommendation of the Chief Commissioner to deputise for and/or assist the Chief Commissioner. The duties of such appointments will be defined by the Chief Commissioner at the time of appointment and from time to time as the Chief Commissioner may deem appropriate.

Rule 71ii  The term of office of Deputy Chief Commissioner and/or Assistant Chief Commissioner is liable to be suspended or terminated by the Chief Commissioner at will provided that the Deputy Chief Commissioner or the Assistant Chief Commissioner shall have a right to appeal against the decision of the Chief Commissioner to the Executive Committee of the Council of the Association whose decision shall be final.

Rule 71iii  Association Headquarters Commissioners and Assistant Association Headquarters Commissioners may be appointed by the Chief Scout on the recommendation of a Deputy Chief Commissioner or Assistant Chief Commissioner with the approval of the Chief Commissioner to undertake general or special responsibilities as defined at the time of appointment.

Rule 71iv  Headquarters Scouters and Assistant Headquarters Scouters may be appointed by the Chief Commissioner on the recommendation of a Deputy Chief Commissioner of Assistant Chief Commissioner to undertake general or special responsibilities as defined at the time of appointment.
Rule 71v  The age limits for appointment of Commissioners at the Association Headquarters are:
(a) **Chief Commissioner**
   Age Limits:
   Minimum: forty years
   Maximum: sixty-four years
(b) **Assistant Branch Commissioner and above**
   Age Limits:
   Minimum: thirty years
   Maximum: sixty-four years
(c) **Association Headquarters Commissioner and Assistant Association Headquarters Commissioner**
   Age Limits:
   Minimum: twenty-five years
   Maximum: sixty-four years

Rule 71vi  (a) The age limits for appointment of any Headquarters Scouter are:
   Minimum: twenty-one years
   Maximum: sixty-four years
(b) The age limits for appointment of any Assistant Headquarters Scouter are:
   Minimum: eighteen years
   Maximum: sixty-four years

Rule 72  Appointment of Commissioners and Scouters in the Association Headquarters

Rule 72i  Warrants shall only be issued to those Commissioners and Scouters at Association Headquarters who have completed such stage of the Sectional or Non-sectional Wood-badge Training Programme as the Association Headquarters may specify. Provisional Warrants shall be issued to those Commissioners or Scouters who have not completed the said stage of Wood-badge Training Programme.

Rule 72ii  (a) Recommendation for the appointment of a Commissioner is made on either Form WC or Form PWC and that for the appointment of a Scouter is made on either Form WA or PWA.
   (b) With the approval of the Chief Commissioner, the Chief Scout will issue a Warrant/Provisional Warrant to a Commissioner. The Chief Commissioner will issue a Warrant/Provisional Warrant to a Scouter. The Commissioner or the Scouter affirms or reaffirms the Scout Promise as the case may be on receipt of the Warrant/Provisional Warrant.
   (c) The Warrant of a Commissioner remains valid until 30th April in the fifth year from the year of issue, when it shall be reviewed by the Chief Commissioner or his representative.
   (d) The Provisional Warrant of a Commissioner remains valid until the 30th April in the third year from the year of issue, when it shall be reviewed by the Chief Commissioner or his representative.
   (e) The Warrant of a Headquarters Scouter remains valid until 30th November in the fifth year from the year of issue, when it shall be reviewed by his supervising Commissioner.
   (f) The Provisional Warrant of a Headquarters Scouter remains valid until 30th November in the third year from the year of issue, when it shall be reviewed by his supervising Commissioner.
   (g) Notwithstanding any provisions contained herein both Warrants and Provisional Warrants of Commissioners and Scouters upon their expiry are eligible for renewal by the Association Headquarters upon application. However applications for renewal of any Provisional Warrant shall be supported by a reasonable explanation in writing by the supervising Commissioner of the
applicant as to the reasons why the applicant has failed to attain the required Leader Training qualification for Warrant appointment.

(h) The Warrant /Provisional Warrant is liable to be reviewed by the Chief Commissioner or his representative from time to time.

(i) On ceasing to hold the appointment of an Association Headquarters Commissioner or Scouter, the Commissioner or the Scouter shall surrender his Warrant/Provisional Warrant to the Association Headquarters for cancellation.

(j) The Warrant/Provisional Warrant of an Association Headquarters Commissioner, Assistant Association Headquarters Commissioner, Headquarters Scouter or Assistant Headquarters Scouter is liable to be suspended or cancelled by his supervising Deputy Chief Commissioner or Assistant Chief Commissioner on any of the following grounds:

- that the holder wishes to resign;
- that the Warrant is not to be renewed when reviewed by his supervising Commissioner;
- that the holder has discontinued or failed to perform the duties of the appointment;
- that the holder demonstrates that he no longer accepts the fundamental principles of the Movement as embodied in the Aim and Method (see Rule 1) and the Scout Promise and the Scout Law (see Rule 2).

(k) Any Commissioner or Scouter at the Association Headquarters whose Warrant/Provisional Warrant is suspended or cancelled pursuant to Rule72ii(j) shall have a right to appeal against such suspension or cancellation to the Chief Commissioner whose decision shall be final.

Rule 73 Chief Scout Executive and Professional Staff

Rule 73i The Chief Commissioner with the approval of the Executive Committee may appoint a Chief Scout Executive and one or more Deputy Chief Scout Executives to assist in the performance of the Chief Commissioner’s duties and to administer generally all the work of the Association so as to ensure the smooth running of the Association. The Chief Scout Executive is responsible to the Chief Commissioner for the supervision of all other Professional and Salaried Staff of the Association and its Subsidiaries. He also performs such other organisational or training duties as the Chief Commissioner may direct.

Rule 73ii The Professional and Salaried Staff of the Association are responsible for assisting the Chief Scout Executive with his duties, and are normally attached to various Headquarters Branches or Scout Regions for the performance of their duties.

Rule 74 The Chief Commissioner’s Council

Rule 74i The Chief Commissioner’s Council advises and assists the Chief Commissioner in the execution and performance of his duties and consists of the following Members:

(a) All Deputy Chief Commissioners
(b) All Assistant Chief Commissioners/Regional Commissioners
(c) The Chief Scout Executive

Rule 74ii The Chief Commissioner shall preside as the Chairman of the Chief Commissioner’s Council.

Rule 75 The Association Headquarters

The Association maintains an Association Headquarters with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of Scouting.
Rule 76 The Council of the Association

Rule 76i The Council of the Association is the supreme authority of the Association to promote the Scout Movement in Hong Kong and consists of the following Members:

(a) **Ex officio Members**
- The Chief Scout and the Deputy Chief Scout
- The President
- All Honorary Presidents
- All Vice-Presidents
- The Chairman and all Deputy Chairmen of the Executive Committee
- The Secretary
- The Treasurer
- The Chief Commissioner, all Deputy Chief Commissioners and Assistant Chief Commissioners
- All Regional Commissioners and all Deputy Regional Commissioners, all Branch Commissioners and all Deputy Branch Commissioners
- The Chairman of the Finance Committee
- The Chief Scout Executive, all Deputy Chief Scout Executives and all Assistant Chief Scout Executives
- All Regional Presidents and Chairmen

(b) **Co-opted Members**
- Not more than twelve persons co-opted by the Council at its Annual General Meeting, of whom the Chief Commissioner of the Hong Kong Girl Guides Association shall be one provided she is willing.

(c) **Elected Members**
- Not more than twelve persons elected by the Council at its Annual General Meeting from the Members of the Association.

Rule 76ii Under the Chairmanship of the President or in his absence, his designated Deputy, the Scout Council shall hold an Annual General Meeting in July or as soon as possible thereafter each year to:
- approve the Annual Report of the Association including the audited accounts;
- elect Officers and Council Members for the current year;
- appoint Members of the Executive Committee as defined in Rule 77ii;
- ratify the budget of the Association for the current year as approved by the Executive Committee;
- appoint an Auditor;
- transact any other business admitted by the Chairman of the Meeting or by not less than one quarter of the Members present at the Meeting.

Rule 76iii The Secretary shall give not less than fourteen days notice of General Meeting of the Council to all Members entitled to attend and vote at the Meeting provided that failure on the part of any Member to receive such notice shall not invalidate the business of the Meeting.

Rule 76iv At any Meeting of the Council of the Association, fifteen Members of the Council personally present shall form a quorum.

Rule 76v An Extraordinary General Meeting may be called by the President or the Chief Commissioner, or by the Chairman of the Executive Committee or within three months following a request made in writing by not less than eight Members of the Council.

Rule 76vi At any Meeting of the Council each Member of the Council personally present shall have one vote. In the case of equality of votes, the Chairman does not have a casting vote and the motion is deemed defeated.

Rule 76vii The business to be transacted at Extraordinary General Meetings of the Council shall
be restricted to the business as stipulated in the notice of the Meeting.

**Rule 77** The Executive Committee

**Rule 77i** Between Meetings of the Council of the Association, the authorities and responsibilities of the Council of the Association in respect of major policy decisions, co-ordination with the Chief Commissioner, control of funds and resources and financial support shall be vested with the Executive Committee which shall meet at least once every three months.

**Rule 77ii** The Executive Committee consists of not more that twenty-eight Members:
(a) **Ex officio Members**
- The Chairman
- The Secretary
- The Treasurer
- The Chairman of the Finance Committee
- The Chief Commissioner
- The Deputy Chief Commissioners
- The Assistant Chief Commissioners
- The Chief Scout Executive
(b) **Elected Members**
- Not more that twenty Members to be elected annually be the Council from among its Members, including:
  - Deputy Chairmen (not more than 2 persons)
  - Members (not more than 15 persons)
(c) **Observers**

**Rule 77iii** The first Executive Committee Meeting held after each General Meeting of the Council of the Association shall be delegated with the authority to approve and adopt the minutes of the General Meeting.

**Rule 77iv** The quorum for each Meeting of the Executive Committee shall be seven Members personally present.

**Rule 77v** At any Meeting of the Executive Committee, each Member personally present shall have one vote. In the case of equality of votes, the Chairman does not have a casting vote and the motion is deemed defeated.

**Rule 77vi** Any vacancy among the elected Members may be filled by co-option by the Executive Committee until the next Annual General Meeting.

**Rule 77vii** The Executive Committee may call upon Members of the Association to attend its Meetings.

**Rule 78** Finance Committee, Awards Committee and other Committee

**Rule 78i** The Executive Committee may delegate its powers in relation to control of funds and resources and financial support of the Association to the Finance Committee.

**Rule 78ii** The Membership and Terms of the Finance Committee shall be determined by the Executive Committee but the Chairman of the Executive Committee and the Treasurer of the Association must serve on the Finance Committee.

**Rule 78iii** The Chairman of the Finance Committee shall be appointed annually by the Executive Committee.

**Rule 78iv** The Executive Committee may delegate its powers in relation to approving awards to
the Awards Committee of which the President of the Association shall be the Chairman. The Awards Committee consists of the following Members:

**Ex officio Members**
- The President
- The Chairman of the Executive Committee
- The Chief Commissioner

**Appointed Members**
- Not more than four Members to be appointed by the Executive Committee.

**Rule 78v**
The Executive Committee may constitute and appoint other committees to give advice in respect of specific areas of functions or duties. The terms of reference and the rules and procedures governing any such committee shall at the time of its constitution be defined by the Executive Committee.

**Rule 79**
**Advisory Committees, Boards and Panels**

With the approval of the Chief Commissioner, a Deputy Chief Commissioner or an Assistant Chief Commissioner may constitute and appoint Committees, Boards and Panels to give him/her advice in respect of specific areas of functions and duties and the Deputy Chief Commissioner or Assistant Chief Commissioner concerned may appoint Administrators and Advisers to be Members of such Committees, Boards or Panels in addition to Commissioners and Scouters.

**Rule 80**
**The World Organisation of the Scout Movement**

The Association is the only organisation in Hong Kong recognised by the World Organisation of the Scout Movement and registered with the World Scout Bureau.

**Rule 81**
**Subsidiaries of the Association**

**Rule 81i**
The Association may, at its discretion form or recognise Subsidiaries of the Association.

**Rule 81ii**
The Association Headquarters shall keep a proper record of all recognised Subsidiaries of the Association.

**Rule 81iii**
All conditions of Membership, Rules and Regulations of all Subsidiaries of the Association and their amendments shall require the approval of the Executive Committee of the Council of the Association.

**Rule 81iv**
The Executive Committee of the Council of the Association may from time to time make, alter or amend conditions of Membership, Rules and Regulations of any Subsidiaries of the Association.

**Rule 81v**
The nominations for President, Honorary Presidents, Vice-Presidents, Chairman and Deputy/Vice-Chairmen of any Subsidiary of the Association shall require the approval of the Chief Commissioner.

**Rule 82**
**Associates of the Association**

**Rule 82i**
The Association may at its discretion form or recognise Associates of the Association.
Rule 82ii  The following bodies are the Associates of the Association:
(a) Foreign Scout Units duly recognised as such by the Association Headquarters
(b) Scout and Guide Clubs

Rule 82iii  Foreign Scout Units are Scout Units composed of foreign nationals formed in Hong Kong with the consent of the Association. Such Scout Units are required to be registered with their own National Scout Association as a condition of recognition by the Association.
**General**

**Rule 83** Religious Policy

The Association includes Members of many different forms of religion. All Members of the Association are encouraged to:
(a) make every effort to progress in the understanding and observance of the Scout Promise, to do their best to do their duty to God;
(b) belong to some religious body; and
(c) carry into daily practice what they profess.

**Rule 83i** If a Scout Member does not belong to a religious body, the Scouter responsible for his training shall endeavour to put him in touch with one, which will, if possible, be that to which his parents belong or into which he may, in the past, have been formally admitted. The approval of the parents is required to be obtained.

**Rule 83ii** If a Group is composed of Members of several denominations or religions, the Scout Members shall be encouraged to attend services of their own form of religion. Any form of daily prayer or divine service in camp shall be of the simplest character, attendance being entirely voluntary.

**Rule 83iv** Scouts’ Own Services may be held for the worship of God and to promote a fuller understanding of the significance of the Scout Promise and the Scout Law. Such services shall be regarded as being supplementary to rather than a substitute for formal attendance at the services of the individual’s own form of religion.

**Rule 83v** Every member of the Association shall show acceptance and respect for the religious convictions of others.

**Rule 84** Chaplains

The Chief Commissioner may appoint chaplains to perform functions of a religious nature at all levels of the Association.

**Rule 85** Political Activities

The Scout Movement is not connected with any political body. Members of the Association in uniform, or acting as representatives of the Association shall not take part in any party political meetings or activities.

**Rule 86** Expression of Opinions of the Association’s Policy

Members of the Association may not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of the Association when appearing on television, speaking on radio or writing for or being interviewed by the press, unless they have previously obtained permission to do so from Association Headquarters.

**Rule 87** Correspondence

Members of the Association shall not address correspondence on matters related to Scouting or as representatives of the Association to any Royal Personage, Department of State, Embassy Consulate or Legation locally or abroad, to any Scout Association Headquarters abroad or to the World Scout Bureau, Committee or Conference except with the approval of and through the Association Headquarters.
Rule 88 Hitch-Hiking

Members of the Association engaged in Scouting activities shall not travel by hitch-hiking.

Rule 89 Scout Ceremonies

In the conduct of normal Scouting activities, only those ceremonies described in the Association’s handbooks shall be used.

Rule 90 Decorations and Awards

Rule 90i Subject to Rule 90v, Scout decorations and awards are granted at the absolute discretion of the Association Headquarters to Members of the Association and in special circumstances to others who have given valuable service to Scouting in Hong Kong. Unless otherwise expressly provided in these rules, nominations for all Scout decorations and awards shall be made by any one of the following persons:

(a) The Chief Commissioner
(b) A Branch Commissioner
(c) A Regional Commissioner
(d) A District Commissioner
(e) The Chief Scout Executive

Provided that anyone of them shall not nominate himself for any decorations or awards.

Rule 90ii Nomination forms for decorations and awards may be obtained from the Association Headquarters and Regional Headquarters.

Rule 90iii Awards for Gallantry

The Certificate of Gallantry, the Bronze Cross, the Silver Cross and the Gold Cross are awarded to Members of the Association, either individually or collectively in recognition of acts of gallantry of different degrees. The Gold Cross is the highest award for gallantry.

Rule 90iv Awards for Merits

(a) The Good Service Award, the Distinguished Service Award, the Distinguished Service Medal, the Distinguished Service Cross, the Bronze Lion, the Silver Lion and the Gold Lion are awarded to Uniformed adult Members of the Association in recognition of outstanding and distinguished services of different degrees rendered to the Association over substantial periods. The Gold Lion is the highest award for merits for Uniformed adult Members of the Association.

(b) The Good Service Award, the Distinguished Service Award, the Distinguished Service Medal, the Distinguished Service Cross, the Bronze Dragon, the Silver Dragon and the Gold Dragon are awarded to Administrators and Advisers of the Association in recognition of outstanding and distinguished services of different degrees rendered to the Association over substantial periods. The Gold Dragon is the highest award for merits for Administrators and Advisers of the Association.

Rule 90v The Bronze Lion, Bronze Dragon, Silver Lion, Silver Dragon, Gold Lion and Gold Dragon shall only be awarded with the approval of the Chief Scout.

Rule 90vi Medallions for Meritorious Contributions in Special Events

Medallions for meritorious contributions in special events may be awarded at the absolute discretion of the Association Headquarters to Members of the Association who have made meritorious contributions to the success of the Association in any
Rule 90vii  The Chief Commissioner’s Whistle
The Chief Commissioner’s Whistle is awarded to Leaders and Commissioners of the Association in recognition of the most distinguished service rendered to the Association in specific project or task. This award is granted at the sole discretion of the Chief Commissioner.

Rule 90viii  The Chief Commissioner’s Thanks Badge
The Chief Commissioner’s Thanks Badge is awarded to Administrators and Advisers of the Association in recognition of exceptionally devoted service. This award is granted at the sole discretion of the Chief Commissioner.

Rule 90ix  The Long Service Decoration
(a) The Long Service Medal
The Long Service Medal is granted to adult Members of the Association who have given fifteen years service while holding adult appointments. For every further ten years service, an additional star attached to the ribbon of the Medal shall be awarded.

(b) The Service Emblem
Each of the Service Emblems, up to a maximum of four is granted to adult Members of the Association who have given not less than three years service while holding adult appointments. Group Scout Leaders may also nominate Instructors and Scouters (except himself) of his Group for this decoration.

(c) Notwithstanding Rule 90i any adult Member who is qualified of either the Service Emblem or the Long Service Medal may apply to the Association Headquarters for the same and all District Commissioners, Regional Commissioners and Branch Commissioners are delegated with the authority to grant Service Emblems on behalf of the Association Headquarters.

Rule 90x  Ribbon
When the insignia of an “Awards for Gallantry”, an “Awards for Merits”, a Medallion or the Long Service Medal is not worn with uniform, it is represented by a ribbon in appropriate colour(s).

Rule 90xi  Method of Wear
(a) The Gold Lion, Gold Dragon, Silver Lion, Silver Dragon, Bronze Lion and Bronze Dragon are worn on ribbons in appropriate colours around the neck. Awards for Gallantry, other Awards for Merits, Medallions and the Long Service Medal are worn immediately above the right breast pocket flap in the following order from the wearer’s left to right: Awards for Gallantry, Awards for Merits, Medallions, Long Service Medal.

(b) When the wearer has received more than one “Awards for Gallantry”, only the highest “Awards for Gallantry” may be worn. When the wearer has received more than one “Awards for Merits”, only the highest “Awards for Merits” may be worn.

(c) On occasions where ribbons are worn in lieu of the insignia of the Awards and Decorations, the respective ribbons of all Awards and Decorations received may be worn on uniform immediately above the right breast pocket flap.

(d) The Chief Commissioner’s Whistle is worn on a yellow lanyard around the left shoulder below the epaulette.

(e) The Chief Commissioner’s Thanks Badge is worn on a purple lanyard around the neck.

(f) The first service emblem is worn horizontally at the centre of the left sleeve immediately above the seam for short sleeved shirt/jacket and immediately above the cuff for long sleeved jacket. The second, third and fourth service emblems are worn immediately above the other respectively.
(g) An “Awards for Gallantry” granted to a Scout Group or Scout Unit collectively shall be attached to its Flag at the hoist.

Rule 90xii Other Awards and Decorations
(a) All awards and decorations conferred by a sovereignty are approved generally to be worn on uniform immediately above the left breast pocket flap. The approved list of other awards and decorations can be obtained from the Association Headquarters.
(b) All other awards and decorations to be worn on uniform require the approval of the Association Headquarters.
(c) These awards and decorations are to be worn on uniform at the appropriate positions. Should there be doubts, the Association Headquarters can be consulted.

Decorations and Awards

- The Bronze/Silver/Gold Lion
- The Bronze/Silver/Gold Dragon
- The Distinguished Service Cross/Medal
Rule 91 Scout Flags

Rule 91i Flags used by Scout Units shall be of the uniform size of three feet (0.9144m) by four feet (1.2192m) preferably mounted on poles bearing the Arrowhead Badge as a mount and shall bear the Scout Badge.
Rule 91ii The colours to be used in Scout Unit Flags are as follows:

- **Cub Scout Packs**: Yellow background with the Scout Badge and the motto “BE PREPARED” sewn in green. Short form of the title of the Packs can be added.

- **Scout Troops**: Green background with the Scout Badge and the motto “BE PREPARED” sewn in yellow. Short form of the title of the Troops can be added.

- **Venture Scout Units**: White (2 feet – 0.6096m wide) and brown (1 foot – 0.3048m wide) background with white on the top, and with black Arrow Badge head on white background offset toward the fly. Short form of the title of the Units can be added, in white or black on the brown background of the flags.

- **Rover Scout Crews**: Blue background with the Scout Badge and the motto “BE PREPARED” sewn in gold. Short form of the title of the Crews can be added.

- **Sea Scout Groups**: Blue background with the Scout Badge and the motto “BE PREPARED” sewn in white. Short form of the title of the Groups can be added.

- **Air Scout Groups**: Light blue background with the Scout Badge and the motto “BE PREPARED” sewn in yellow. Short form of the title of the Groups can be added.

- **Scout Groups**: Any plain colour background with the Scout Badge and the motto “BE PREPARED” sewn in appropriate colour. Short form of the title of the Groups can be added.

Rule 91iii Flags used by Districts, Regions and Association Headquarters shall be of the size of either 3 feet (0.9144m) by 4 feet (1.2192m) or 4 1/2 feet (1.3716m) by 6 feet (1.8288m). The colour to be used in District Flags, Regional Flags and Association Flags is any plain colour background with the Scout Badge and the motto “BE PREPARED” sewn in appropriate colour. The title of the Units can be added.

Rule 92 The Scout Sign and Salute

Rule 92i The Scout Sign, as shown left, is made during the making or reaffirming of the Scout Promise, Cub Scout Promise and Grasshopper Scout Promise and at no other time.

Rule 92ii The Scout Salute, as shown left, is made only by Members of the Association in uniform as a greeting on formal Scouting occasions, as a mark of respect at the hoisting of National Flags, at the playing of National Anthems, to uncased colours, Scout Flags and to funerals.

Rule 92iii On all parades of a public nature and at the hoisting of National Flags or Scout Flags, the leader in charge calls his party to the alert and only the leaders salute.

Rule 93 Mourning
A black crepe band four inches (10.16cm) wide for adult Members and two inches (5.08cm) wide for juvenile Members may be worn on the left arm above the elbow to denote mourning.
Appendix A

AGREEMENT between a Group Executive Committee and Sponsoring Authority as to ownership of funds and other property (Rule 4ii)

Note: The following agreement is merely a specimen and may be amended to suit each particular case provided that all amendments are required to be approved by the District Commissioner.

THIS AGREEMENT is made this day of One thousand nine hundred and in accordance with Policy, Organisation and Rules of the Scout Association of Hong Kong, to confirm the following agreement made by the undersigned parties:

1. That the following items are the property of the Group of the Scout Association of Hong Kong:
   (a)
   (b)

or 1. That the equipment, an of which is attached hereto is the property of the Group of the Scout Association of Hong Kong.

2. That all future equipment to be acquired by the said Group shall become the absolute property of the Group of the Scout Association of Hong Kong.

3. That the following items are the property of the Sponsoring Authority who has granted the Group of the Scout Association of Hong Kong the permission to keep and use them as a bailee only:
   (a)
   (b)
   (c)
   (d)

4. In the event of the said Group be disbanded, all items as specified in clause 3 hereof shall be returned to the Sponsoring Authority in good repair and condition (fair wear and tear excepted) and all items as specified in clauses 1 and 2 hereof including the funds of the said Group shall be or shall be deemed to be the assets or the said Group to be disposed of in accordance with Rule 23 of the Policy, Organisation and Rules of the Scout Association of Hong Kong.

__________________________________________  ____________________________________________
Sponsoring Authority  Group Chairman/Group Scout Leader
on behalf of Group Executive Committee

Noted and recorded by

__________________________________________
District Commissioner
Appendix B

AGREEMENT between a District Executive Committee and a Sponsoring Authority (Rule 4 iii)

I......................................................................................................................of..............................................................................................................
...........................................................................................................................

agree to undertake the Sponsorship of the...........................................................................................................................
Group of the Scout Association of Hong Kong (hereinafter referred to as “The Group”) and I
further acknowledge that such Sponsorship shall be subject to the following conditions:

1. I accept without reservation the policy of the Scout Association of Hong Kong as set out
in Policy, Organisation and Rules and any amendments duly made thereto (hereinafter
referred to as “POR”).
2. I understand the requirements as to the minimum standards set out in POR and that
these shall be strictly observed and complied with by the Group.
3. The *Sponsoring Authority/*Group Executive Committee/*District Executive Committee
shall be responsible for the provision of a suitable Headquarters for the Group within
three months from the date hereof.
* 4. Membership of the Group is open to any person who may become a Member of the
Scout Association of Hong Kong as laid down in POR.
or * 4. Membership of the Group is, subject to POR, restricted as follows:
(insert wordings as required)
5. The Sponsoring Authority *shall/*shall not nominate *all/*any/*some persons who are to
hold warrants in the Group in consultation with the Group Scout Leader and the District
Commissioner.
* 6. The Sponsoring Authority shall be responsible for the financial support of the Group.
or * 6. The Sponsoring Authority shall be responsible for the financial support of the Group to
the extent of $ .................per year until otherwise determined.
or * 6. The Sponsoring Authority has agreed with the Group Executive Committee the following
fund-raising policy:
(insert wordings as required)
7. The Sponsoring Authority shall actively assist the Group Scout Leader and the District
Commissioner in ensuring the continuity of leadership with the Group.
8. I undertake to enter into an agreement with the Group Executive Committee determining
the ownership of property, equipment, furniture and funds as between the Sponsoring
Authority and the Group.
9. I undertake to give the Group Scout Leader the fullest possible encouragement and
support in carrying out his work and in the development of Scouting in the Group as
described in POR and other official publications of the Scout Association of Hong Kong.
10. I understand that this agreement shall be subject to review and revision as necessary
five years from the date hereof or at such earlier date as may be agreed between myself
and the District Commissioner on behalf of the District Executive Committee.

Date ___________________________ Signature __________________________________________
Sponsoring Authority

I acknowledge that the above is a true statement of the Agreement reached, after due consultation
between..............................and the District Executive Committee for the conduct of Scouting in the
...............................................................................................................................

Date ___________________________ Signature __________________________________________
* District Chairman/District Commissioner
on behalf of the District Executive Committee