



**THE CONSTITUTION
OF
THE SCOUT ASSOCIATION OF MALTA**

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Version 1.2
As approved by the General Assembly on
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CONTENTS

	Page number
I Constitution	
Preamble	iv
The Scout Movement	1
Title, Purpose, Organs and Legal Representation	5
Membership	6
The General Assembly	8
The National Scout Council	10
The Executive Committee	12
The Policy Committee	18
Miscellaneous Provisions	20
II Bye-Laws	
The General Assembly	
The National Scout Council and its Committees	
Job Descriptions	
Island Headquarters	
Scout Shop	
Languages	
Amendments of Bye Laws	
Scout Groups	
Scout Awards	

I CONSTITUTION

PREAMBLE

Scouting was introduced in Malta in 1908, and the first Groups were formed in 1909. The Malta Boy Scouts Association was formed on November 9, 1908 and officially recognised, as was the procedure then, exactly a year later. The Association was on September 15, 1913 registered as a branch of The Boy Scouts Association of the United Kingdom with the objective of developing Scouting in Malta.

In 1966, the Association became an independent body and on October 28, 1966 was granted recognition as a Member-Organisation of the Boy Scouts World Conference and registered as a full member of the Boy Scouts World Bureau, which later became known as the World Organisation of the Scout Movement (WOSM). In 1976, the name of the Association was restyled to read '*The Malta Scouts Association*'. By a further amendment on 31 October 1978, in order to comply with the provisions of Act XXII of 1978, the name of the Association was established as '*The Scout Association*'. In 1994 the Constitution was reviewed and the name of the Association became '*The Scout Association of Malta*'.

The 1994 Constitution was rewritten in September 1998 when the National Scout Council opined that the Movement in Malta needed to be restructured. The revised Constitution was formally approved by the National Scout Council in December 1998 with the first General Assembly, as provided for in the new Constitution, being held on Monday, 1st February 1999.

The jurisdiction of the Association shall be over the Maltese islands.

This Constitution governs the operation of The Scout Association of Malta in a spirit of world co-operation, friendship and brotherhood.

CHAPTER I

THE SCOUT MOVEMENT

ARTICLE I

Definition

1 The Scout Movement in Malta is a voluntary, independent, non-political, non-governmental, educational and philanthropic movement for young people, open to all without distinction of sex, origin, race, creed or ability, in accordance with the purpose, principles and method conceived by the founder of Scouting, Lord Robert Baden-Powell and as further stated below.

Aim

2 The aim of The Scout Association of Malta is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potential as individuals, so that they can take a constructive role in society as responsible citizens and as members of their local, national and international communities.

ARTICLE II

Principles

1 The Scout Movement in Malta is based on the following principles:

Duty to God

Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.

Duty to others

Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and co-operation. Participation in the development of society, with recognition and respect for the dignity of one's fellow man and for the integrity of the natural world.

Duty to self

Responsibility for the development of oneself.

Adherence to a Promise and Law

2 All members of the Scout Movement are required to adhere to the Scout Promise and Law.

On investiture all uniformed members of the Scout Movement, other than Cub Scouts shall make the following promise:

The Scout Promise

**On my honour I promise that I will do my best
To do my duty to God and my Country;
To help other people at all times;**

To obey the Scout Law.

**Fuq l-unur tieghi nwieghed li naghmel hilti
Biex naqdi dmiri lejn Alla u Art Twelidi
Biex nghin lil haddiehor kull hin
Li nobdi l-ligi ta' li Scouts.**

A Cub Scout shall make the following promise :

**The Cub Scout Promise
I promise that I will do my best
To do my duty to God and my country,
To help other people.
To obey the Cub Scout Law.**

**Inwieghed li naghmel hilti
Biex naqdi dmiri lejn Alla u Art Twelidi
Biex nghin lill haddiehor,
Li nobdi l-ligi ta' Cub Scouts.**

The Scout Law

- 1 A Scout's honour is to be trusted.**
- 2 A Scout is loyal and obedient.**
- 3 A Scout's duty is to be useful and to help others.**
- 4 A Scout is a friend to all.**
- 5 A Scout is courteous, kind and considerate.**
- 6 A Scout is cheerful in adversity.**
- 7 A Scout makes good use of time and avoids waste of, and damage to, property and the environment.**
- 8 A Scout is clean in thought, word and deed.**

- 1 L-unur ta' Scout ghandu jkun afdat.**
- 2 Scout hu/hi lejali u ubbidjenti.**
- 3 Id-dmir ta' Scout hu li jkun ta siwi u ghajnuna ghal haddiehor.**
- 4 Scout hu/hi habib/a ta' kull hadd.**
- 5 Scout hu/hi dhuli/ja, hanin/a u jaf/taf jaghder/taghder.**
- 6 Scout izomm ruhu/ruha rasenjat/a f'kull tigrub.**
- 7 Scout jaghmel/taghmel uzu tajjeb mill hin u ma jahlix/tahlix jew iwettaq/twettaq hsara fil-proprjeta u l-ambjent.**
- 8 Scout hu/hi nadif/a fil-hsieb, fil-kliem, u fl-eghmil.**

The Cub Scout Law

**A Cub Scout always does his/her best
Thinks of others before himself
Does a good turn every day.**

**Cub Scout dejjem jaghmel hiltu,/taghmel hilitha
Jahseb/tahseb ghal haddiehor qabel ghalih/a innifsu/nnisha u**

Jagħmel/tagħmel xi haga tajba kull jum.

ARTICLE III

Motto

**The Motto of the Association is
Be Prepared
Kun Ippreparat / Kun Ippreparata**

ARTICLE IV

Badge

- (a) The badge of the Scout Association shall be the World Scout badge i.e. the international white arrow head surrounded by a white rope knotted at the bottom by a reef knot, on a field of royal purple.**
- (b) The badge as described in (a) above will be worn on the uniform and used for all official purposes, but it shall be superimposed on a Maltese Cross, in outline, as a 'logo' to be used on letter heads or other printed matter and on cloth and metal badges, and shall be recognised as the official badge of the Association.**

ARTICLE V

Flag

The flag of the Scout Association shall be as follows:

The logo in gold on a green field, with the word 'Malta' in gold in plain letters, placed centrally below the logo.

At the hoist bottom side, the Bronze Cross emblem hanging from part red ribbon, with a bronze scroll underneath depicting '1943' in black, and at the fly bottom side, the Malta George Cross 50th Anniversary Commemorative Medal emblem hanging from part of its original ribbon blue with a thin white/red strip in the middle and a silver scroll underneath depicting '1994' in black.

If desired, a Group may have their own flag as specified in the Policy Organisation and Rules of the Scout Association.

ARTICLE VI

Uniform & Badges

The uniform and badges to be worn by members and/or honorary members entitled to wear uniform and badges, shall be as prescribed in the Policy Organisation and Rules of the Scout Association.

ARTICLE VII

External Relations

- (a) The Scout Association is an independent national organisation and shall be registered with the World Organisation of the Scout Movement, having equal standing in the World Wide Movement of Scouting with all other national Scout Associations.**
- (b) The Association and its members shall endorse and adhere to the principles and policy of the World Conference of the Scout Movement.**

- (c) **The Association shall to the best of its ability carry out its obligations to the World Organisation of the Scout Movement and promote friendship and co-operation with other recognised national Scout Associations of the World.**
- (d) **The Association shall furthermore promote friendly relations with The Girl Guides Association of Malta and other national organisations having similar aims.**

ARTICLE VIII
Scout Awards

The National Scout Council shall institute a system of Awards for meritorious acts of public duty and in recognition of long and outstanding service to members and non-members of the Association. The number and types of Awards and the criteria to be used in granting each Award shall be determined by the Council.

ARTICLE IX
Patron

The office of the Patron of the Association shall be reserved for a person of standing in Maltese public life who shows a genuine interest in the welfare of youth and who in the opinion of the National Scout Council is a suitable person worthy of this high office.

ARTICLE X
Method

The Scout Method is a system of progressive self-education through:

- **A promise and law.**
- **Learning by doing.**
- **Membership of small groups (for example the patrol), involving, under adult guidance, progressive discovery and acceptance of responsibility and training towards self-government directed towards the development of character, and the acquisition of competence, self reliance, dependability and capacities both to co-operate and to lead.**
- **Progressive and stimulating programmes of varied activities based on the interests of the participants, including games, useful skills, and services to the community, taking place largely in an outdoor setting in contact with nature.**

CHAPTER II

TITLE, PURPOSE, ORGANS AND LEGAL REPRESENTATION

ARTICLE XI

Title of The Scout Movement

The organisation of the Scout Movement at national level is governed by this Constitution under the title of ‘The Scout Association of Malta’.

Purpose of The Scout Association

The purpose of the Scout Association is to foster the Scout Movement throughout the Maltese islands by:

- (a) promoting unity and understanding of its purpose and principles,**
- (b) facilitating its expansion and development,**
- (c) maintaining its specific character**

Organs of The Scout Association

The organs of the Scout Association are:

- (a) The General Scout Assembly, hereinafter called the General Assembly**
- (b) The National Scout Council hereinafter called the Scout Council.**
- (c) The Executive Committee hereinafter called the Executive.**
- (d) The Policy Committee.**

Judicial Representation

Judicial representation of the Association, whether as plaintiff or defendant, shall vest jointly in the Chief Commissioner and the Honorary Secretary.

Judicial representation of a Scout Group whether as plaintiff or defendant, shall vest jointly in the Honorary Secretary of the Association and the Group Scout Leader, or where vacant the Scouter in Charge, of that particular Scout Group.

CHAPTER III
MEMBERSHIP

ARTICLE XII
Requirements.

- 1 Membership of The Scout Association of Malta shall be voluntary and shall be open to all without distinction as to sex, origin, race, creed or ability.**
- 2 Membership of Scout Groups registered as full members of The Scout Association of Malta require :**
 - (a) Submission of the Registration Form to the Honorary Secretary.**
 - (b) Trained Leaders who are accepted by The Scout Association of Malta.**
 - (c) Payment of the appropriate registration fee.**
 - (d) Undertaking the acceptance of and adherence to the rules and regulations of the Association as found in The Policy Organisation and Rules.**

ARTICLE XIII
Procedure

- 1 The Executive Committee shall consider an application for membership of the Association by a proposed local Scout Group and shall give its recommendation to the Scout Council. If the Executive Committee considers that the requirements laid down by Article XII are fulfilled, it shall authorise a one year probation period, after which if successful the Group will be officially recognised and registered.**
- 2 The above mentioned probation period shall only be mandatory in the case of Scout Groups seeking membership for the first time. In extraordinary instances, the need of a probation period may be dispensed with at the discretion of the Scout Council.**

ARTICLE XIV
Suspension and
Expulsion

- 1 The Executive Committee may provisionally suspend the membership of any Scout Group which, in its opinion, no longer fulfils the requirements for membership. The Chief Commissioner shall immediately inform the Chief Scout of the fact in writing. If the Executive Committee maintains its suspension, the Scout Council at its next meeting shall hear the report of the Executive Committee and invite the suspended Scout Group to make its written or oral comments. The Scout Council has the broadest power to then decide on an appropriate course of action; if its decision is to expel the Scout Group, such decision requires a two-thirds majority of the votes cast by secret ballot.**

- 2 The rules and regulations for the suspension and expulsion of an individual member of the Association are laid down in the Policy Organisation and Rules of the Association.**

**Effect of
Termination of
Membership**

A Scout Group which, for any reason, ceases to be a Member, shall no longer be entitled to the privileges and services of The Scout Association of Malta, to recognition by its members, and to the use of the emblems and other material associated with The Scout Association of Malta and with World Scouting.

CHAPTER IV
THE GENERAL ASSEMBLY

ARTICLE XV

Composition

The General Assembly is the governing organ of The Scout Association of Malta and is composed of the following members:

- (a) The Chief Scout as chairperson of the Assembly.**
- (b) The Deputy Chief Scout.**
- (c) The Chief Commissioner.**
- (d) The Deputy Chief Commissioner.**
- (e) The Honorary Secretary.**
- (f) Commissioners, Assistant Commissioners and IHQ Auxiliaries as provided for in Article XXVI.**
- (g) The four uniformed and the four non-uniformed members of the Scout Council elected by the Assembly in terms of Article XIX Section (f).**
- (h) The Group Scout Leaders of all duly registered Scout Groups and as further provided for at Article XVII Section 3. In those instances where a Group Scout Leader holds an appointment as provided for at Article XXVI section 6 the Group Scout Leader shall nominate a uniformed member of the Scout Group to represent the Group at the General Assembly. Such member shall be entitled to a vote as provided for at Article XVII sections 1 and 3.**
- (i) The chairperson of The Scout Fellowship or his/her duly authorised representative.**
- (j) The chairperson of The Scout Foundation or his/her duly authorised representative.**

ARTICLE XVI

Functions

The functions of the General Assembly are :

- 1 To consider the policy and standards of The Scout Association of Malta and to take such action as shall further the purpose of the Movement.**
- 2 To formulate the general policy of The Scout Association of Malta.**
- 3 To hold those elections as provided for in this Constitution and its Bye-Laws.**
- 4 To consider and approve or otherwise recommendations and reports presented by the Scout Council.**
- 5 To consider and approve or otherwise proposed amendments to this Constitution and its Bye-Laws as**

presented by the Scout Council.

- 6 To exercise other functions resulting from this Constitution and its Bye-Laws thereby ensuring the smooth running of the Association.
- 7 To consider and approve or otherwise the financial budget for the coming year as proposed by the Executive Committee and as approved by the Scout Council.
- 8 To appoint the Association's auditor who will hold office from the end of one General Assembly meeting to the other and be reappointed if so necessary.

ARTICLE XVII

Voting

- 1 Each member on the Assembly shall have one vote, and, except as provided for under paragraph 2 of this Article, resolutions shall be taken by a simple majority of the Members present or represented and voting. In the event of a tie, the motion is defeated.
- 2 A Member who is unable to be present at a meeting of the General Assembly may vote by proxy given to another Member, but no Member may hold more than one proxy.
- 3 Any local Scout Group which fails to pay its annual registration fee up to and including the end of the fiscal year preceding the Assembly shall forfeit its right to vote at that meeting of the Assembly, unless remission or postponement of dues has received prior authorisation from the Executive Committee.

ARTICLE XVIII

Meetings

- 1 There shall be an annual meeting of the General Assembly at such time and place as the Scout Council may decide.
- 2 An extraordinary Assembly may be called on the decision of the Scout Council, or at the request of not less than one third of its members.
- 3 The presence of one half of the Members shall constitute a quorum. If no quorum is present half-an-hour after the time that the Assembly was due to commence its meeting, the Assembly will commence provided that at least one third of its members are present.
- 4 The General Assembly shall adopt its own rules of procedure.

CHAPTER V

THE NATIONAL SCOUT COUNCIL

ARTICLE XIX

Composition

The National Scout Council shall be composed of the following members:

- (a) The Chief Scout who will act as President of this Council. He shall be elected by the General Assembly by secret ballot from a list of nominees submitted by the members of the General Assembly.
- (b) The Deputy Chief Scout who shall be appointed by the Scout Council from amongst its members on the recommendation of the Chief Scout.
- (c) The Chief Commissioner who shall be elected by the General Assembly by secret ballot from a list of nominees submitted by the members of the General Assembly.
- (d) The Deputy Chief Commissioner who shall be appointed by the Chief Commissioner.
- (e) The Honorary Secretary of the Scout Association who is appointed by this Council.
- (f) Eight elected members from the General Assembly four of whom are to be elected from amongst the uniformed members and four who are to be elected from amongst the lay members.
- (g) Commissioner of Finance as a non-voting member.

ARTICLE XX

Functions

The functions of the National Scout Council are :

- 1 To act on behalf of the General Assembly between meetings and to give effect to its decisions, recommendations and policies.
- 2 To appoint two members from the Council to serve on the Executive Committee.
- 3 To appoint a Chairman and one member from the Council to serve on the Policy Committee.
- 4 To appoint a Patron of The Scout Association of Malta.
- 5 To appoint the Honorary Secretary of the Association who is also a voting member of the Scout Council.
- 6 To review progress of the Executive Committee and the Policy Committee and organize a minimum of two national seminars of general interest per year.
- 7 To ratify and approve proposals submitted by the Policy Committee.
- 8 To form an Awards Sub-Committee and any other sub-committees as required.
- 9 To follow and report back on any resolutions taken at the General Assembly.

- 10 To consider or otherwise the financial budget for the coming year. This after it being compiled by the Finance Sub-Committee and approved accordingly by the Executive.
- 11 To submit and distribute the Annual Reports and Audited Financial Statements to the members of the General Assembly at least twenty-one (21) days prior to the date set for the meeting.

Term of Service of elected members

- 1 The Chief Scout shall hold office for a period of four years and will be eligible for re-election.
- 2 The Chief Commissioner shall hold office for a period of four years and will be eligible for re-election.
- 3 The elected members of the Scout Council shall hold office for three years and will be eligible for re-election for a further three year term. After this period the retiring members will only be eligible for re-election after the lapse of three years.

ARTICLE XXI

Voting

- 1 Each member of the Scout Council shall have one vote.
- 2 Resolutions shall be taken by a simple majority of the members present and voting. In the event of a tie the Chief Scout has a casting vote

ARTICLE XXII

Meetings & Committees

- 1 The Scout Council shall meet at least four times a year at such time and place as the Council may decide.
- 2 The presence of six members having the right to vote shall constitute a quorum
- 3 The Scout Council shall adopt its own rules of procedure including voting.
- 4 The Scout Council may establish on a permanent or ad hoc basis such subsidiary committees other than the Executive Committee and Policy Committee, as it deems necessary for the performance of its functions.

CHAPTER VI

THE EXECUTIVE COMMITTEE

ARTICLE XXIII

Composition

- 1 The Executive Committee is the executive organ of The Scout Association of Malta and its members shall consider the interests of the Movement as a whole and shall be responsible for the day to day running of the Movement in Malta.**

- 2 The Executive Committee shall be composed of the following members:**
 - (a) The Chief Commissioner and his Deputy.**
 - (b) The Honorary Secretary of The Scout Association of Malta.**
 - (c) Two members of the Scout Council who are appointed by the Council as provided for in Article XX Section 2 to serve on the Executive Committee for a three year period.**
 - (d) The Commissioner (Administration), the Commissioner (Finance), the Commissioner (International), the Commissioner (Training and Programme), the Commissioner (National Events), the Commissioner (Public Relations) and the Commissioner (Religious Dimension).**

 - (e) Other Commissioners, Assistant Commissioners and IHQ Auxiliaries may be invited by the Chief Commissioner to attend any meeting of the Executive Committee if their presence is required in view of the topic or topics to be discussed.**

- 3 The Chief Scout may attend the Executive Committee in a consultative capacity if the need arises.**

Vacancies

If any of the elected members resign from the Executive Committee the Scout Council will have the authority to appoint another member/members to sit on the Executive Committee.

ARTICLE XXIV

Functions

The functions of the Executive Committee are :

- 1 To promote the Scout Movement on a day-to-day basis by means of visits to Scout Groups, Correspondence, Training Courses and any other service as and when required.**

- 2 To direct and co-ordinate the work of the National Scout**

Headquarters and to offer direction to the various sub-committees and working groups.

- 3 To advise and assist Scout Groups in carrying out the purpose, principles and method of Scouting.**
- 4 To recommend to the Scout Council the admission of Scout Groups into the organisation applying for membership and to suspend provisionally the membership of a Scout Group.**
- 5 To exercise other functions resulting from this Constitution and its Bye-laws.**

ARTICLE XXV

Voting

- 1 Each member of the Executive Committee shall have one vote.**
- 2 Resolutions shall be taken by a simple majority of the members present and voting. In the event of a tie, the motion is defeated.**

ARTICLE XXVI

Departments and appointment of Commissioners and Sub Committees

- 1 There shall be a number of Departments as further provided for and defined hereunder for the purpose of obtaining an efficient and timely administration of the Association. Each Department shall be headed by a Commissioner who shall also be the Chairperson of the respective Sub-Committee to be formed and constituted as further provided for hereunder.**
- 2 Commissioners, as Heads of Departments and as further provided for hereunder, are appointed by the Chief Scout upon the recommendation of the Chief Commissioner and after having consulted the Scout Council. Such appointments shall be for a period of five years, renewable for further periods of five years each, unless such appointments are withdrawn before the lapse of such period by the Chief Scout at the recommendation of the Chief Commissioner. Such withdrawal of appointment may also be made at any time by the Chief Scout after consultation with the Chief Commissioner and the Scout Council. In both instances the aggrieved party shall be given the chance to present his/her case before the Scout Council. In such instances the Chief Scout and the Chief Commissioner will abstain from casting their vote.**
- 3 As heads of Departments and as further provided for hereunder, Commissioners are to form their own Sub-Committees, the members of which will be known as Commissioners, Assistant Commissioners or IHQ Auxiliaries if they are uniformed members and as IHQ Staff if they are non-uniformed members of the Association.**

- 4 **Members of Sub-Committees as Commissioners, Assistant Commissioners, IHQ Auxiliaries and IHQ Staff, as further provided for hereunder, are appointed by the Chief Scout upon the joint recommendation of the Chief Commissioner and the Commissioner responsible for the respective Department. Such appointments shall be for a period of five years, renewable for further periods of five years each, unless such appointments are withdrawn before the lapse of such period by the Chief Scout at the recommendation of the Chief Commissioner and/or the Commissioner or Director responsible for the respective Department. Such withdrawal of appointment may also be made at any time by the Chief Scout after consultation with the Chief Commissioner and the Commissioner responsible for the respective Department. In both instances the aggrieved party shall be given the chance to present his/her case before the Scout Council. In such instances the Chief Scout and the Chief Commissioner will abstain from casting their vote.**
- 5 **Commissioners, Assistant Commissioners and IHQ Auxiliaries will have a right to attend the Assembly and have a right to vote. IHQ Staff will have a right to attend the Assembly as observers without the right to vote.**
- 6 **Uniformed members of the Association appointed as Commissioners, Assistant Commissioners, IHQ Auxiliaries and IHQ Staff and who are still actively serving within their respective Scout Group may, if required and provided no conflict of interest is created and at the consent of the Chief Scout upon the recommendation of the Chief Commissioner and of the respective District Commissioner and Group Scout Leader, as appropriate, retain their rank and function within their respective Scout Group.**
- 7 **Each Sub-Committee shall appoint its own Secretary who shall be responsible to keep and file with the Honorary Secretary approved minutes of each meeting held.**

**Composition of
Departments**

The Departments to be established, their composition and the Commissioners, Assistant Commissioners, IHQ Auxiliaries and other officers to be appointed and whose duties shall be those as defined in the respective Bye-Laws of this Constitution shall be the following:

- (a) Department for International Affairs**
 - i. International Commissioner**
 - ii. Assistant International Commissioner**
 - iii. Two IHQ Auxiliaries (International)**
- (b) Administration Department**

- i. Commissioner (Administration)
- ii. Assistant Commissioner (Administration)
- iii. Commissioner (Buildings and Equipment)
- iv. Officer i/c Archives
- v. Officer i/c Publications
- vi. Two IHQ Auxiliaries (Administration)

(c) Finance Department

- i. Commissioner (Finance)
- ii. Four Assistant Commissioners (Finance)

(d) Training and Programme Department

- i. Commissioner for Training and Programme
- ii. Commissioner for Cub Scouts
- iii. Commissioner for Scouts
- iv. Commissioner for Venture Scouts
- v. Commissioner for Rover Scouts
- vi. Commissioner for Sea Scouts
- vii. Commissioner for Air Scouts (Ground)
- viii. Commissioner for Air Scouts (Flight)
- ix. Two Commissioners for Inclusive Scouting

(e) Commissioner for National Events

(f) Commissioner for Resources and Support

(g) Commissioner for Public Relations

(h) Commissioner for Religious Dimension

(i) District Commissioners, one for each Scout District as approved by the Council.

(j) Assistant District Commissioners, one for each Scout District as approved by the Council.

International Department

- 1 There shall be an International Department to be headed by an International Commissioner whose duties shall be those as defined in the respective Bye-Law of this Constitution.**
- 2 The International Sub-Committee shall be composed of the International Commissioner as chairperson, one Assistant International Commissioner, and two IHQ Auxiliaries.**
- 3 The International Department will be responsible for :**
 - (a) The necessary contacts and liaison with the World Organisation of the Scout Movement, the European Scout Region and other Regions forming part of the WOSM.**
 - (b) International contacts.**
 - (c) Promotion and diffusion of information regarding International Events and their co-ordination.**
 - (d) Assistance to members of the Association travelling overseas.**
 - (e) Assistance and co-ordination of overseas Scouts during their stay in Malta.**
 - (f) The effective use of the International Scout Travel Fund in**

association with the Finance Sub-Committee.

**Administration
Department**

- 1 There shall be an Administration Department to be headed by a Commissioner (Administration) whose duties shall be those as defined in the respective Bye-Law of this Constitution.**
- 2 The Administration Sub-Committee shall be composed of the Commissioner (Administration) as chairperson, one Assistant Commissioner (Administration), the Commissioner (Public Relations), the Officer in-charge Archives, the Officer in-charge Publications, the Commissioner (Buildings and Equipment), and not more than two IHQ Auxiliaries.**
- 3 The Administration Department will be responsible for:
 - (a) The administrative function.**
 - (b) The public relations and communications function.**
 - (c) The archives.**
 - (d) The publications.**
 - (e) The buildings and equipment responsibility.****

**Finance
Department**

- 1 There shall be a Finance Department to be headed by a Commissioner (Finance) whose duties shall be those as defined in the respective Bye-Law of this Constitution.**
- 2 The Finance Sub-Committee shall be composed of the Commissioner of Finance and four Assistant Commissioners.**
- 3 The Finance Department will be responsible for the following:
 - (a) To plan, organize and control all financial operations of the Association, and to maintain transaction records of same.**
 - (b) To prepare, control and analyse budgets on an annual basis for capital and recurrent expenditure and income.**
 - (c) The management of all the Association's funds and assets.**
 - (d) All accounting and budgeting functions of the Scout Association.**
 - (e) The co-ordination for the Association's Fund raising.**
 - (f) Act as the necessary liaison between the Scout Shop and the Scout Association.**
 - (g) Any other tasks of a financial nature required to safeguard the related interests of the Scout Association.****

**Training and
Programme
Department**

- 1 There shall be a Training and Programme Department to be headed by a Commissioner (Training and Programme) whose duties shall be those as defined in the respective Bye-Law of this Constitution.**

- 2 The Training and Programme Sub-Committee shall be composed of the Commissioner (Training and Programme) as chairperson, the Commissioner for Cub Scouts, the Commissioner for Scouts, the Commissioner for Venture Scouts, the Commissioner for Rover Scouts, the Commissioner for Sea Scouts, the Commissioner for Air Scouts (Ground), the Commissioner for Air Scouts (Flight), the two Commissioners for Inclusive Scouting, the Commissioner for Resources and Support and the Commissioner for Religious Dimension.

- 3 The Training and Programme Department will be responsible for:
 - (a) The Adult Training Programme of the Scout Association.
 - (b) The Progressive Training Scheme for each section.
 - (c) The Co-education programme for the Scout Association.

Districts Sub-Committee

- 1 There shall be a Districts Sub-Committee that shall be chaired by the Chief Commissioner and that shall have as members the appointed District Commissioners, the appointed Assistant District Commissioners and the Commissioner (National Events).

- 2 The sub-committee will be responsible for:
 - (a) Making recommendations to the Scout Council as to the number, composition and boundaries of the Scout Districts.
 - (b) To plan organize and execute national activities.
 - (c) To settle any disputes within the Districts and submit any necessary report to the Executive Committee.
 - (d) To consider and decide upon Reports presented by the District Commissioners on any matters relating to Groups.

ARTICLE XXVII

Meetings and Sub Committees

- 1 The Executive Committee shall meet at least six times a year at such time and place as the Committee may decide.

- 2 The presence of five members shall constitute a quorum

- 3 The Executive Committee shall adopt its own rules of procedure.

- 4 The Executive Committee may establish on a permanent or ad hoc basis such subsidiary committees or other organs as it deems necessary for the performance of its functions.

CHAPTER VII

THE POLICY COMMITTEE

ARTICLE XXVIII

Composition

1 The Policy Committee is the policy organ of the Scout Association of Malta responsible for the Policy Organization and Rules.

It is also responsible to review this Constitution and make the necessary recommendations to the National Scout Council for approval by the General Assembly.

2 The Policy Committee shall be composed of the following members:

(a) A Chairperson who is appointed by the National Scout Council.

(b) The Chief Commissioner.

(c) The Honorary Secretary who is an ex officio member of the Policy Committee and all its subsidiary committees.

(d) Two members of the National Scout Council who are appointed to serve on the Policy Committee for a three year period.

(e) Two Group Scout Leaders who are elected to serve on the Policy Committee by the Group Scout Leaders Forum for a two year period.

(f) Two members elected by the IHQ Forum who will serve on the Policy Committee for a period of two years.

3 The Chief Scout may attend the Policy Committee in a consultative capacity if the need arises.

Vacancies

If any of the elected members resign from the Policy Committee the the Council will have the authority to appoint another member to sit on the Committee. If any of the Group Scout Leaders resign from the Policy Committee the replacement should be elected from the Group Scout Leaders Forum whilst the same will apply for members elected from the IHQ Forum.

ARTICLE XXIX

Functions

The functions of the Policy Committee are:

1 To act on behalf of the National Scout Council on any matters relating to the Constitution and its Bye Laws and the Policy Organization and Rules of the Scout Association.

2 To consider reports and recommendations presented by the committees for training, finance, administration and districts

which would have a direct effect on the Policy Organisation and Rules of the Scout Association.

- 3 To prepare the necessary material for the printing and updating of the Policy Organization and Rules and to take the necessary steps for its distribution among the Scout Groups.**
- 4 To consider proposed amendments to this Constitution and its Bye-Laws.**
- 5 To exercise other functions resulting from this Constitution and its Bye-Laws.**

ARTICLE XXX

Voting

- 1 Each member of the Policy Committee shall have one vote**
- 2 Resolutions shall be taken by a simple majority of the members present and voting. In the event of a tie the motion is defeated.**

ARTICLE XXXI

Meetings and Sub Committees

- 1 The Policy Committee shall meet at least three times a year at such time and place as the Committee may decide**
- 2 The presence of five members having the right to vote shall constitute a quorum.**
- 3 The Policy Committee shall adopt its own rules of procedure**
- 4 The Policy Committee may establish, on a permanent or ad hoc basis, such subsidiary committees or other organs as it deems necessary for the performance of its functions.**

CHAPTER VIII

MISCELLANEOUS PROVISIONS

ARTICLE XXXII

The Group Scout Leaders Forum

- 1 The Group Scout Leaders Forum is the Assembly of all Group Scout Leaders for the discussion of matters relating to the Scout Association
- 2 The Forum shall forward to the Executive Committee and/or the Policy Committee suggestions and recommendations on any matters which have a direct or indirect effect on the Scout Groups.
- 3 The Group Scout Leaders Forum shall be held at least once a year and is composed of all appointed Group Scout Leaders.
- 4 Any Group Scout Leader who is not able to attend a meeting of the Forum can appoint a member of his Group to attend in his stead and to vote as required.
- 5 Voting shall be by secret ballot.
- 6 The Group Scout Leaders Forum will be called by and be chaired by the Chief Commissioner. Notice of the meeting shall be given by the Honorary Secretary to all members at least three weeks before the date of the meeting. The Forum may also be called on the request of not less than one third of its members in order to discuss a specific topic. The Honorary Secretary must be advised three weeks in advance of the Agenda for this Forum.

ARTICLE XXXIII

The IHQ Forum

- 1 The IHQ Forum is the Assembly of all national headquarters personnel for the discussion of matters relating to the Scout Association.
- 2 The forum shall forward to the Executive Committee and/or the Policy Committee suggestions and recommendations on any matters which have a direct or indirect effect on the Scout Association.
- 3 The IHQ Forum shall be held at least once a year and is composed of Commissioners, Assistant Commissioners, IHQ Auxiliaries and any other members who have a national appointment.
- 4 The IHQ Forum will be called by and be chaired by the Chief

Commissioner. Notice of the meeting shall be given by the Honorary Secretary to all members at least three weeks before the date of the meeting.

The Forum may also be called on the request of not less than one third of its members in order to discuss a specific topic. The Honorary Secretary must be advised three weeks in advance of the Agenda for this Forum.

ARTICLE XXXIV

Finance

- 1 The policy of the Scout Association is that Scouts should earn and not solicit money.**
- 2 The Association depends financially on the contributions of its own members and on public support. Each Scout Group shall pay an annual registration fee as decided upon by the Finance Sub Committee.**
- 3 The National Scout Council can request interim unaudited accounting reports of the Association.**
- 4 The Accounts shall be closed and submitted for Audit by a Certified Public Accountant and Auditor at the end of each accounting year and the Commissioner of Finance shall lay before the National Scout Council, the Auditors Report together with a copy of the Income and Expenditure Account together with the Balance Sheet as at the end of that year.**

ARTICLE XXXV

Property

- 1 Any property of the Scout Association shall be controlled by the National Scout Council which shall for this purpose appoint five trustees from amongst IHQ members, two of whom shall be the Honorary Secretary and the Commissioner of Finance.**
- 2 Any public deed and/or private agreement to which a Scout Group is party to, must be signed by a representative of The Association's Board of Trustees duly authorised by a resolution of the said board, a copy of which is to be attached to the said deed or agreement, and by a representative of that particular Scout Group. A copy of the said public deed and/or private agreement is to be sent to the Commissioner of Administration of the Scout Association within one month of the signing of the said deed.**

ARTICLE XXXVI

Amendments to the Constitution

- 1 This Constitution may be amended at the General Assembly by a two-thirds majority of the votes cast.**

- 2 Notwithstanding the primary responsibility of the Policy Committee to review this Constitution as provided for at Article XXVIII Section 1 any member of the General Assembly may propose for consideration amendments to this Constitution. Such proposed amendments, that are to be seconded by one other member of the General Assembly, may be sent at any time in writing to the Chairman of the Policy Committee.
- 3 Before being presented to the General Assembly for consideration, such proposed amendments are to have been discussed by the Policy Committee which may agree or not to the proposed amendments and in either instance the Policy Committee is to give its appropriate advice to the Scout Council. When presenting such amendments to the General Assembly the Scout Council shall inform the Assembly of the advice given to it by the Policy Committee.

ARTICLE XXXVII

Bye-Laws

The National Scout Council through its Executive Committee will have the power to make Bye-Laws and to vary or cancel the same, provided all such Bye-Laws are ratified by the Policy Committee and do not conflict in any respect with the Constitution.

ARTICLE XXXVIII

Emergency Provisions

When an urgent decision is required in situations not provided for by this Constitution the Scout Council shall have the power to make a temporary decision at an extraordinary meeting provided such decisions be confirmed, amended or revoked by the General Assembly within three months. All such temporary decisions shall be valid and binding and their subsequent revocation or amendment shall not invalidate anything done until then.