The Bye-LAWS of THE CONSTITUTION OF THE SCOUT ASSOCIATION OF MALTA
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Version 1.1
As approved by the General Assembly on May 13, 2010

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BYE-LAW 1 - THE GENERAL ASSEMBLY

SECTION 1: Notice of Meetings:

The notice of an ordinary meeting of the General Assembly shall be mailed by the Honorary Secretary to all members at least four weeks in advance of the time and, in the case of an extraordinary meeting, at least three weeks in advance. The notice, to such extent as may be possible, shall include the agenda of the meeting.

SECTION 2: Agenda of Meetings:

The National Scout Council shall invite members of the Assembly to suggest or propose subjects for inclusion in the agenda of an ordinary meeting of the Assembly at least six weeks in advance of the meeting. Any subject proposed by five or more members of the Assembly should be included in the agenda in the form proposed.

SECTION 3: Elections:

Two members of the General Assembly shall be appointed by the Chief Scout, to be in charge of verifying the credentials of delegates being nominated to stand for election for the national Scout Council. They shall be assisted by the Honorary Secretary.

SECTION 4: Secretary of the General Assembly:

The Honorary Secretary shall serve as Secretary of the General Assembly.

BYE-LAW 2 - THE NATIONAL SCOUT COUNCIL AND ITS COMMITTEES.

SECTION 1: Notice of meetings:

Notice of meetings shall be mailed by the Honorary Secretary so as to be received by members of the Scout Council at least two weeks in advance of the time set for the meeting. The notice, to such an extent as may be possible, shall include the agenda of the meeting.
SECTION 2: Election of members:

Three months in advance of the next meeting of The General Assembly, the National Scout Council shall notify all members of the Assembly that certain vacancies on the Council shall be filled by elections thereat, and shall request delegates to send in names of candidates at least six weeks in advance of the meeting of the Assembly. The nomination of a candidate shall be made or endorsed by his own District Commissioner or The Chief Commissioner as the case may be. The list of all nominees shall be sent to all delegates in advance of the Assembly and no additions thereto may be subsequently accepted.

SECTION 3: Co-option:

The Council and any of its committees may invite any competent person, whose presence it deems useful, to participate in one or more of its meetings as a consultant and without a vote.

SECTION 4: Conduct of affairs:

[a] The Honorary Secretary shall serve as Secretary of the National Scout Council.
[b] Between meetings of the Council, matters shall be submitted by the Honorary Secretary to members by correspondence.

SECTION 5: Voting by proxy:

Members of the Council may vote by a proxy given to some other member of the Council, but no member may hold more than one proxy.

SECTION 6: Job descriptions:

[a] The Chief Scout and the Deputy Chief Scout
[b] The Chief Commissioner and his/her Deputy
[c] The Honorary Secretary
[d] The Commissioner of Administration
[e] The Commissioner of Finance
[f] The Commissioner of Programme & Development
[g] The Chairman of the Policy Committee
[a] **THE CHIEF SCOUT AND THE DEPUTY CHIEF SCOUT.**

Title: The Chief Scout

**Main objectives of position:**

To foster and encourage the Scout Movement in Malta and to seek to gain the highest standard of effective Scouting throughout the Association in all respects.

**Main duties and responsibilities.**

- To act as Chairman of the General Assembly and to co-ordinate all reports that are presented on an annual basis.
- To act as Chairman of the Scout Council.
- To appoint a Deputy who will act in the absence of the Chief Scout or when he/she is away from the Island.
- To give direction to the Executive Committee and the Policy Committee in line with the recommendations and resolutions originating from the General Assembly.
- To approve the granting of Scout Awards, as provided for in Bye-Law VIII.
- To approve all Warrants that are issued by the Association.
- In his absence from the Island, or in the event that he is unable to perform his functions, or in the event that this post is vacant, the powers given to him by the Constitution shall be vested in the Deputy Chief Scout.

[b] **THE CHIEF COMMISSIONER AND THE DEPUTY CHIEF COMMISSIONER**

Title: The Chief Commissioner

**Main objectives of position**

To foster the welfare, progress and training of the Scouts in Malta and to enforce the Policy Organisation and Rules of the Association.

**Main duties and responsibilities.**
- To supervise generally the execution of the directives and decisions of the National Scout Council.

- To chair and lead the Executive Committee.

- To appoint a Deputy who will act in the absence of the Chief Commissioner or when he/she is away from the Island.

- To effect the registration, removal or suspension of Districts and groups, with the concurrence of the Executive Committee.

- To define in consultation with the District Commissioners the areas of Districts.

- To recommend to all the National Scout Council the appointment, removal or suspension of Commissioners and Assistant Commissioners.

- To recommend and effect the issue, removal or suspension of Warrants of appointed Scouters.

- To approve and sign Certificates of Appointment to Scouters.

- To provide for the issue of instructions to the Island Headquarters staff and Leaders of the Association, so as to ensure that the performance of their duties is in accordance with the policy and decisions of the Executive Committee.

- In his absence from the Island, or in the event that he is unable to perform his functions, or in the event that this post is vacant, the powers given to him by the Constitution shall be vested in the Deputy Chief Commissioner.

[c] **THE HONOURARY SECRETARY**

**Title:** The Honorary Secretary

**Main objectives of position.**

To co-ordinate all decisions and directives originating from the General Scout Council which will ensure the smooth running of the Association and to represent the Association with all Government departments.

**Main duties and responsibilities.**
➢ To act as secretary to the General assembly and the National Scout Council.

➢ To organize meetings of the General assembly, the National Scout Council and the various Forums when they become due, and to send appropriate circulars with the agenda of the meeting.

➢ To be responsible for the taking of and safe keeping of these Minutes.

➢ To record in the Minutes all decisions, including the main points of any argument leading to any decisions, the action required and to show clearly who is to take the action.

➢ To send each member of the Scout Council a copy of the Minutes as soon as possible after the meeting, and to liaise with any individual concerned to follow up the action required to be taken.

➢ To represent the Association in contacts with the Government authorities and other institutions.

➢ To be responsible for all IHQ files relating to the General Assembly and the National Scout Council, and to keep an index thereof, and to liaise with the directors as to the subject of files, correspondence, maintenance of files, filing of letters and other documents as necessary.

➢ To receive IHQ Forms [Applications for registration of Groups, Census Forms, and other correspondence] and process as necessary.

➢ To send circulars to Groups [including an annual one calling for Census Returns] as directed by the Chief Commissioner or as a result of decisions taken at the Executive Committee.

➢ To maintain records of Groups and their strengths, up-to-date lists of members of the General Assembly, the Executive Committee and the Policy Committee.

➢ To be responsible for all official local correspondence, in liaison with the Commissioners when such liaison is required.

➢ To co-operate and maintain good relation with all Commissioners and to delegate any of the above duties to his assistant/s.

[d] COMMISSIONER OF ADMINISTRATION.

Title: Commissioner of Administration
Main objectives of position.

To organize, plan, administer and lead all administrative activities of the Association. To provide strategic guidance and advise to the Association’s Executive Committee and prepare comparative reports periodically for its consideration.

Main duties and responsibilities.

- To oversee all the Association’s day to day administrative activities.
- To maintain detailed records of the Association’s membership and to ensure that such records are updated and accurate.
- To handle the association’s correspondence.
- To represent the association in contacts with other Associations.
- To handle the annual Census requirements.
- To ensure that the sections falling under the Administrative Sub Committee are adequately staffed and that the terms of reference of such sections are being achieved.
- To establish a good working relationship with all volunteers, commissioners etc., thus ensuring that they are motivated to work to the maximum of their capabilities.
- To provide support to the Chief Commissioner as required.
- To perform any other duties as may be required from time to time.

Direct Guidance and Supervision.

Under the guidance of the Chief Commissioner who will be available to give guidance and direction as required.

Contact required with other functions

Internal: All Commissioners and Assistant Commissioners

External: Other Associations.

Background.
Preferably a person with a management background, with emphasis on administration.

**Main Competencies.**

- Must be flexible in approach.
- Must possess good organizational skills.

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**COMMISSIONER OF FINANCE.**

**Title.**  Commissioner-of Finance

**Main objectives of position**

To plan, organize and control all financial operations of the Association, and to maintain records of all transactions. To provide strategic direction and make recommendations to the Chief Commissioner.

**Main duties and responsibilities.**

- To prepare, control and analyse budgets on an annual basis for capital and recurrent expenditure and income for approval by the National Scout Council.

- To maintain proper, accurate and updated accounts of the Association

- To prepare periodic reports on the financial affairs of the Association as required by National Scout Council.

- To ensure that the sections falling under the Finance Sub committee are adequately staffed and that the terms of reference of such sections are being achieved.

- To establish a good working relationship with all volunteers, commissioners etc., thus ensuring that they are motivated to work to the maximum of their capabilities.

- To provide support to the Chief Commissioner as required.

- To perform any other duties as may be required from time to time.
Direct Guidance and Supervision.

Under the Guidance of the Chief Commissioner who will be available to give guidance and direction as required.

Contact required with other functions.

Internal: All Commissioners and Assistant
External: Financial authorities, legislative requirements.

Background.

Preferably a person with a financial background, with experience in directing financial affairs on a national scale.

Main competencies.

- Must have an excellent grasp of financial matters.
- Must be flexible in approach.
- Must possess good organizational skills.
- Must have a good managerial capabilities.

[f] COMMISSIONER OF PROGRAM & DEVELOPMENT

Title: Commissioner of Program & Development.

Main objectives and position.

To research, plan, control and execute all aspects of training within the Association, provide strategic direction for such training and ensure that the Association is well prepared academically to meet the challenges of the present and the future.

Main duties and responsibilities.

- To establish an on-going program for the research and investigation of the Association’s members’ needs to enable them to divulge their duties in an efficient and proper manner in line with the Association’s declared objectives.
- To plan, organize, and execute training courses as required by the Association’s objectives from time to time.
- To maintain proper, accurate and updated records of all courses and attendees.

- To liaise with the Assistant Commissioners in charge of the respective sections in order to review and update the respective programs.

- To ensure that the sections falling under the Training sub-committee are adequately staffed and that the terms of reference of such sections are being achieved.

- To establish a good working relationship with all volunteers, commissioners, etc., thus ensuring that they are motivated to work to the maximum of their capabilities.

- To provide support to the Chief Commissioner as required.

- To perform any other duties as may be required from time to time.

**Direct guidance and supervision.**

Under the guidance of the Chief Commissioner who will be available to give guidance and direction as required.

**Contact required with other functions.**

Internal: All Commissioners and Assistant Commissioners.

External: Educational Authorities, Youth Secretariat.

**Background**

Preferably a person with an educational background, with experience in directing academic environments. Must understand the basic requirements of the syllabus.

**Main competencies.**

- Must have significant aptitude for directing academic setups.

- Must be flexible in approach.

- Must possess good organizational skills.

- Must have good managerial capabilities.
CHAIRMAN OF THE POLICY COMMITTEE.

Title: Chairman of Policy committee.

Main objectives of position.

To chair a minimum of four Policy Committee meetings a year thereby ensuring that any necessary changes, additions / deletions to the Constitution and POR are discussed in detail, all implications for the movement are addressed and that such changes are put to the National Scout Council for implementation.

Main duties and responsibilities.

➢ To set the dates for the quarterly meetings and ensure that all committee members are given sufficient notice of such meetings.

➢ To present an Agenda for such meetings in a timely manner and ensure that all matters are fully discussed.

➢ To ensure that the Minutes of all meetings are recorded accurately and stored safely.

➢ To work closely with the Executive Committee so as to be fully informed of possible changes to the Constitution and the POR and to make all aware of the implications of such changes.

➢ To recommend such changes to the National Scout Council for incorporation into the Constitution and the POR.

➢ To liaise with the relevant authorities on all matters relating to the Scout Movement.

➢ To liaise with the authorities and other interested parties on all matters relating to the purchase / sale of immovable property.

➢ To establish good communications with the Executive Committee and National Scout Council thereby ensuring that the interests of the Movement are safeguarded.
BYE-LAW 3 - ISLAND HEADQUARTERS

The offices of Island Headquarters shall be situated at Congreve Memorial Hall in Floriana or any other place as determined by the National Scout Council. It will be under the direct responsibility of the Executive Committee and will be opened a minimum of twice a week or as directed by the Committee.

BYE-LAW 4 - SCOUT SHOP

The Scout Association of Malta will establish a Scout Shop at its Island Headquarters. The Executive Committee may enter into an agreement for the management of the Scout Shop by a third party under terms and conditions set by the Finance Committee. If appropriate the Finance Committee may suggest to the Executive Committee the setting up of a limited liability company with outside shareholding to take over the running of the Scout Shop.

BYE-LAW 5 - LANGUAGES

The official languages of The Scout Association of Malta are Maltese and English.

In the event of a conflict arising out of interpretation of this Constitution, its Bye-Laws or any other official document of The Association of Malta, the English shall prevail.

BYE-LAW 6 - AMENDMENTS OF BYE-LAWS

These Bye-Laws may be amended by the National Scout Council at any of its meetings by a simple majority of the members present and voting. Texts of the proposed amendments shall be communicated by the Honorary Secretary to all members at least three weeks in advance of the time of the meeting.
BYE-LAW 7 - SCOUT GROUPS

A. **RIGHTS.**

Scout Groups shall have the following rights:

1. To attend the General assembly and the relevant District Meetings, subject to payment of the annual fees.

2. To be represented at the General Assembly and District meetings by their Group Scout leader, or his representative. Two observers per Group may also attend.

3. To have the right of voice at the General Assembly and District meetings.

4. To receive all the circulars and Bulletins of The Scout Association of Malta.

5. To receive services from Island Headquarters, as practicable, in the form of visits, opportunity of participation in courses and seminars, as well as other types of assistance.

6. To participate in Annual Rallies.

7. To receive invitations to National events and other activities.

B. **OBLIGATIONS**

Scout Groups shall have the following obligations.

1. Acceptance of and conformity with the requirements of the Constitution of The Scout Association and its policies.

2. Payment of an annual registration fee which will be reviewed from time to time by the Executive Committee. Payment of any District fees is at the discretion of each District.
BYE-LAW 8 - SCOUT AWARDS
P.O.R. Rule 99

On the recommendation of the Awards’ Sub-Committee of the Scout Council, the Chief Scout may grant any one of the following Awards to individual members and supporters of the Scout Movement.

1. **GALLANTRY AWARDS**

   [a] To any member, Section or Group of the Association who:

      [i] In an emergency shows presence of mind and with little or no regard for personal safety, acts with vigour and determination to go to the assistance of others to save life, or to alleviate the sufferings of others in such emergencies.

      [ii] In normal times, performs an act, or a series of acts, of exceptionally meritorious service to the community, or to another person or persons in need of help.

   [b] One of the following may be granted according to the circumstances of the case:

      [i] **THE SILVER CROSS**

      The SILVER CROSS in solid silver and bearing the Arrowhead in the middle with the wording FOR at the top and GALLANTRY at the bottom of the Cross respectively, having a blue ribbon is the highest Gallantry Award of The Scout Association of Malta, granted for special heroism or act in the face of **extraordinary risk**. When the insignia is not worn with uniform, it is represented with a cloth emblem having a blue knot design.

      [ii] **THE GILT CROSS**

      The GILT CROSS in solid silver and gilded in gold bearing the Arrowhead in the middle with the wording FOR at the top and GALLANTRY at the bottom of the Cross respectively, having a blue/red vertical ribbon is awarded for Gallantry in circumstances of **considerable risk**. When the insignia is not worn with uniform, it is represented with a cloth emblem having a blue/red knot design.
[iii] **CHIEF SCOUT’S COMMENDATION FOR GALLANTRY**

THE CHIEF SCOUT’S COMMENDATION FOR GALLANTRY, with a blue/white knot Cloth emblem may be awarded in circumstances of **moderate risk**.

[iv] **BARS**

BARS to the above Awards may be awarded for additional acts of gallantry. The awarding of a BAR is shown with the addition of THE WORLD MEMBERSHIP BADGE [silver lapel badge] superimposed on the respective ribbon or cloth badge.

NOTES.

i. FORM 99A should be initiated by a recommender and forwarded to the District Commissioner or his/her Assistant [if there is no DC]. In the event that the posts are both vacant, the application form is to be passed directly to the Chief Commissioner.

ii. The application should not specify any grade of award.

iii. In the case of an application made out to award a Commissioner, the form must be forwarded directly to the Chief Commissioner by the recommender or by anyone else who witnesses the act.

iv. Reports by individual witnesses must accompany the form. The only exception arises when the nominee’s name and perhaps corresponding action photos appear in any newspaper or other media, when the script in question may then be attached to the proposal form.

v. Applications should incorporate a full account of the occurrence with any possible evidence of independent eyewitnesses such as police, doctors, emergency services, etc.

vi. Only acts of Gallantry that occurred during the **CURRENT** year are to be submitted for consideration.

2. **MERITORIOUS CONDUCT AWARDS**

This medal or commendation is granted to members of the Association for conduct involving a high degree of Courage, Endurance, Initiative or Devotion to Duty, often under suffering, without necessarily involving any element of risk. This decoration may also be awarded collectively and is not covered by a time factor.

[I] **THE MEDAL FOR MERITORIOUS CONDUCT**
THE MEDAL FOR MERITORIOUS CONDUCT, bearing the Maltese Scout logo in silver with inlaid royal purple shading and in an octagonal shaped surround suspended from a dark green ribbon with a vertical red stripe in the middle, is awarded to personnel for meritorious conduct. When the insignia is not worn with uniform, it is represented with a cloth emblem having a green/red knot design. An exceptionally high standard is expected.

[II] CHIEF SCOUT’S COMMENDATION FOR MERITORIOUS CONDUCT

THE CHIEF SCOUT’S COMMENDATION FOR MERITORIOUS CONDUCT with a blue/green cloth emblem may be awarded in circumstances for meritorious conduct of a high standard.

NOTES

i. FORM 99B should be initiated by a recommender and forwarded to the District Commissioner or his/her Assistant should be initiated by a recommender and forwarded to the District Commissioner or his/her Assistant (if there is no DC). In the event that the posts are both vacant, the application form is to be passed directly to the Chief Commissioner.

ii. When submitting a proposal, the report should be as full as possible.

iii. Applications should incorporate a full account of the occurrence with any possible evidence of independent eyewitnesses such as police, doctors, emergency services, etc.- as appropriate to the case, be attached to the application.

iv. When on occasion, but sadly, the nominee is suffering from a terminal illness and his/her life expectancy is limited, Island Headquarters has a procedure for dealing with such cases extremely quickly, provided the urgency is emphasized on the proposal form.

v. In view of Section [iv] above, this decoration is not covered by a time factor.

vi. Any other written evidence such as congratulatory letters, reports from the media, etc. should also be attached.

3. OUTSTANDING AND EXCEPTIONAL CHARACTER AWARD

[i] THE ASSOCIATION AWARD

The insignia of THE ASSOCIATION AWARD is the eight pointed cross in silver, superimposed with the World Membership Badge worn on a White/Red ribbon around the neck. The white side of the ribbon is always worn on the outside. When the insignia is not worn, a white and red knot cloth emblem is worn with uniform.
The ASSOCIATION AWARD is the highest decoration aimed at awarding members in recognition of their work, services, personal involvement and dedication in an outstanding and exceptional character in furthering the aims of scouting on a National and International level.

NOTES

i. Recommendations for this Award are to be made out on FORM 99C and submitted to the District Commissioner or his/her Assistant (if there is no DC) for onward transmission to the Chief Commissioner. This is mentioned for all awards on the last page; so it is superfluous over here.

ii. The Chief Scout shall by virtue of his rank be awarded THE ASSOCIATION AWARD on being elected and appointed and if he/she is already the holder of THE SILVER DOLPHIN, then the respective Decoration is continued to be worn. In the event that a scouter is awarded this prestigious Decoration and has already been awarded any other Award for Good Service, then this too is continued to be worn.

iii. The number of members shall be not more than four persons at any one time.

iv. Provided that, in determining the number of members in this grade, no account shall be taken of such numbers who hold or have held the Post of Chief Scout.

v. Where the total number has been awarded, additional members shall be appointed to THE ASSOCIATION AWARD when a vacancy occurs, that is on the demise of a holder or else when a member retires from active service, and does not hold an Honorary Life Membership status.

4. GOOD SERVICE AWARDS

This section comprises six different grades of Awards ranging from the highest possible decoration granted for exceptionally outstanding service, to a much lesser grade which is awarded for good service over a small number of years on an Association level.

[i] THE SILVER DOLPHIN.

The SILVER DOLPHIN worn on a dark green/yellow/dark green ribbon around the neck. When the insignia of the decoration is not worn with uniform, it is represented by a cloth emblem having a green/yellow knot design.

This prestigious high Award granted for service to the Movement on an Association level and may be awarded to adult members irrespective of their
appointment, who have given over thirty years of exceptionally outstanding service to the Association.

Although this prestigious award should not be given liberally, serious consideration should be given to any member who has devoted many years of his/her free time to further the aims of promoting Scouting in the Association of Malta.

Conditions:

i. A holder of the BAR TO THE SILVER ACORN ceases to wear it on being awarded THE SILVER DOLPHIN.

ii. The Chief Commissioner shall by virtue of his rank be awarded THE SILVER DOLPHIN on being elected and appointed.

iii. The number of members shall be not more than four persons at any one time.

iv. Provided that, in determining the number of members in this grade, no account shall be taken of such numbers who hold or have held the Post of Chief Commissioner.

v. Where the total number has been appointed, additional members shall be awarded THE SILVER DOLPHIN only when a vacancy occurs, that is on the demise of a holder or else when a member retires from active service and does not hold an Honorary Life Membership status.

[ii] **BAR TO THE SILVER ACORN.**

THE BAR TO THE SILVER ACORN is worn on an orange/dark green/orange ribbon around the neck. When the insignia of the decoration is not worn with uniform, it is represented with a cloth emblem having an orange knot superimposed with a green Arrowhead. This decoration is granted to holders of the Silver Acorn after at least five additional years of further especially distinguished service.

i. A holder of THE SILVER ACORN ceases to wear it on being awarded THE BAR TO THE SILVER ACORN.

ii. The number of members shall be not more than four persons at any one time.

iii. Where the total number has been appointed, additional members shall be awarded BAR TO THE SILVER ACORN only when a vacancy occurs, that is on the demise of a holder or else when a member retires from active service and does not hold an Honorary Life Membership status.
[iii] **THE SILVER ACORN**

THE SILVER ACORN is worn on an orange ribbon around the neck. When the insignia of the decoration is not worn with uniform it is represented with a cloth emblem having an orange knot design.

This decoration is granted to adult warranted leaders who have given over twenty years of especially distinguished service.

i. A holder of the BAR TO THE MEDAL OF MERIT ceases to wear it on being awarded THE SILVER ACORN.

ii. The number of members shall be not more than five persons at any one time.

iii. Where the total number has been appointed, additional members shall be awarded THE SILVER ACORN only when a vacancy occurs, that is on the demise of a holder or else when a member retires from active service and does not hold an Honorary Life Membership status.

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[iv] **BAR TO THE MEDAL OF MERIT.**

The BAR TO THE MEDAL OF MERIT bearing the Maltese Scout logo in silver with inlaid royal purple shading and in an octagonal shaped surround suspended on an emerald green with a central yellow vertical stripe ribbon on the right breast above the line of pocket. When the insignia of the decoration is not worn with uniform, it is represented with a cloth emblem having a green knot design superimposed with a gold Arrowhead over the centre of the design.

This decoration is granted to adult members, holders of the MEDAL OF MERIT and who have given at least five years of further especially good service.

i. A holder of the MEDAL OF MERIT ceases to wear it on being awarded THE BAR TO THE MEDAL OF MERIT.

ii. The number of members nominated in any one year shall be not more than two persons

[v] **THE MEDAL OF MERIT.**

The MEDAL OF MERIT bearing the Maltese Scout logo in silver with inlaid royal purple shading and in an octagonal shaped surround suspended from an
emerald green ribbon worn on the right breast above the line of pocket. When the insignia of the decoration is not worn with uniform, it is represented with a cloth emblem having a green knot.

This decoration is granted to adult members who have given at least ten years of especially good service.

i. The holder of THE CHIEF SCOUT’S COMMENDATION FOR GOOD SERVICE ceases to wear it on being awarded THE MEDAL OF MERIT

ii. The number of members nominated in any one year shall be not more than five persons at any one time, one from each District and one from IHQ.

[VI] CHIEF SCOUT’S COMMENDATION FOR GOOD SERVICE.

The CHIEF SCOUT’S COMMENDATION FOR GOOD SERVICE with a white/yellow cloth emblem is awarded to any adult member who has given good service over a minimum of five years.

i. This award is the first step that leads to the granting of further awards for good service to the Movement.

ii. The number of members shall be not more than ten persons at any one time

NOTES

[i] The awards in this section are strictly reserved to the adult members of the Association.

[ii] Recommendations for this Award are to be made out on FORM 99D and submitted to the District Commissioner or his/her Assistant (if there is no DC) for onward transmission to the Chief Commissioner

[iii] A higher decoration may be awarded to a nominee at an earlier stage than stipulated. To quote an example, if it is considered that a would-be recipient’s action merits a higher leveled award than what is governed by the rules, then the recommender may proceed with the nomination and mark the application form with the wording “SPECIAL MERITED AWARD RECOMMENDATION.”

The application must contain a full and detailed account as to why the nominee is being recommended for the Award. These cases are very rare and due to their special circumstances, the Awards Sub Committee will still be empowered to decline such a proposal and award whatever it deems fit or just refuse the nomination.

Only four Decorations fall under this concession, these being:
THE SILVER DOLPHIN
THE SILVER ACORN
THE MEDAL OF MERIT
THE CHIEF SCOUT’S COMMENDATION FOR GOOD SERVICE.

iv. BARS are excluded from this concession.

v. The age of the would-be recipient falling under the SPECIAL MERITED AWARD RECOMMENDATION is an obligatory essential, and must be taken into serious consideration.

5. SERVICE IN SCOUTING AWARDS

This section is aimed at recognizing service rendered by adults in the Movement. These award emblems are not related to the Good Service Awards. and with effect from 2004, IHQ will automatically issue such Awards to a person on attaining the required service level. This procedure is normally carried out at the beginning of every January.

Adult service will start to be recognized after 5 years from issue by IHQ of a Leader Appointment and from then on at intermittent periods of every 5 years. Higher service emblems replace those previously awarded for a lower number of years served. For example, on being awarded the Ten Years’ Service Award, the Five Years’ Service Award will no longer be worn.

[I] THE 5 YEARS’ SERVICE DECORATION

THE 5 YEARS’ SERVICE DECORATION consists of a cloth emblem with a white / brown knot design

CONDITIONS FOR AWARD.

The 5 YEARS’ SERVICE DECORATION is granted to adult uniformed members of the Association who have given FIVE years continuous, faithful and satisfactory service from the date of their first IHQ issued appointment.

[ii] THE 10 YEARS’ SERVICE DECORATION

THE 10 YEARS’ SERVICE DECORATION consists of a cloth emblem with a brown knot design.
CONDITIONS FOR AWARD.

The 10 YEARS’ SERVICE DECORATION is granted to adult uniformed members of the Association who have given TEN years faithful and satisfactory accumulated service from the date of their first IHQ issued appointment or after serving an additional 5 years after gaining THE 5 YEARS’ SERVICE AWARD. On being awarded the 10 YEARS’ SERVICE AWARD, recipient ceases to wear THE 5 YEARS’ SERVICE DECORATION.

[iii] THE 15 YEARS LONG SERVICE DECORATION

THE 15 YEARS LONG SERVICE DECORATION consists of a cloth emblem with a white knot design.

CONDITIONS FOR AWARD.

The 15 YEARS LONG SERVICE DECORATION is granted to adult uniformed members of the Association who have given FIFTEEN years faithful and satisfactory accumulated service from the date of their first IHQ issued appointment or after serving an additional 5 years after gaining THE 10 YEARS’ SERVICE AWARD. On being awarded the 15 YEARS’ SERVICE AWARD, the recipient ceases to wear THE 10 YEARS’ SERVICE DECORATION.

[iv] BARS.

Additional BARS consist of a cloth emblem with a gold arrowhead superimposed on a white knot design and having five year interval additional service shown in the upper left corner denoting length of additional service. BARS for 20 – 25 – 30 – 35 – 40 – 45 years may be awarded as the case may be. With the awarding of a higher BAR, a recipient ceases to wear a lower clasp previously awarded.

[6] THE CHIEF COMMISSIONER PERSONAL AWARD

THE CHIEF COMMISSIONER PERSONAL AWARD consists of a cloth emblem with the Maltese Scout Logo in royal purple superimposed on a silver background and having a royal purple bordering.
CONDITIONS FOR AWARD.

This recognition emblem, is the personal award of the Chief Commissioner and is granted directly to uniformed members in appreciation of dedicated service to the Association.

The CHIEF COMMISSIONER PERSONAL AWARD is generally granted to all those Scouters:

i. In appreciation of their dedicated service to the Association
ii. Who attain the Honorary Life Membership status
iii. Others who in the Chief Commissioner’s opinion stand out in their contribution towards bettering the Association
iv. THE AWARD is open to all members irrespective of their age or rank.
v. It is not time barred and can be presented during any activity or at any time of the year.

NON – UNIFORMED AWARDS

[7] THE THANKS BADGE

This recognition badge which is available for male and female recipients, is in matted silver and consists of the Maltese Scout logo set in a belt-like frame bearing the words “GRAZZI”.

i. A certificate accompanies the award.
ii. There is no cloth emblem for this badge and it is not worn with uniform.
iii. If a non – uniformed member opts to become a uniformed member, he/she may not wear this Award on his/her uniform.
iv. The Thanks Badge is the means of expressing the appreciation of the Association to those who are not active uniformed members but who have been of service to scouting.
v. The badge may be presented by any member of the Association.
vi. It is for wear with ordinary clothes and does not confer membership of the Association on the recipient.

The THANKS BADGE may be awarded on a Group or Section level as recommended by the respective Group Scout Leader in consultation with the District Commissioner.

Recommendations for its award are to be submitted to the Chief Commissioner for approval, using FORM 99F, and may be awarded at any time of the year.
8. **COMMEMORATIVE MEDALS.**

Upon the recommendation of the Executive Committee, the Scout Council reserves the right for the awarding of COMMEMORATIVE MEDALS to commemorate special events at any time it deems fit. The rules and conditions on the Award covering the event will be drawn up *ad hoc* by the Executive Committee at the time of its initialization.

Application FORM 99E will be duly issued at the time for completion by applicants, who must return it to the Award Sub Committee set up specifically to deal with such applications.

9. The description of the insignia and method of wear of each Award shall be laid down in the Policy, Organization and Rules handbook, while a booklet will also be published specifically with full information on the Awards as herein mentioned.

10. An Awards' Sub Committee made up of three persons - from past members of the Association shall be appointed when the need arises to examine the applications and proposals received and to further present its recommendations for consideration by the Chief Scout.

11. Applications, proposals and recommendations for the granting of Awards are to be submitted through the Chief Commissioner who has the duty to forward the relevant forms to the Chairman of the Awards Sub Committee appointed specifically for the purpose. These are to reach Island Headquarters not later than 30 November of each year.

Before forwarding the relevant applications, proposals and recommendations to the Chief Scout, the Chairman of the Awards Sub Committee may verify the correctness and validity of the contents with any Commissioner/s (or any other person/s) he/she deems appropriate.

12. Applications, proposals and recommendations for any Award may be submitted at any time throughout the year. However, these should be forwarded on the appropriate IHQ Form under confidential cover and without the knowledge of the prospective recipient. The Chief Scout's decision in the granting or withholding of an Award shall be final.
13. The Awards approved by the Chief Scout shall be presented on Founder’s Day each year. However, in exceptional circumstances, an Award may be given on any other suitable occasion.

14. Should the circumstances so demand, all Awards except those awarded for service rendered, may be awarded posthumously.

15. All Awards are to be recorded in a special register specifically for the purpose and held at Island Headquarters by the Chief Commissioner. Updating of the list should also be done electronically and posted on the Association’s website.

16. A Certificate of Award is issued to accompany the Decoration, Medal, Bar or Badge.

17. Any member who is expelled from the Association will forfeit his/her decorations and his/her name will be struck off accordingly from the Awards’ register. The Decoration/s’ Insignia/s must be returned to the Association together with the Certificate/s issued. This rule does not govern any Gallantry or Meritorious Awards bestowed.

18. Any false recommendation will automatically nullify the application. In the event that a false declaration on a nomination is discovered after such an Award has been bestowed, then the recipient will be asked officially to return the Decoration and Certificate. His / her name will also be struck off the Awards’ register.

19  **POSITION ON UNIFORM**

Scout Decorations [except The Association Award, The Silver Dolphin, The Bar to the Silver Acorn and The Silver Acorn], and the corresponding cloth emblems are worn immediately above the right breast pocket flap, under the National and District badges in the following order from the wearer’s left to right, as follows:

**GALLANTRY**  
**MERITORIOUS CONDUCT**  
**ASSOCIATION AWARD**  
**GOOD SERVICE**  
**COMMEMORATIVE EVENT**  
**SERVICE**  
**CHIEF COMMISSIONER PERSONAL AWARD**
Lay members wear their THANKS BADGE on the left lapel of the jacket. Cloth emblems are not issued with this Badge.

It is important to note that when a neck decoration is worn with uniform, the top part of the ribbon is worn under the scarf at the back.

Lay members, who are holders of any medals received while in uniform, may continue to wear them at the right occasions. Retired members that have been granted the Honorary Life Membership status are still eligible to wear the uniform during scouting events organised by the Scout Movement which are approved by the Scout Association of Malta, including any awarded Association’s medals.

Honorary Life Members shall also be entitled to any awards including the long service decoration award in such cases where the member is still providing a recognised service to the scout movement.

If an Award or Decoration is awarded collectively that is to a Group or Section, then the Award or Decoration is pinned to the flag at the upper hoist side. Alternatively a cloth design is sewn onto the flag at the upper hoist side and the Award or Decoration together with the Citation is displayed in a glass frame in a prominent place at the Group’s HQ.