



# **BARBADOS BOY SCOUTS ASSOCIATION**

## **INFORMATION SHEET**

### **THE NATIONAL SCOUT COUNCIL**

The National Scout Council is the general body of the Barbados Boy Scouts Association. It is the equivalent of the "General Assembly" referenced in WOSM documents. The composition, functions and operations of the Council are regulated by Articles VII and VIII of the National Scout Constitution of the Barbados Boy Scouts Association.

## **MEMBERS**

The National Scout Council has four (4) types of members. They are Ex. Officio, Delegates, Nominated and Elected.

### **EX. OFFICIO**

The following persons are Ex. Officio members of the Council. That means that they are automatically members of the Council because of the role they have in Scouting.

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|----------------------------------|--|
| ➤ The Patron                     | ➤ The Assistant Chief Commissioners    |
| ➤ The Chief Scout                | ➤ The District Commissioners           |
| ➤ The President                  | ➤ The Deputy District Commissioners    |
| ➤ The Vice-Presidents            | ➤ The Assistant District Commissioners |
| ➤ The Honorary Vice-Presidents   | ➤ The Executive Commissioner           |
| ➤ The Chief Commissioner         | ➤ The Honorary Secretary               |
| ➤ The Deputy Chief Commissioners | ➤ The Honorary Treasurer               |
| ➤ The International Commissioner | ➤ The Honorary Commissioners           |

## **DELEGATES**

Delegates are representatives of the Scout Groups. Each Scout Group which is registered with the Association at the time of a meeting of the Council, is eligible to participate in the meetings. This allows the "rank and file" members of the Association to be part of the process to consider and approve the annual reports and to have a voice in the plans and direction of the Association.

The number of Delegates from each Scout Group is determined as follows:

- The Group Scout Leader or Leader-in-charge, and
- One delegate for each registered unit of the Scout Group.

This means that if a Scout Group only has a Cub Pack registered then they will be allowed two delegates. A Scout Group with a Cub Pack and Scout Troop registered will be allowed three delegates. A delegate is any person 18 years or older who is registered with the Scout Group whether as a Member or Associate Member. In keeping with the Association's new policy to involve youth members, at least one delegate should be under the age of 30 years if possible.

To allow for proper notification of meetings of the Council, each Scout Group will be required to submit the names and contact details of their delegates to the Honorary Secretary at least one week

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before the notification date of the respective meeting. The notification dates are thirty days before the Annual General Meeting and seven days before Extraordinary Meetings.

### **NOMINATED**

Each District Scout Council registered with the Barbados Boy Scouts Association is invited to nominate its Chairman and a Scout Leader to represent the District Scout Council on the National Scout Council.

In addition, Agencies and Organizations which have similar aims and/or have a working relationship with the Association, are invited to nominate a representative to be a member of the Council. This includes but is not limited to:

- The Chief Commissioner, Girl Guides Association of Barbados or her nominee,
- Representatives of Associations with similar aims,
- Representatives of those Ministries which are concerned with Education, Community Development, Youth and Social Welfare,
- Representatives of Religious Denominations,
- Representatives of Business and Professional Bodies,
- Such other persons as the Council may from time to time nominate.

Nominated Members serve on the Council for one year. They must be renominated each year or new representatives nominated.

### **ELECTED**

Persons who have rendered valuable service to the Community, or the Association, or whose professional or technical assistance could be of value to the Association are eligible to be elected to be members of the Council. Such persons are elected at the Annual General Meeting of the Council and serve for one year. They are eligible for re-election.

### **OFFICERS**

The Chief Scout is the presiding officer at any General Meeting of the Council. In his absence, the President, or in the absence of both, the Senior Vice-President shall act as Chairman. In the absence of these persons, the members present shall elect one of their numbers to preside at that Meeting.

### **PRESIDENT OF THE ASSOCIATION**

The National Scout Council elects the President of the Association. The President is elected for a term of three (3) years and is eligible for re-election on the completion of the term. However, they cannot serve for more than three (3) consecutive terms. The President usually acts as Chairman at meetings of the Council. It should be noted that the person holding the office of Chief Scout is eligible to hold the office of President of the Association.

### **VICE-PRESIDENTS OF THE ASSOCIATION**

The National Scout Council also elects the Vice-Presidents of the Association. There may not be more than three Vice-Presidents of the Association. Each Vice-President is elected for a term of three (3) years and is eligible for re-election on the completion of the term. However, they cannot serve for more than three (3) consecutive terms. To maintain continuity, only one (1) Vice-President may be elected in any given year. The schedule for the election of Vice-Presidents is detailed in Appendix 1.

## HONORARY TREASURER & HONORARY SECRETARY

An Honorary Treasurer and an Honorary Secretary are elected by the Council at the Annual General Meeting for a term of three (3) years. Each of these Officers shall be eligible for re-election on the completion of their term but cannot serve for more than three (3) consecutive terms. To maintain continuity, only one (1) of them can be elected in any given year. The schedule for the election of these officers is detailed in Appendix 1.

Any vacancy in the office of Honorary Treasurer or Honorary Secretary is filled by a person appointed by the Executive Committee to hold office until the next Annual General Meeting. In case of a temporary absence of the Honorary Treasurer or the Honorary Secretary the Committee will appoint a person to act in their place until their return or until the Annual General Meeting, whichever comes first.

## AUDITOR

At the Annual General Meeting, the Council also appoints an Auditor and sets the Auditor's fee or appoints an Honorary Auditor. Any vacancy in the office of Honorary Auditor or Auditor as the case may be, is filled by a person appointed by the Executive Committee to hold that office until the next Annual General Meeting.

## EXECUTIVE COMMITTEE MEMBERS

At the Annual General Meeting, the Council elects from among its members, nine (9) persons to serve on the Executive Committee of the Council. The composition, functions and operations of the Executive Committee are detailed in the Information Sheet "*The Executive Committee of the National Scout Council*".

The nine (9) Executive Committee Members are elected for a term of three (3) years. Each of these Members shall be eligible for re-election on the completion of their term but cannot serve for more than three (3) consecutive terms. To maintain continuity, only three (3) of them can be elected in any given year. The schedule for the election of these members is detailed in Appendix 1.

Persons who by virtue of the position they hold are automatically members of the Executive Committee are not eligible to be elected. This includes:

- The Chairman
- The District Commissioners
- The Chief Commissioner
- The Executive Commissioner
- The Deputy Chief Commissioners
- The Honorary Secretary
- The International Commissioner
- The Honorary Treasurer
- The Assistant Chief Commissioners

## COUNCIL MEETINGS

The National Scout Council usually meets once a year for its Annual General Meeting. Additional meetings of the Council, called Extraordinary Meetings, may be called by the following persons:

- The Chief Scout,
- The Chief Commissioner,
- The President,
- The Honorary Secretary with the consent of the Chief Commissioner, or
- After a request made in writing by five (5) other members of the Council.

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The Scout Year runs from 1st April to 31st March the following year and the Annual General Meeting must be held not later than the 30<sup>th</sup> of June after the end of the respective Scout Year. For any meeting of the Council, sixteen (16) members form a quorum. This means that there must be 16 members present for the meeting to start.

Council Meetings are usually held in person at a given location. However, if necessary, meetings may be held virtually or in a hybrid format with some of the members participating virtually and others in person at the given location. The Executive Committee will determine the online platform used for virtual or hybrid meetings.

### **THE ANNUAL GENERAL MEETING**

The Annual General Meeting of the National Scout Council is held every year before the end of June. At the Annual General Meeting the Council:

- Considers the Annual Report of the Chief Commissioner for the previous Scout Year,
- Considers the Audited Balance Sheet and Accounts for the previous Scout Year,
- Considers the Budget submitted by the Honorary Treasurer for the current Scout Year,
- Elects office-bearers and an Executive Committee,
- Conducts the business on the meeting's Agenda, and
- Conducts any other business admitted by the Chairman or by two-thirds of the members present at the meeting, provided that the two-thirds that are present is more than half of the total number of Council members.

### **MEETING NOTICE**

The Honorary Secretary must send every member of the Council written notice of the date for the Meeting in advance. For an Annual General Meeting at least thirty (30) days advance notice must be given. For other meetings only seven (7) days advance notice is required. It should be noted that written notice also includes all notices sent via electronic means (e.g. email, WhatsApp or any other medium selected for this purpose).

Any member can have business placed on the Agenda for the Annual General Meeting. To do so, they must inform the Honorary Secretary, in writing, of the business they wish to have added. They must do so within seven days of receiving the notice of the meeting.

The Honorary Secretary must send to each member of the Council a copy of the Agenda for the Annual General Meeting at least fifteen (15) days before the meeting. For other meetings, the Agenda would usually accompany the notice for the meeting.

It should be noted that the accidental omission to give notice of a meeting to any member of the Council, does not invalidate anything done at the meeting.

### **VOTING**

At deliberations of the Council every qualified member present, including those participating virtually, can cast one vote. The Chairman of the meeting also can only cast one vote. In the event of a tie in the number of votes cast when making any decision, the Chairman does not have a casting vote and the matter is taken not to have been carried.

## RESPONSIBILITIES OF THE COUNCIL

The responsibilities of the National Scout Council include:

- Promoting the welfare of the Scout Movement,
- Advising the Chief Commissioner on the administration of the Association,
- Raising and administering funds for the administration and development of Scouting in Barbados,
- Acquiring and holding all estate and property of the Association,
- Providing and maintaining any buildings, and equipment necessary for the purposes of the Association,
- Disposing of any property of the Association which the Council determines will be for the benefit of the Association,
- Borrowing funds for the purposes of the Association,
- Legally investing the funds of the Association,
- Establishing and maintaining a National Headquarters Office. The main focus of the office is to communicate with the District Scout Councils and to maintain friendly relations with the Regional Scout Office, the World Scout Bureau, members of the World Scout Conference and other Associations having similar aims.
- Promoting the organization and effective operation of the District Scout Councils,
- To carry out publicity, to produce publications, organize meetings, demonstrations, rallies, conferences and other undertakings in the interests of the Association.
- Working with the Chief Commissioner, the District Scout Councils and District Commissioners, ensuring that Scout Groups are registered, Leaders are appointed and where necessary removing any Scout Group from the register and withdrawing the appointments of any Leader,
- Recommending the persons to be appointed to the offices of Chief Scout, Patron, and Chief Commissioner,
- Assisting the Chief Scout and the Chief Commissioner, if requested, in performing any of their respective duties,

The Council has the power to delegate to the Executive Committee most of its responsibilities to allow for the efficient and expeditious performance of those responsibilities. However, the Council cannot delegate any responsibility which the Constitution expressly states must be performed by the Council.

## ACCOUNTS AND AUDIT

The Council must also ensure that proper books of Accounts are kept of all funds received and expended as well as of its assets and liabilities. The books of accounts are to be kept at the National Headquarters Office, unless the Council designates another location. Any member of the Council can inspect the books of Accounts by applying to the Chief Commissioner.

The Council must also ensure a bank account(s) is operated jointly by the Honorary Treasurer, the Chief Commissioner and any other persons designated by the Executive Committee.

The Auditor is required to make a report to the Council on the accounts examined by him. The report is to be attached to the Annual Balance Sheet.

# APPENDIX 1

## THE ELECTION SCHEDULE FOR ELECTED OFFICERS OF THE NATIONAL SCOUT COUNCIL

<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
President	2nd Vice President	3rd Vice President
1st Vice President	Honorary Secretary	Honorary Treasurer
Three (3) Executive Committee Members	Three (3) Executive Committee Members	Three (3) Executive Committee Members

# REFERENCES

1. **National Scout Constitution of the Barbados Boy Scouts Association.** 2023 Edition. Barbados Boy Scouts Association, “Hazelwood”, Upper Collymore Rock, St. Michael BB11604, Barbados.