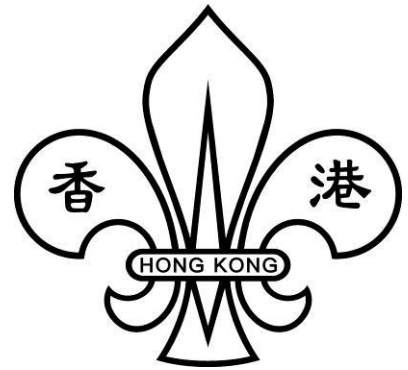




POLICY **O**RGANISATION & **R**ULES

香港童軍總會「政策、組織及規條」

2010 EDITION

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PREFACE

The “Policy, Organisation and Rules” of the Scout Association of Hong Kong, commonly known as “POR” was made under the Association’s Constitution for the regulation of the Association’s affairs. The Constitution was, in turn, made and approved by the Scout Council which was set up under the “Scout Association of Hong Kong Ordinance”, Chapter 1005 of the Laws of Hong Kong, (originally Ordinances No. 22 of 1927, No. 33 of 1939, No. 22 of 1950 with Chapter changed to Cap. 286, No. 19 of 1975 and No. 28 of 1977 with Chapter changed to Cap. 1005) under which the Scout Association of Hong Kong was incorporated.

Prior to the Scout Association of Hong Kong being admitted as a full member of the World Organisation of Scout Movement (WOSM) in the 26th World Scout Conference in Montreal, Canada in 1977, it was a Branch of “The Scout Association” (of the United Kingdom of Great Britain and Northern Ireland and Overseas Dependant Territories) and was known as “The Scout Association, Hong Kong Branch”. As such the POR in force from time to time in the parent association applied also to the Hong Kong Branch. In 1978 the 1st edition of POR of the newly named Scout Association of Hong Kong was made to replace the then UK POR to reflect these new changes in the policy, organisation, programme, training and rules of the new Association.

The 1978 POR was amended and replaced by the 1987 edition which was further slightly amended in 1993. A draft new POR was completed in 2003 which was not adopted but instead a new Task Force was set up on 15th January 2006[1] to bring the 1987 edition (as amended by the 1993 amendments) up to date. This POR Review Task Force was further strengthened by the addition of four more members in 2007[2]. After 4 years of painstaking efforts, the updated POR in its final draft was submitted to the Executive Committee of the Scout Council and was unanimously approved and adopted on 11th March 2010. This new 2010 edition will, as in the case of its previous editions, continue to provide the direction, guidance and regulation in governing the ever growing Scout Movement in Hong Kong while at the same time keeping the fundamental values of Scouting based on the Scout Promise and Scout Law intact.

Dated this 15th day of April 2010.

[1] POR Review Task Force since 15th January 2006

1. Mr PAU Shiu-hung SBS
Chief Commissioner
(appointed 1st January 2004)
2. Mr Garson LEE CSMSM
3. Mr Charles WONG Tak-leung
4. Mr Paul KUA
5. Mr CHAN Shu-ying SBS JP
6. Mr HONG Po-sum
7. Dr CHAU Cham-son OBE LLD JP
8. Mr Justein C WONG MBE JP

[2] The four additional members since 3rd November 2007

1. Mr Anthony CHAN PMSM
Chief Commissioner
(appointed 3rd November 2007)
2. Mr Alexander WONG
3. Mr Raymond LO Lap-wai
4. Dr MAK Wai-ming

Rule 1 Policy, Aim, Mission, Motto, Method and Membership

Incorporation

Scout Association of Hong Kong ("the Association") is incorporated under the Scout Association of Hong Kong Ordinance, Chapter 1005 of the Laws of Hong Kong Special Administrative Region (originally Ordinance No. 22 of 1927 "the Ordinance") and is the only body corporate in the Hong Kong Special Administrative Region recognized by the World Scout Conference of the World Organisation of the Scout Movement as a full member Scout Organisation.

Rule 1.1 Aim, Mission, Motto and Method

Rule 1.1.1 The **Aim** of the Scout Association of Hong Kong (hereinafter referred to as “the Association”) is to encourage the physical, intellectual, social, spiritual and aesthetic development of young people so that they may take a constructive place in society.

Rule 1.1.2 The **Mission** of the Association is to operate an education movement for young people providing them with challenging and progressive training programmes for their physical, intellectual, social, spiritual and aesthetic development.

Rule 1.1.3 The **Motto** of the Association is “Be Prepared”.

Rule 1.1.4 The Association achieves its Aim through applying, under adult guidance, the **Scout Method**, which includes:

1. Living out the Scout Promise and the Scout Law
2. Participating in enjoyable and progressive activities
3. Learning by doing
4. Working in small groups and teams
5. Making choices and taking responsibility for own actions
6. Discovering and accepting increasing responsibility

Rule 1.2 Promise and Law

Rule 1.2.1 The Scout Promise and Law

PROMISE

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

LAW

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

The Scout Promise and Law are applicable to all, except Cub Scouts and Grasshopper Scouts who shall have their own Promise and Law (1.2.2 and 1.2.3).

Rule 1.2.2 The Cub Scout Promise and Law

PROMISE

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

LAW

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

Rule 1.2.3 The Grasshopper Scout Promise and Law

PROMISE

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

LAW

A Grasshopper Scout does a good turn every day.

Rule 1.3 Membership

Rule 1.3.1 Qualifications for Membership

Membership of the Association is voluntary and is open to all persons who are prepared to observe and follow the Association's principles and to acknowledge the Scout Promise and the Scout Law. There shall be no discrimination as to admission for any reason of race, creed, class or sex so long such person is a Hong Kong Resident ordinarily residing, studying or working in Hong Kong unless otherwise permitted by the Chief Commissioner.

Rule 1.3.2 Age Limits

- (a) The minimum age for Membership of the Association is four years. There is no maximum age for membership as such, but certain appointments are subject to both minimum and maximum age limits as stated in this POR.
- (b) In case where Membership is conferred by the granting of an appointment, it will cease upon the retirement of the holder due to the maximum age limit for the appointment being reached.

Rule 1.3.3 Acquisition of Membership

Membership of the Association is acquired as follows:

- (a) **Youth Members** (Grasshopper Scout, Cub Scout, Scout, Venture Scout and Rover Scout) -
By making the Scout Promise and paying the Membership Subscription;
- (b) **Chief Scout, Deputy Chief Scout, Patron, and Vice Patrons** -
By accepting the invitation;
- (c) **Commissioners, Scouters, Instructors and Cadets** -
By making the Scout Promise on appointment and paying the Membership Subscription;
- (d) **Lay Members** (including Presidents, Vice-Presidents, Honorary Presidents, Chairmen, Deputy Chairmen, Vice-Chairmen, Treasurers, Secretaries, Advisers and other office holders or members of the Association Headquarters or of any Region, Subsidiary, District, Group or committee or sub committee who are not Warranted Commissioner or Warranted Scouters, or Instructors) -
By appointment and paying the Membership Subscription;
- (e) **Honorary Commissioners** -
By appointment and paying the Membership Subscription. Honorary Commissioners are honorary appointments and do not carry any substantive duty. These appointments shall only be nominated by the Chief Commissioner and endorsed by the Honorary Commissioner Appointment Committee for those Commissioners who have served until the maximum age of their appointments and have also made exceptionally outstanding contribution to the Movement before their retirement. The appointment may be revoked in circumstances as considered appropriate by the Honorary Commissioner Appointment Committee.

- (f) **Members of the Professional Scouters and Salaried Staff of the Association -**

By making the Scout Promise on or after appointment.

- (g) Members who have acquired their membership under 1.3.3(b) to 1.3.3(f) are referred to collectively as **Adult Members**.

Rule 1.3.4 Rights of Membership

Members of the Association who have made the Scout Promise may:

- (a) wear the approved uniform of the Association; and
- (b) wear the World Membership Badge and such other badges as may be approved by the Association.

Rule 1.3.5 Acquisition of Associate Membership

Associate membership is acquired by becoming a member of subsidiaries or associate bodies of the Association including but not limited to the Friends of Scouting Organization and its units, Leadership Training Institute, the Baden-Powell Scout Club of Hong Kong, the Commissioners' Club and foreign Scout Units formed in Hong Kong in accordance with the procedure and conditions laid down by the Association.

Rule 1.3.6 Termination of Membership

- (a) Notwithstanding any other means provided by this POR or by the Constitution of the Subsidiaries, the membership of a Member or Associate Member of the Association may also be terminated by a resolution of the Executive Committee. The Executive Committee shall be under no obligation to state its reasons for making such a resolution.
- (b) A Member or Associate Member whose membership is terminated involuntarily pursuant to this POR shall be given written notice so soon as practicable by registered mail to his last known address.

Rule 1.3.7 Suspension of Membership

- (a) If it appears necessary to terminate the Membership of an Adult Member but the circumstances require further investigation, or if it appears desirable for any other reason, such Membership may be suspended by the appropriate authority, viz: in the case of:

- (i) **Adult Members in a Scout Group:**

- by the respective District Commissioner after consulting his Regional Commissioner;

- (ii) **Adult Members in a District, Region or Headquarters Branch:**

- by the respective Regional Commissioner or Headquarters Branch Commissioner;

- (iii) **Assistant Chief Commissioners, Deputy Chief Commissioners and any other Adult Members:**

- by the Chief Commissioner.

(Jul 2011)

- (b) A Member whose membership is suspended shall be given written notice so soon as practicable by registered mail to his last known address.
- (c) During a suspension under the provisions of this POR, any Warrant(s) or Certificate(s) of Appointment held by the Member concerned shall be surrendered to the suspending authority and his appointment(s) held will be regarded as vacant.
- (d) The suspended Member shall be prohibited from participating in any activity connected with the Association and shall not be permitted to wear the uniform or badges of the Association.
- (e) The suspending authority who suspends the membership of any Adult Member in accordance with 1.3.7(a) shall produce a written report with full details and notify the relevant parties as deemed appropriate in the case so soon as practicable.
- (f) The Chief Commissioner shall review the suspension of membership and shall within thirty days after the suspension decide whether the membership of the suspended Member should be restored, terminated, or suspended for a further period.
- (g) The decision regarding the suspended Member's membership shall be communicated in writing within seven days after the Chief Commissioner's decision by registered mail to the suspended Member's last known address.

Rule 1.3.8 Appeal against Termination or Suspension of Membership

- (a) Any Assistant Chief Commissioner or Deputy Chief Commissioner whose Membership is terminated involuntarily or suspended pursuant to 1.3.6(b) or 1.3.7 may within thirty days after the date of written notice of termination or suspension appeal in writing to the President of the Association, as provided in 5.6.2, whose decision shall be final.
- (b) Any other Adult Member whose Membership is terminated involuntarily or suspended pursuant to 1.3.6 (b) or 1.3.7 may within thirty days after the date of written notice of termination or suspension appeal in writing to the Chief Commissioner, whose decision shall be final.

Rule 2 The Scout Group

Rule 2.1 The Scout Group

Rule 2.1.1 Types of Scout Group

A Scout Group (also refers to as a Group) is the basic unit through which a Youth Member may join the Association. It can be either:

- (a) Non-Sponsored Scout Group, i.e., not related to any other organisation, or
- (b) Sponsored Scout Group, i.e., sponsored by an organisation approved for this purpose by the Association, such as, but not limited to, those listed below and having a policy of recruitment defined in the agreement between the Sponsor and the Association:
 - (i) educational institutions;
 - (ii) youth or community centres;
 - (iii) religious bodies;
 - (iv) industrial or commercial corporations;
 - (v) resident's and community associations;
 - (vi) hospitals and institutions;
 - (vii) government departments or agencies;
 - (viii) Non-Governmental Organisations; and
 - (ix) subsidiaries of the Association.
- (c) All Scout Groups, with or without a Sponsor, are required to follow the rules and regulations as set out in this POR. A Sponsored Scout Group must also abide by the rules and regulations for the Sponsored Scout Group as stated in 2.1.2.
- (d) Recruitment policy of a Group may be restrictive or open to all.

Rule 2.1.2 The Sponsored Scout Group

As a Sponsored Scout Group has a sponsoring organisation ("the Sponsor"), the relationship between the Association and the Sponsor shall be clearly understood and defined in an agreement with the Association.

- (a) The Sponsor shall with the agreement of the Association appoint a person to act as its Representative.

(b) Responsibilities of the Sponsor

The Sponsor shall satisfy the Association that it will:

- (i) accept the policy of the Association as defined in this POR, including the minimum standards for Scout Groups and for Sectional Units within the Group as defined in 2.3;
- (ii) encourage the development of Scouting within the Group and assist the Group Scout Leader in the carrying out of his duties;

- (iii) prepare an agreement with regard to property and equipment to be adhered to by the Sponsor and the Group and to be recorded annually by the District Commissioner. The Group Scout Leader/Scouter-in-charge concerned shall report any changes thereof annually to the District Commissioner for recording purposes;
- (iv) provide suitable accommodation for the Group Headquarters and venue for Group meetings;
- (v) maintain continuity of the Group;
- (vi) recommend Scouters for appointment subject to 2.5;
- (vii) provide financial support or ensure that the Group is able to acquire funds to support its training and programme;
- (viii) in the case of a religious body, support the Group Scouters in their responsibilities for spiritual development of the Youth Members who belong to the religious body.

(c) Rights of the Sponsor

The Representative of the Sponsor may sit in the Group Council. The District Commissioner shall take all reasonable steps to consult the Representative before making decisions on matters affecting the Group, particularly:

- (i) Group registration (2.2.2);
- (ii) the suspension and closure of Sectional Unit(s) within the Group;
- (iii) the amalgamation of the Group with another Group (2.1.4);
- (iv) appeal by a Youth Member against dismissal (2.4.3 and 2.4.4);
- (v) matters concerning the appointment of Scouters and Instructors in the Group, if the Sponsorship Agreement so specifies (2.1.3 and 2.5); and
- (vi) the suspension or termination of a Scouter's appointment, unless, in the opinion of the District Commissioner, such is a matter of great urgency that there is insufficient time for prior consultation.

Rule 2.1.3 Agreement with the Sponsor

- (a) When the application for registration of a Group is approved by the Association, the District Commissioner shall prepare a formal agreement between the Association and the Sponsor which specifies the responsibilities and rights of the Sponsor and the Association, and signed by both parties before the registration of a Sponsored Scout Group.
- (b) Where the Sponsor and the Association have agreed on a policy of restricted recruitment for the Group, such restriction shall be defined in the agreement.

- (c) The agreement shall be subject to review and revision as may be necessary five years from the date thereof, or at such earlier date as may be agreed between the parties, or when there is a change of Group Scout Leader or other significant changes in the management or personnel of the Sponsor.

Rule 2.1.4 Amalgamation of Sponsored Scout Groups

The amalgamation of a Sponsored Scout Group with another Scout Group may take place with the full consent of the Sponsor(s) and the Association.

Rule 2.2 Group Registration

Rule 2.2.1 The registration of a Scout Group is recommended by the District Commissioner and approved by the Regional Commissioner. No steps may be taken towards the formation of a new Scout Group without the provisional consent of the District Commissioner in writing.

Rule 2.2.2 Application for Registration

- (a) Application for registration of a Scout Group shall be made to the Regional Commissioner through the District Commissioner by
 - (i) a person who shall be the prospective Group Scout Leader, in the case of a Non-Sponsored Scout Group; or
 - (ii) an authorized person of the Sponsor, in the case of a Sponsored Scout Group.
- (b) The applicant shall satisfy the District Commissioner that:
 - (i) the proposed Scout Group will be run properly in accordance with this POR;
 - (ii) suitable Leaders will be available;
 - (iii) accommodation for the Group Headquarters and venue for Scout meetings will be provided;
 - (iv) adequate financial support or means to acquire funds can be identified; and
 - (v) the prospective Group Scout Leader will:
 - adhere to the Association's policies, rules and procedures;
 - implement the religious, political and child protection policies of the Association;
 - initiate programme and training in accordance with the programme and training policy of the Association; and
 - comply with the terms of the Sponsored Scout Group agreement, if any.
- (c) When the District Commissioner is satisfied that the requirements in 2.2.2(b) plus any other requirements that he considers necessary can be met, he shall recommend to his Regional Commissioner the approval of the application.
- (d) The Regional Commissioner shall signify his approval by signing the application form if he is satisfied that the registration is desirable to the development of Scouting within the Scout District.
- (e) If the District Commissioner or the Regional Commissioner decides not to recommend the registration of a Group, a full report in writing on the matter shall be sent to the Chief Commissioner for his decision which shall be final. Unsuccessful applicant shall be notified in writing.

- (f) If an application is approved, the Association Headquarters will issue a Certificate of Registration and send it to the prospective Group Scout Leader through the Regional Commissioner and the District Commissioner. In the case of a Sponsored Group, the Certificate of Registration will be issued to the Sponsor after the signing of an agreement between the Sponsor and the Association.

Rule 2.2.3 Annual Renewal of Registration

- (a) A Scout Group is recognized as a unit of the Association only when its registration is current and valid.
- (b) The initial registration of a Group is only valid until the next 31st January following the issuance of the Certificate of Registration. It shall be renewed on or before 31st January in each subsequent year through the submission of the registration renewal form and the remittance to the Association Headquarters Subscriptions of Members of the Group (2.11.5). The District Commissioner shall have to satisfy that the conditions for registration as listed in this POR will continue to be met by the Group.

Rule 2.2.4 Changes in Registration and Addition/Deletion of Sectional Units

- (a) If it is necessary to change the details relating to the registration of a Scout Group or to amalgamate with another Scout Group, details of such changes shall be submitted to the Association Headquarters through the District Commissioner and the Regional Commissioner.
- (b) The addition or deletion of Sectional Units in a Scout Group does not necessitate a change of registration. Such changes are made with the approval of the District Commissioner after consultation with the Regional Commissioner and, if applicable, the Sponsor. These changes shall be reported to the Association Headquarters during annual renewal of registration through the submission of the registration renewal form (2.2.3).
- (c) If approval for changes in the registration of a Scout Group is refused, the District Commissioner shall submit a full report in writing to the Chief Commissioner so soon as practicable through his Regional Commissioner.

Rule 2.2.5 Suspension of Registration

- (a) A Scout Group may have its registration suspended by the District Commissioner with the approval of the Regional Commissioner.

- (b) In the event of suspension of registration all Group activities, apart from Group Council meetings, shall cease and all Scouters in the Group are suspended as if each was individually suspended under 1.3.7. No member of the Group may wear the uniform or badges of the Association. If the Group Council is included in the suspension, this shall be specified and the District Executive Committee will be responsible for the administration of Scout Group property and finance during the suspension.
- (c) The Group Council will only be included in the suspension if there is special reason(s) and with the specific approval of the Regional Commissioner.
- (d) A District Commissioner who suspends a Group shall submit a full report in writing through the Regional Commissioner to the Chief Commissioner and he shall also notify the Sponsor, if any.
- (e) Suspension of Registration is a temporary measure and it should be followed as soon as possible by a full inquiry. The Regional Commissioner may appoint a Board of Inquiry. All parties concerned shall be given a reasonable opportunity to state their cases. The Regional Commissioner may, however, decide not to appoint a Board of Inquiry if the cause leading to the suspension can be resolved in accordance with this POR, and the suspension is consequently uplifted.
- (f) Group activities shall resume when the District Commissioner uplifts the suspension of registration.

Rule 2.2.6

Cancellation of Registration

- (a) The registration of a Scout Group may be cancelled by the Association Headquarters:
 - (i) on the recommendation of the Regional Commissioner following a Board of Inquiry convened in accordance with 2.2.5(e); or
 - (ii) if registration is not renewed by the Scout Group in accordance with 2.2.3(b) at the time of annual registration.
- (b) When the registration of a Scout Group is cancelled, the Scout Group ceases to exist. The District Commissioner shall take action to sort out the finance and other assets of the Group in accordance with the Chief Commissioner's instruction (2.11.8(b)) and to arrange for the transfer of any remaining Members of the closed Group, if required, to another Scout Group.

Rule 2.2.7 Suspension and Closure of Sectional Units within a Group

- (a) A Sectional Unit within a Group may be suspended by the District Commissioner with the approval of the Regional Commissioner.
- (b) Suspension of a Sectional Unit is a temporary measure. The Regional Commissioner shall take action to institute an inquiry as stated in 2.2.5(e).
- (c) The District Commissioner may consult the Representative of the Sponsor, if any, prior to suspension unless, in his opinion, this is a matter of such urgency that there is insufficient time for such consultation.
- (d) A Sectional Unit may be closed by the District Commissioner with the approval of the Regional Commissioner, following consultation with the Sponsor, if any.
- (e) The District Commissioner shall make arrangement for the transfer of any remaining Members of the closed Sectional Unit, if necessary, to another Scout Group.

Rule 2.2.8 Group Title and Number

- (a) The Association Headquarters shall assign Group title and number to all Scout Groups at the time of registration.
- (b) Unless already registered and assigned by the Association Headquarters, no Group title shall include a reference to a Scout District.

Rule 2.3 Group Composition and Organisation

Rule 2.3.1 A Scout Group is led by a Group Scout Leader, who is supported by:

- (a) The Group Scouters and Instructors;
- (b) Group Lay Members (if any).

Rule 2.3.2 A Scout Group shall consist of at least one of the following five sectional units:

- (a) Grasshopper Scout Ring
- (b) Cub Scout Pack
- (c) Scout Troop
- (d) Venture Scout Unit
- (e) Rover Scout Crew

Rule 2.3.3 The Grasshopper Scout Ring

- (a) A Grasshopper Scout Ring may not have more than thirty-six Grasshopper Scouts.
- (b) Grasshopper Scouts wear simple Grasshopper Scout clothing approved by the Association.
- (c) Age range: four years to seven years.
- (d) The following minimum standards are laid down for Grasshopper Scout Rings:
 - (i) **Numbers** – An established Grasshopper Scout Ring shall have a minimum of six Grasshopper Scouts.
 - (ii) **Leaders** - There shall be at least two Leaders for the Ring, and at least one of them is a Warranted Leader. There shall be at least one Leader who is of the same gender as the Members; and if the Ring has both male and female Members, there shall be both male and female Leaders, the District Commissioner may, in exceptional circumstances, permit a Grasshopper ring to be exempt from the requirement of having a male Leader.
- (e) The District Commissioner is required to assist Rings to meet and exceed the minimum standards. If a Ring fails to reach the minimum standards for two consecutive calendar years, the Ring is liable to be suspended or closed by the District Commissioner with the approval of the Regional Commissioner.

Rule 2.3.4

The Cub Scout Pack

- (a) A Cub Scout Pack may not have more than eight Sixes, each of which consists of a Sixer, a Second and up to five other Members.
- (b) Sixers are appointed by the Cub Scout Leader. Seconds, who are the Sixers' assistants and deputies, are appointed by the Cub Scout Leader in consultation with the Sixer concerned.
- (c) The Sixers' Council consists of the Scouters of the Pack, the Sixers and, if desired, the Seconds.
- (d) Cub Scouts wear the Cub Scout uniform approved by the Association.
- (e) Age range: six years to eleven years.
- (f) The following minimum standards are laid down for Cub Scout Packs:
 - (i) **Numbers** - An established Cub Scout Pack shall have a minimum of twelve Cub Scouts.
 - (ii) **Leaders** - There shall be at least two Leaders for the Pack, and at least one of them is a Warranted Leader. There shall be at least one Leader who is of the same gender as the Members; and if the Pack has both male and female Members, there shall be both male and female Leaders.
 - (iii) **Youth Programme and Training** - The youth programme and training of Cub Scouts shall be in accordance with the "Cub Scout Training Scheme" and any amendments thereto published by the Association Headquarters and there shall be at least one whole-day Pack outing each calendar year.
 - (iv) **Progress** - At least one-quarter of the Pack should achieve a higher-level Cub Scout Progressive Badge each year.
- (g) The District Commissioner is required to assist Packs to meet and exceed the minimum standards. If a Pack fails to reach the minimum standards for two consecutive calendar years the Pack is liable to be suspended or closed by the District Commissioner with the approval of the Regional Commissioner.

Rule 2.3.5

The Scout Troop

- (a) A Scout Troop may not have more than eight Patrols, each of which consists of a Patrol Leader, an Assistant Patrol Leader and up to seven other Members.
- (b) Patrol Leaders are appointed by the Scout Leader in consultation with the Patrol Leaders' Council. Assistant Patrol Leaders are appointed by the Patrol Leader with the approval of the Scout Leader and the Patrol Leaders' Council. A Senior Patrol Leader may be appointed by the Scout Leader after consultation with the Patrol Leaders' Council.
- (c) The Patrol Leaders' Council consists of the Patrol Leaders of the Troop chaired by the Senior Patrol Leader if one is appointed. Scouters may attend the Patrol Leaders' Council in an advisory capacity. The Patrol Leaders' Council arranges the programme of Troop activities and attends to Troop administration and expenditure.
- (d) The Patrol-in-Council is a Meeting of all the Members of the Patrol, called by the Patrol Leader to discuss Patrol affairs.
- (e) Scouts wear the appropriate Scout, Sea Scout or Air Scout uniform approved by the Association.
- (f) Age range: eleven years to fifteen years.
- (g) The following minimum standards are laid down for Scout Troops:
 - (i) **Numbers** - An established Scout Troop shall have a minimum of twelve Scouts.
 - (ii) **Leaders** - There shall be at least two Leaders for the Troop and at least one of them is a Warranted Leader. There shall be at least one Leader who is of the same gender as the Members; and if the Troop has both male and female Members, there shall be both male and female Leaders.
 - (iii) **Youth Programme and Training** - The youth programme and training of Scouts shall be in accordance with the "Scout Training Scheme" and any amendments thereto published by the Association Headquarters and every Member of the Troop shall have the opportunity of attending at least one Patrol or Troop Camp each calendar year.
 - (iv) **Progress** - At least one-quarter of the Troop should achieve a higher-level Scout Progressive Badge each year.
- (h) The District Commissioner is required to assist Troops to meet and exceed the minimum standards. If a Troop fails to reach the minimum standards for two consecutive calendar years the Troop is liable to be suspended or closed by the District Commissioner with the approval of the Regional Commissioner.

Rule 2.3.6

The Venture Scout Unit

- (a) A Venture Scout Unit is made up of Venture Scouts, managed by the Unit Executive Committee.
- (b) Members of the Unit Executive Committee are elected by the Venture Scouts of the Unit. The Unit Executive Committee consists of a Chairman and such other Members as they may decide. All Leaders of the Venture Scout Unit are ex officio Members of the Unit Executive Committee. The Unit Executive Committee is responsible for the composition, organisation, programme, training and administration of the Unit. The Venture Scout Leader may choose to be the Chairman of the Unit Executive Committee. If the Venture Scout Leader is not the Chairman of the Unit Executive Committee, the Chairman shall be elected by all the Venture Scouts of the Unit among themselves.
- (c) Venture Scouts wear the appropriate Venture Scout, Venture Sea Scout or Venture Air Scout uniform approved by the Association.
- (d) Age range: fifteen years to twenty years.
- (e) The following minimum standards are laid down for Venture Scout Units:
 - (i) **Numbers** - An established Venture Scout Unit shall have a minimum of six Venture Scouts.
 - (ii) **Leaders** - There shall be at least two Leaders for the Unit and at least one of them is a Warranted leader. There shall be at least one Leader who is of the same gender as the Members; and if the Unit has both male and female Members, there shall be both male and female Leaders.
 - (iii) **Youth Programme and Training** - The youth programme and training of Venture Scouts shall be in accordance with the "Venture Scout Training Scheme" and any amendments thereto published by the Association Headquarters.
 - (iv) **Unit Executive Committee** - The Unit Executive Committee is responsible for organising the annual programme of the Unit.
- (f) The District Commissioner is required to assist Units to meet and exceed the minimum standards. If a Unit fails to reach the minimum standards for two consecutive calendar years the Unit is liable to be suspended or closed by the District Commissioner with the approval of the Regional Commissioner.

Rule 2.3.7

The Rover Scout Crew

- (a) A Rover Scout Crew is made up of Rover Scouts, managed by the Crew Management Committee.
- (b) Members of the Crew Management Committee is elected by the Rover Scouts of the Crew and consists of a Chairman and such other Members as they may decide. The Crew Management Committee is responsible for the composition, organisation, programme, training and administration of the Crew.
- (c) Rover Scouts wear the appropriate Rover Scout, Rover Sea Scout or Rover Air Scout uniform approved by the Association.
- (d) Age range: eighteen years to twenty-five years.
- (e) The following minimum standards are laid down for Rover Scout Crews:
 - (i) **Numbers** - An established Rover Scout Crew may not have less than six Rover Scouts
 - (ii) **Leaders** - There shall be at least two Leaders for the Crew and at least one of them is a Warranted Leader. There shall be at least one Leader who is of the same gender as the Members; and if the Crew has both male and female Members, there shall be both male and female Leaders.
 - (iii) **Youth Programme and Training** - The youth programme and training of Rover Scouts shall be in accordance with the "Rover Scout Training Scheme" and any amendments thereto published by the Association Headquarters.
 - (iv) **Crew Management Committee** - The Crew Management Committee is responsible for organizing the annual programme of the Unit.
- (f) The District Commissioner is required to assist Crews to meet and exceed the minimum standards. If a Crew fails to reach the minimum standards for two consecutive calendar years the Crew is liable to be suspended or closed by the District Commissioner with the approval of the Regional Commissioner.

Rule 2.3.8

To meet the special circumstances of each case and/or the demands of individual stage of development, the District Commissioner may, in exceptional circumstances, permit a child or a youth or a youth member to join or remain in a Section (as the case may be) outside the prescribed age limits stated above, subject to Rule 2.3.3(c) regarding the minimum age of entry into the Grasshopper Scout Ring.

Rule 2.4 Youth Members

Rule 2.4.1 Admission

Subject to Rule 1.3.3, Youth Members become Members of the Association on joining a Scout Group and forfeit this Membership when they leave the Group. Each Youth Member shall only possess a youth membership in one single Scout Group at any time. The admission of any Youth Member to the Scout Group rests with the Group Scout Leader, subject to the membership policy defined in the agreement with the Sponsor, if any. The Group Scout Leader will generally delegate responsibility for admission to the Scout Leader of the Sectional Unit concerned.

Rule 2.4.2 Transfers

When a Member leaves a Scout Group due to moving to another locality, the Group Scout Leader shall, at his request, prepare a letter for the Member to produce to a new Scout Group that he will join. If a Member leaves a Scout Group due to moving to another country, the Group Scout Leader should refer the Member to the International Commissioner of the Association for making possible arrangements for the Member to continue Scouting in the other country.

Rule 2.4.3 Dismissal

A Sectional Leader with the consent of the Group Scout Leader may dismiss a Youth Member from a Scout Group. A written notice shall be sent so soon as possible to the Member's last known address, informing him of the decision with reason(s) and his right to appeal under 2.4.4. In a Sponsored Scout Group, the Sponsor must be consulted before such dismissal takes place.

Rule 2.4.4 Appeals against Dismissal

Any Youth Member who is dismissed from a Scout Group pursuant to 2.4.3 has the right of appeal within thirty days from the date of written notice (with the aid of parents if so desired) to the Regional Commissioner, who may appoint a committee to hear the appeal. Reasonable opportunity shall be given for him to state his case in person to such a committee. If the dismissal occurred in a Sponsored Scout Group, the Representative of the Sponsor who shall have been consulted in accordance with 2.1.2(c), has the right to attend and be heard by the committee.

Rule 2.5 Appointment of Leaders and Instructors in the Scout Group

Rule 2.5.1 Warrants and Provisional Warrants

- (a) Warrants shall be issued to those leaders who have completed the specified stage of the Wood Badge Training as prescribed by the Chief Commissioner from time to time.
- (b) Provisional Warrants may be issued to those leaders who have not yet completed the specified stage of the Wood Badge Training. Holders of Provisional Warrants shall complete the specified stage of the Wood Badge Training so as to become eligible for a Warrant before the expiry date of the Provisional Warrants.

Rule 2.5.2 Appointment of Group Scout Leader

- (a) The District Commissioner is responsible for nominating a Group Scout Leader, after consulting the Representative of the Sponsor and/or the Group Scouters' Meeting, as appropriate.
- (b) The nominee shall satisfy the District Commissioner that he:
 - (i) is within the prescribed age limits for the appointment under 2.6;
 - (ii) is suitable in character and antecedents to be entrusted with the care of young people;
 - (iii) has the necessary qualification to carry out the duties of the appointment under 2.6;
 - (iv) understands and accepts the Aim and Method of the Association in this POR;
 - (v) understands and accepts the Leader Training obligations which apply to the appointment under 2.5.5.
- (c) The nominee for the appointment of the Group Scout Leader must fill out and sign the nomination form.
- (d) If the Regional Commissioner endorses the nomination, he shall send the endorsed nomination form to the Chief Commissioner who shall, if he thinks fit, issue a Warrant/Provisional Warrant to the Group Scout Leader.
- (e) Where the position of a Group Scout Leader is vacant, the District Commissioner shall designate a leader as the "Scouter-in-charge", after consulting the Sponsor, the Group Chairman and/or the Group Scouters' Meeting pending the appointment of a Group Scout Leader. The Scouter-in-charge shall assume the responsibilities of the Group Scout Leader as provided herein.

Rule 2.5.3 Appointment of Assistant Group Scout Leaders, Leaders and Assistant Leaders

- (a) The appointment of an Assistant Group Scout Leader will generally be approved by the District Commissioner if the Scout Group has at least three Sectional Units or over 80 Youth Members.
- (b) The appointment of the Assistant Group Scout Leader, Leaders and Assistant Leaders shall follow the procedures as prescribed in 2.5.2(b) to 2.5.2(e), with both the Group Scout Leader and the District Commissioner being responsible for nominating the Leaders.

Rule 2.5.4 Presentation of Leader Warrants/Provisional Warrants

Leader Warrants/Provisional Warrants will preferably be presented by the District Commissioner or, by the Deputy District Commissioner or the Assistant District Commissioner of the Section concerned so soon as possible after receipt. The Leader shall make or reaffirm the Scout Promise when receiving the Leader Warrant/Provisional Warrant.

Rule 2.5.5 Leader Training Obligations

- (a) The holders of Leader Warrant/Provisional Warrant have obligation to complete the Wood Badge Training.
- (b) The Association may require a Leader to complete Wood Badge Training or the specified stage of Wood Badge training within a reasonable period and if the Leader fails to do so; his Leader Warrant/Provisional Warrant may lapse.

Rule 2.5.6 Leader Warrant and Provisional Warrant Reviews

- (a) Subject to the provisions of 1.3.6 (Termination of Membership) and 2.5.5 (Leader Training Obligations) the Warrants of Leaders in a Scout Group remain valid for a period not exceeding 4 years from the year of issue, when they shall be reviewed by the District Commissioner; and Provisional Warrants of Leaders in a Scout Group remain valid for a period not exceeding 2 years from the year of issue, when they shall be reviewed by the District Commissioner.
- (b) Warrants upon their expiry may be renewed on the recommendation of the District Commissioner.
- (c) Provisional Warrants will not be renewed unless supported by reasonable explanation given by the Warrant holder as to why the holder could not complete the specified stage of the Wood Badge Training required for a Warrant within the specified period.

- (d) The District Commissioner or the Regional Commissioner may also review any Warrants/Provisional Warrants of Leaders in a Scout Group at any time as he may think fit.
- (e) All review records shall be filed and kept at the District Headquarters with duplicates kept at the Regional Headquarters.
- (f) When any warrant is not renewed, the warrant holder and his Group Scout Leader and the District Commissioner shall be notified in writing by Association Headquarters.

Rule 2.5.7 Ceasing to hold an Appointment

- (a) On ceasing to hold an appointment, the Leader's Warrant/Provisional Warrant shall automatically lapse and become null and void.
- (b) If the Warrant/Provisional Warrant of a Leader has been terminated under the provisions of this POR, he shall return the cancelled Warrant/Provisional Warrant to the Association.

Rule 2.5.8 Cancellation of Leader Warrants/Provisional Warrants

The Chief Commissioner may suspend or cancel a Leader's Warrant/Provisional Warrant on his own motion or on the recommendation of the District Commissioner or the Regional Commissioner, if the holder

- (a) wishes to resign;
- (b) acquiesces when notified that a recommendation is to be made for the cancellation of his Warrant/Provisional Warrant;
- (c) does not meet the age and qualification requirements;
- (d) has failed to complete satisfactorily his leader training obligations without good reason;
- (e) has failed the Warrant/Provisional Warrant review under 2.5.6;
- (f) has discontinued or failed to perform the duties of the appointment;
- (g) has demonstrated that he no longer accepts the fundamental principles of the Scout Movement as embodied in the Aim, Mission, Method, the Scout Promise and the Scout Law;
- (h) is confirmed by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
- (i) is directed by the Chief Commissioner to relinquish his appointment.

Rule 2.5.9 Limitation of Warranted Appointments

- (a) No Leader may hold more than one warranted appointment in the same Group unless he is able to carry out all the related duties satisfactorily. The approval of the Commissioners concerned shall be required before a second warranted appointment can be processed.

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- (b) No Leader may hold more than three warranted appointments unless with the express approval of the Chief Commissioner.
- (c) The Group Scout Leader and the Assistant Group Scout Leader shall not hold any other warranted appointment in the same Group.
- (d) Venture Scout shall not hold any warranted appointment.

Rule 2.5.10 Appointment of Instructors

Instructors in Scout Group are appointed by the Group Scout Leader. If the prospective Instructor is a Venture Scout or a Rover Scout, the appointment is subject to the agreement of his Sectional Leader. The appointments shall be reviewed by the Group Scout Leader every year and may be renewed. Instructors do not hold Leader Warrants but will be issued with Certificates of Appointment.

Rule 2.5.11 Cancellation of Instructor Appointments

Instructor appointments may be cancelled by the Group Scout Leader on any one of the following grounds:

- (a) that the holder wishes to resign;
- (b) that the holder acquiesces when notified that a recommendation is to be made for the cancellation of the appointment;
- (c) that the period of the appointment has expired and it is not to be renewed;
- (d) that the holder has discontinued or failed to perform the duties of the appointment;
- (e) that the holder has demonstrated that he no longer accepts the fundamental principles of the Scout Movement as embodied in the Aim, Mission and Method, the Scout Promise and the Scout Law;
- (f) that the Chief Commissioner so directs.

Rule 2.6 Qualifications and Responsibilities of Leaders and Instructors in a Scout Group

Rule 2.6.1 The Group Scout Leader, Assistant Group Scout Leader and Group Scouter-in-charge

The Group Scout Leader

(a) **Age Limits** – Minimum age is thirty and shall retire on reaching the sixty-fifth birthday.

(b) Responsibilities

The Group Scout Leader is responsible to the District Commissioner for:

- (i) the continuity and development of the Scout Group;
- (ii) meeting the minimum standards of the Sectional Units in the Scout Group;
- (iii) providing programme and training of Youth Members in various Sections of the Group in accordance with the Training and Programmes laid down by the Association;
- (iv) maintaining effective communication with the District Commissioner and his staff;
- (v) acting as Chairman of the Group Scouters' Meeting under 2.9 and fostering co operation and team spirit among Scouters of the Group;
- (vi) nominating the Group Chairman (2.7);
- (vii) matters relating to the admission of Youth Members;
- (viii) maintaining a good relationship with the Group's immediate community and, in the case of a Sponsored Scout Group, with the Sponsor, and/or its Representative; and
- (ix) all other matters specified in this Chapter concerning Group Scout Leaders.

The Assistant Group Scout Leader

(a) **Age Limits** – Minimum age is twenty-five and shall retire on reaching the sixty-fifth birthday.

(b) Responsibilities

An Assistant Group Scout Leader may be appointed to assist the Group Scout Leader to discharge his duties, under 2.5.3(a). His responsibilities are specified by the Group Scout Leader, who shall have regard to the desirability of developing the Assistant's leadership potential.

Group Scouter-in-charge

- (a) **Age Limits** - Minimum age of the Group Scouter-in-charge appointed under 2.5.2(e) is twenty-one and shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities** - His responsibilities will be those of the Group Scout Leader.

Rule 2.6.2 The Grasshopper Scout Leader

- (a) **Age Limits** – Minimum age is twenty-one and shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities**
The Grasshopper Scout Leader is responsible for the programme of a Grasshopper Scout Ring, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Grasshopper Scout Leaders and Instructors.

Rule 2.6.3 Assistant Grasshopper Scout Leaders

- (a) **Age limits** – Minimum age is eighteen and shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities**
The responsibilities of Assistant Grasshopper Scout Leaders are specified by the Grasshopper Scout Leader, who shall have regard to the desirability of developing the Assistant's leadership potential.

Rule 2.6.4 The Cub Scout Leader

- (a) **Age Limits** – Minimum age is twenty-one and shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities**
The Cub Scout Leader is responsible for the youth programme and training of Cub Scouts, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Cub Scout Leaders and Instructors.

Rule 2.6.5 Assistant Cub Scout Leaders

- (a) **Age Limits** – Minimum age is eighteen and shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities**
The responsibilities of Assistant Cub Scout Leaders are specified by the Cub Scout Leader, who shall have regard to the desirability of developing the Assistant's leadership potential.

Rule 2.6.6 The Scout Leader

- (a) **Age limits** – Minimum age is twenty-one and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

The Scout Leader is responsible in conjunction with the Patrol Leaders' Council for the youth programme and training of Scouts, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Scout Leaders and Instructors.

Rule 2.6.7 Assistant Scout Leaders

(a) **Age Limits** - Minimum age is eighteen and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

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

Rule 2.6.8 The Venture Scout Leader

(a) **Age Limits** - Minimum age is twenty-one and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

The Venture Scout Leader is responsible in conjunction with the Unit Executive Committee for the youth programme and training of Venture Scouts, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Venture Scout Leaders and Instructors.

Rule 2.6.9 Assistant Venture Scout Leaders

(a) **Age Limits** - Minimum age is twenty-one and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

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

Rule 2.6.10 The Rover Scout Leader

(a) **Age Limits** - Minimum age is twenty-six and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

The Rover Scout Leader is responsible in conjunction with Crew Management Committee for the youth programme and training of Rover Scouts, subject to the general supervision of the Group Scout Leader with the assistance of Assistant Rover Scout Leaders and Instructors.

Rule 2.6.11 Assistant Rover Scout Leaders

(a) **Age Limits** - Minimum age is twenty-six and shall retire on reaching the sixty-fifth birthday.

(b) **Responsibilities**

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

(c) An Assistant Rover Scout Leader cannot be a Rover Scout at the same time.

Rule 2.6.12 Instructors

(a) **Age Limits** - Minimum age is eighteen and shall retire on reaching the seventieth birthday.

(b) **Responsibilities**

Instructors are responsible for aspects of training or skill instruction as specified at the time of their appointment. They shall not carry any function of a Warranted Leader for the Management of the Group.

Rule 2.7 Appointment of Lay Members in the Scout Group

Rule 2.7.1 Group Lay Members are appointed by the following procedures:

(a) The Group President and the Group Chairman

A Group may have a Group President and together with the Chairman are nominated by the Group Scout Leader and their appointments are confirmed by the Group Council at its Annual General Meeting.

(b) The Group Secretary and the Group Treasurer

The Group Secretary and the Group Treasurer are nominated by the Group Scout Leader and appointed by the Group Council at its Annual General Meeting.

(c) Other Lay Members

Other Lay Members as may be required may be elected by the Group Council if it so wishes, subject to the approval of the Group Scout Leader.

Rule 2.7.2 Limitation of Group Lay Member Appointments

The offices of the Group President, the Group Chairman, the Group Secretary and the Group Treasurer shall not be combined and shall not be held by a Warranted Leader in the same Group.

Rule 2.7.3 Age Limits

The minimum age for the appointment of Lay Members in a Group is eighteen and there is no retirement age.

Rule 2.7.4 Records of Group Lay Member Appointments

The Group Scout Leader shall furnish relevant information of the Lay Members of the Group to the Association Headquarters within thirty days of the appointment with copies to the District Commissioner and the Regional Commissioner.

Rule 2.7.5 Termination of Group Lay Member Appointments

The appointment of a Group Lay Member may be terminated by:

- (a) the resignation of the holder;
- (b) the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the Group Council;
- (c) the expiry of the period of appointment;
- (d) confirmation by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
- (e) the Chief Commissioner's direction.

Rule 2.8 Responsibilities of Group Lay Members

Rule 2.8.1 The Group President

The Group President if appointed is to preside the Group Annual General Meeting and to encourage the development of the Scout Group and to ensure that it can meet its financial requirements. This is an honorary appointment and the appointee does not carry administrative duties in the Scout Group. The Scout Group may elect not to appoint a Group President in which case the Group President's responsibilities shall fall on the Group Chairman.

Rule 2.8.2 The Group Chairman

The Group Chairman is appointed to work closely with the Group Scout Leader in the administration of the Group with the objective of creating the best possible environment and facilities for the training and youth programme in the Group. In the absence of the Group President acts as the Chairman of the Annual General Meeting of the Group Council.

Rule 2.8.3 The Group Secretary

The Group Secretary is appointed to:

- (a) act as Secretary of the Group Council;
- (b) keep such records concerning the administration and training in the Group as the Group Scout Leader or the Group Chairman may direct.

Rule 2.8.4 The Group Treasurer

The Group Treasurer is appointed to:

- (a) advise the Group Council on all financial matters;
- (b) prepare, in consultation with the Group Scout Leader, an annual budget for approval by the Group Council;
- (c) table at each Group Council meeting a statement of accounts showing accurately the latest financial position of the Group;
- (d) collect the Association Membership Subscription from all Members of the Group who are liable for this payment and to remit the total sum to the Association if so directed;
- (e) receive all monies on behalf of the Group and all its Sectional Units and keep account of all funds;
- (f) pay out expenditures as authorized by the Group;
- (g) open such bank accounts as may be necessary in the name of the Group;
- (h) ensure that funds allotted to the Group and all its Sectional Units are properly accounted for;

- (i) supervise the administration of Group property and equipment and ensure that proper inventories are maintained and proper insurance is arranged.

Rule 2.9 The Group Scouters' Meeting

Rule 2.9.1 The Group Scouters' Meeting is chaired by the Group Scout Leader and is held as frequently as necessary and at least once every three months. Its purpose is to:

- (a) review the progress and effectiveness of the programme, training and activities of all the Sectional Units of the Group;
- (b) review the well-being and development of the Youth Members in the Group;
- (c) plan and coordinate youth programme, training and activities in the Group;
- (d) encourage and support Leaders' training and development;
- (e) plan, coordinate with, and support District, Regional and Association events;
- (f) project financial requirements of the training programmes and activities in the Group;
- (g) assume the responsibility as detailed in 2.10.5 and 2.10.6 when the Scout Group does not have a Group Scout Council.

Rule 2.9.2 Membership of the Group Scouters' Meeting

All leaders holding Warrants/Provisional Warrants in the Group, the Chairman of the Executive Committee of the Venture Scout Unit, and the Chairman of the Management Committee of the Rover Crew are Members of the Meeting. Instructors may attend Group Scouters' meeting as observers.

Rule 2.10 The Group Council

Rule 2.10.1 The Group Council

- (a) A Scout Group should have a Group Council. The function of the Group Council is to support and promote the scouting activities of the Group.
- (b) A Group Council must, on or before 30th June in each year, hold an Annual General Meeting presided over by the Group President/Group Chairperson to:
 - (i) receive the Annual Report of the Group, and the audited financial statement;
 - (ii) confirm the appointment of the Group President if elected to have one, and/or the Group Chairman;
 - (iii) appoint the Group Secretary and the Group Treasurer;
 - (iv) elect Members of the Group Council as defined in 2.10.4;
 - (v) appoint a Group Auditor;
 - (vi) ratify the budget of the Group for the current year;
 - (vii) consider and approve other matters which can be competently dealt with.

Rule 2.10.2 Group Council Meeting

The Group Council shall meet at least once every six months to support the Group Scout Leader in meeting his responsibilities to

- (a) promote Scouting in the Group;
- (b) arrange financial support and fund raising;
- (c) administer Group finance and assets;
- (d) nominate Lay Members for election to the Group Council, in consultation with the Group Scout Leader;
- (e) review and endorse the annual report and audited financial statements for presentation to its Annual General Meeting;
- (f) plan recruitment of Leaders;
- (g) attend administrative matters in the Group.

Rule 2.10.3 Ceasing to be a Member of the Group Council

Membership of the Group Council ceases upon:

- (a) the resignation of the Member;
- (b) the dissolution of the Council;
- (c) the termination of such Membership by the Association following recommendation by the Group Council;
- (d) expiry of the appointment.

Rule 2.10.4 Membership of the Group Council

The Group Council consists of:

- (a) Group President, if any
- (b) Group Chairman
- (c) Group Scout Leader
- (d) Assistant Group Scout Leader, if any
- (e) All Sectional Leaders and Assistant Leaders
- (f) Group Secretary
- (g) Group Treasurer
- (h) Representative of the Sponsor, if any
- (i) District Commissioner or his representative, if any
- (j) Lay Members, including Group Adviser, if any

Rule 2.10.5 Conduct of Meetings in the Group Council

- (a) Decisions are made by a majority of votes. In the event of an equal number of votes being cast in any issue, the Chairman does not have a casting vote and the motion is deemed to have been defeated.
- (b) In meetings of the Group Council, only Members as stated in 2.10.4 may vote.
- (c) The Group Council shall make a resolution defining the quorum for Meetings of the Group Council.
- (d) The Group President, if appointed shall only preside the Group Annual General Meeting.
- (e) The minutes of each meeting of the Group Council shall be prepared by the Group Secretary and kept by the Group.

Rule 2.10.6 When a Scout Group does not have a Group Council, the Group Scouters' Meeting shall assume the responsibility to:

- (a) approve the Annual Report of the Group, including the audited accounts;
- (b) approve the budget of the Group for the ensuing year;
- (c) appoint a Leader to perform the duties of Group Treasurer;
- (d) appoint a Leader to perform the duties of Group Secretary;
- (e) appoint an Auditor;
- (f) deliberate on the provision of financial support and arrangements for raising of funds; and
- (g) administer Group finance and assets.

Rule 2.11 Group Finance

- Rule 2.11.1**
- (a) All Scout Groups are required to keep proper books of accounts and statements of accounts in accordance with the guidelines issued by the Association Headquarters from time to time, and to send them as required by this POR to the District Commissioner and to have their accounts audited.
 - (b) Books and statements of accounts shall be preserved for not less than seven years from the date of the last entry.

Rule 2.11.2 Submission of Audited Financial Statements

- (a) The financial year of the Association is from 1st April to 31st March. All Scout Groups are required to submit their audited financial statements as at 31st March annually, which has been approved at their Annual General Meeting to the District Commissioner, not later than 30th June of each year. The audited financial statements shall contain:
 - (i) a statement of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested as at 31st March or such other date as the District Commissioner may otherwise specify;
 - (ii) a separate statement of assets forming part of a permanent endowment such as property held by the Group which may not be sold or disposed of;
 - (iii) a statement of liabilities;
 - (iv) a statement of receipts during the financial year ending on the same date, classified as to the nature of the receipt, showing separately receipts related to a permanent endowment, if any;
 - (v) a statement of payments made during the financial year ending on the same date, classified as to the nature of the payment, showing separately payments made out of a permanent endowment, if any.
- (b) The Group Auditor, appointed at the Annual General Meeting of the Group Council, shall be an independent and competent person, and preferably a qualified public accountant.
- (c) In the case of a Scout Group that does not have a Group Council, the functions referred to in Rule 2.11.2 (a) and 2.11.2 (b) are to be performed by the Group Scouters' Meeting.
- (d) A District Commissioner may at any time call for audited financial statements from any Group in the relevant District.

Rule 2.11.3 Funds Administered by Sectional Units in the Scout Group

- (a) Each Sectional Unit of a Scout Group shall administer and keep proper records of any subscriptions or other payments made by its Members and sums allotted for current spending by the Group.
- (b) Any subscription or other payments made by the Members of the Sectional Unit shall be deposited in the Group's bank account so soon as practicable after receipt. The Group Treasurer shall keep such records of account as are necessary for this purpose.
- (c) Each Sectional Unit may maintain a cash account, as authorized by the Group Council. If such an account is maintained, the Leader of the Sectional Unit is responsible for producing a proper statement of cash balance and supporting payment receipts on request and in any event not less than once every three months.
- (d) Funds administered by Sectional Units shall be shown in the Group's books of accounts and shall be included in the Group's Annual statement of accounts.

Rule 2.11.4 Group Bank Accounts

- (a) All Scout Groups shall have bank account(s) in the name of the Group or the Sponsor. The account(s) shall be operated by not less than two signatories authorized by the Group Council, or the Group Scouter's Meeting.
- (b) All money received by or on behalf of the Scout Group and/or Group Council shall be paid into the bank account(s) of the Group as soon as practicable.
- (c) No money received by any Sectional Unit, the Group, the Group Council shall be paid into anybody's personal bank account.
- (d) A copy of all bank account statements as at 31st March or other date concluding the financial year shall be sent to the District Commissioner together with the Annual Statement of Accounts.

Rule 2.11.5 Payment of Membership Subscription

- (a) In order to meet the obligations to the World Organisation of the Scout Movement, the Association may require Members of the Association including members of a Scout Group to pay Membership Subscription.
- (b) The amount of the Membership Subscription may be determined from time to time by the Association.
- (c) Scout Groups may be required to collect Membership Subscription from Members and to remit it to the Association Headquarters in accordance with the relevant administrative instructions.

- (d) Under special circumstances, Groups may apply to the Chief Commissioner through the District and Regional/Branch Commissioners for partial or total exemption of their Members from payment of Membership subscriptions. Such exemption may be granted by the Chief Commissioner either unconditionally or on such conditions as may be appropriate.

Rule 2.11.6 Fund Raising in the Scout Group

- (a) All Scout Groups are expected to provide sufficient funds to carry out their own training and programme. If deemed necessary, Scout Groups may organise fund raising activities in accordance with the provisions herein.
- (b) Fund raising carried out in the name of Scouting should be conducted in accordance with the financial guidelines issued by the Association Headquarters from time to time.
- (c) The raising of funds is largely a matter for the adults working in support of Scouting through the Group Council, but Youth Members may participate in fund raising provided that such activities do not take precedence over their programme and training.
- (d) Fund raising proposal shall be submitted to the District Commissioner with reasonable advance notice. Fund raising activities shall only be organised after obtaining written approval from the District Commissioner. The Scout Group shall have to comply with the following requirements:
 - (i) the method of fund raising is consistent with the Association's Aim, Mission and purposes and is also consistent with the Association's reputation and good standing;
 - (ii) the event does not clash with other fund raising activities of the Association;
 - (iii) the proceeds, or, in the case of joint activities with other charitable organisation(s), that portion of the proceeds allotted to the Group, go wholly to support the work of the Group;
 - (iv) in the case of joint activities with other charitable organisation(s), the Association Headquarters shall be consulted if there is any doubt as to the nature or intentions of the other organisation(s);
 - (v) the total expenditure incurred shall not exceed an appropriate proportion of the total amount of proceeds raised; and
 - (vi) due consideration shall be given to the relevant guidelines of the Government Authorities in relation to fund raising for non-profit organisations.

- (e) An account of income and expenditure of the activity shall be submitted to the District Commissioner within thirty days after the fund raising activity.
- (f) Applications for outside funding in the name of the Group shall be submitted through the Association Headquarters with the recommendation of the appropriate responsible Commissioner(s).

Rule 2.11.7 Assets, Equipment and Funds

- (a) Scout Groups shall be properly accommodated and equipped in order to carry out their training and programme.
- (b) The Group Scout Leader or the Group Secretary shall ensure that all legal requirements relevant to the ownership and renting of all assets and equipment (including but not limited to premises, vehicles and vessels) are complied with and that all requirements as to their conditions, testing and any other matters are fulfilled.
- (c) All assets and equipment shall be registered either in the name of the Group or in the name of a nominee. In the latter case, the registration shall show that the person is a nominee of the Group and not the private owner of the said assets and equipment. There shall be proper legal document stating to that effect.
- (d) The Group Scout Leader or the Group Treasurer shall maintain proper inventory of all assets and equipment owned or rented by the Group.
- (e) All funds of a Scout Group can only be used for the betterment of Scouting and for the benefits of all Members of the Group, and may only be invested in accordance with the Association's financial guidelines and in strict accordance with the provisions of the Trustees Ordinance, Cap 29 of the Laws of Hong Kong, as if the same are trust funds.
- (f) In the case of a Sponsored Scout Group, the agreement between the Sponsor and the Association shall identify the assets and equipment owned by the Sponsor and those owned by the Association respectively. The latter shall be administered in accordance with the provisions stated herein.

Rule 2.11.8 Disposal of Assets

- (a) **At Amalgamation:** If two or more Scout Groups amalgamate, the retiring Group Scout Leader, the Group Secretary or the Group Treasurer shall ensure that :

- (i) a statement of accounts as detailed in 2.11.2, as of the date of the amalgamation, is prepared and handed over, together with all Group assets and supporting books of accounts and vouchers, to the Group Scout Leader or Treasurer of the Group formed by the amalgamation. If necessary, the Group Treasurer of the amalgamated Group may request the District Commissioner to appoint an auditor to examine the accounts; and
 - (ii) all documents of title are handed over and all necessary assignments of assets are to be executed for the benefits of the new Group.
- (b) **At Closure:** On cancellation of a Group's registration,
- (i) the Group Scout Leader or the Group Treasurer shall ensure that a statement of accounts as detailed in 2.11.2, as of the date of the closure, is prepared and handed over, together with all Group assets and supporting books of accounts and vouchers, to the District Commissioner so soon as possible after closure;
 - (ii) the District Commissioner shall forward a copy of the Statement to the Regional Commissioner, after he is satisfied that the statement reflects the true state of the Group's financial position at the date of the closure;
 - (iii) the Chief Commissioner shall give instructions for the disposal of the Group's assets; and
 - (iv) until these instructions are received, the District Executive Committee shall take all necessary steps to ensure the preservation of all the assets and documents of title of the Group.

Rule 2.11.9 Safe Custody of Documents

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

Rule 2.12 Accidents and Insurance

Rule 2.12.1 Accidents

- (a) If any person, whether a Member of the Association or not, suffers personal injury (where injury necessitates treatment by a doctor, dentist or at hospital) or dies in the course of, or arising out of, a Scout activity or while on, or in connection with, any Scout property; or in an accident during a Scout activity results in damage to third party property, both the District commissioner and the Regional Commissioner shall be informed immediately.
- (b) On receipt of this information, the Regional Commissioner shall inform the Association Headquarters immediately. The District Commissioner will in consultation with the Regional Commissioner issue the necessary instructions and forms in respect of possible insurance claims.
- (c) In the event of an injury or fatality, or damage to third party property, no admission of liability shall be made and advice from the Association Headquarters shall be sought.
- (d) The above provisions shall be read in conjunction with the guidelines and instructions of the Association in connection with insurance coverage made available by the Association.

Rule 2.12.2 Insurance Cover

- (a) The Association has annual insurance policies, including but not limited to the following risks:
 - (i) Property All Risks;
 - (ii) Public Liability;
 - (iii) Group Personal Accident; and
 - (iv) Directors' and Officers' Liability.Each Scout Group should consider whether the Association's insurance cover is adequate and obtain additional cover whenever necessary.
- (b) Every Group shall comply with all rules, guidelines and instructions governing activities and safety precautions laid down by the Association from time to time to ensure that insurance cover provided by the Association remains effective.
- (c) Every Group shall maintain valid registration with the Association so as to ensure that their Members are included in insurance cover provided by the Association.

Rule 2.13 Disputes within the Scout Group

- Rule 2.13.1** The following procedures shall be followed if informal efforts to resolve disputes within a Scout Group have been made and failed:
- (a) Any dispute between Scouters within the Group shall be referred to the District Commissioner, who will mediate in consultation with the Group Scout Leader and the Sponsor or its representative if there is any.
 - (b) Any dispute between any Scouter and the Sponsor or the Group Council shall be referred to the District Commissioner and the District Executive Committee.
 - (c) If the District Commissioner and/or the District Executive Committee is unable to resolve the dispute, it shall be referred to the Regional Commissioner.
 - (d) All the parties in the dispute shall be given reasonable opportunity to state their cases and be heard.

Rule 3 The Scout District

Rule 3.1 The Scout District

A Scout District (also refers to as a District) is a frontline formation of the Association providing leadership, supervision, advice and support for Scout Groups within a prescribed area in the Hong Kong Special Administrative Region.

Rule 3.2 District Establishment

- Rule 3.2.1**
- (a) The establishment of a District is recommended by the Regional Commissioner and approved by the Chief Commissioner. Upon approval, the Association Headquarters will issue a Certificate of Establishment to the prospective District Commissioner through the Regional Commissioner.
 - (b) Any changes in the establishment, including amalgamation of Districts, and changes in District boundaries, are matters of the Association Headquarters.

Rule 3.2.2 Suspension of District Operations

- (a) A District may have its operations suspended by the Regional Commissioner with the approval of the Chief Commissioner, pending review of a recommendation for the cancellation of the District's establishment.
- (b) In the event of suspension of operations in a District, Scout Groups within the District are not affected but all activities in the District Headquarters shall cease and, except as the Chief Commissioner may otherwise direct, all appointments of Commissioners, District Staff, and Lay Members within the District are suspended.
- (c) The Regional Commissioner shall provide for the administration of the District during its suspension.

Rule 3.2.3 Cancellation of Establishment

- (a) The establishment of a Scout District may be cancelled by the Chief Commissioner, who will then recommend to the Chief Scout to withdraw all Warrants of the Commissioners in the District. All appointments of the District Staff and Lay Members will also be cancelled by the Chief Commissioner.
- (b) When the establishment of a District is cancelled, the District ceases to exist. The Regional Commissioner shall take action to sort out the finance and other assets of the District in accordance with the Chief Commissioner's instruction and provide for the administration and support to Groups within the District.

Rule 3.3 District Composition and Organisation

- Rule 3.3.1** A Scout District is led by a District Commissioner, who is supported by:
- (a) The District Staff;
 - (b) The District Scout Council; and
 - (c) The District Executive Committee.

Rule 3.3.2 The District Staff

Subject to the work load and needs of the District, the District Staff consists of:

- (a) Not more than two Deputy District Commissioner(s). If there are two, one of them shall be responsible for Leader Training;
- (b) An Assistant District Commissioner for Leader Training if there is only one Deputy District Commissioner;
- (c) An Assistant District Commissioner for each Scout Section subject to 3.3.3;
- (d) All Group Scout Leaders (or the Group Scouters-in-charge as the case may be) within the District;
- (e) District Scout Leaders for each Scout Section;
- (f) A District Quartermaster;
- (g) A District Badge Secretary;
- (h) District Scouters;
- (i) Assistant District Scouters.

- Rule 3.3.3** An Assistant District Commissioner of a Section shall not normally be required if there are less than five Groups in the District which have that Section.

Rule 3.4 Appointment of Commissioners and Scouters in the Scout District

Rule 3.4.1 Warrants and Provisional Warrants

- (a) Warrants shall be issued to those Scouters or Commissioners who have completed specified stage of the Wood Badge training as prescribed by the Chief Commissioner from time to time. Warrants shall remain valid for a period not exceeding 4 years from the year of issue.
- (b) Provisional Warrants may be issued to those Scouters who have not completed specified stage of the Wood Badge Training. Provisional Warrants shall remain valid for a period not exceeding 2 years from the year of issue.

Holders of Provisional Warrants shall complete specified stage of the Wood Badge Training so as to become eligible for a Warrant before the expiry date of the Provisional Warrants.

Rule 3.4.2 Appointment of District Commissioner

- (a) District Commissioner with the rank of Commissioner Grade V shall be nominated by the Regional Commissioner.
- (b) The nominee for the appointment of District Commissioner must fill out and sign the nomination form.
- (c) Regional Commissioner shall sign the nomination form and send it to the responsible Deputy Chief Commissioner for endorsement.
- (d) If the Deputy Chief Commissioner endorses the nomination, he shall send the endorsed nomination form to the Chief Commissioner who shall, if he thinks fit, recommend to the Chief Scout to issue a Warrant to the nominee. The warrant will be sent to the Regional Commissioner for presentation. The District Commissioner shall make or reaffirm the Scout Promise when receiving the Warrant.
- (e) The Warrant of a District Commissioner is eligible for renewal upon the recommendation of the Regional Commissioner.
- (f) The Regional Commissioner or the Chief Commissioner may also review the Warrant of a District Commissioner at any time he may think fit.
- (g) A District Commissioner's Warrant may be suspended or cancelled on the recommendation of the Regional Commissioner or the Chief Commissioner, if the holder
 - (i) wishes to resign;
 - (ii) acquiesces when notified that a recommendation is to be made for the cancellation of his Warrant;

- (iii) does not meet the age and qualification requirements;
 - (iv) has failed to complete satisfactorily his leader training obligations without good reason;
 - (v) has failed the Warrant review as stated in 3.4.2(e) to 3.4.2(f);
 - (vi) has discontinued or failed to perform the duties of the appointment;
 - (vii) has demonstrated that he no longer accepts the fundamental principles of the Movement as embodied in the Aim, Mission and Method, the Scout Promise and the Scout Law;
 - (viii) is confirmed by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
 - (ix) is directed by the Chief Commissioner to relinquish his appointment.
- (h) If the Warrant of a District Commissioner has been terminated under the provisions of this POR, he shall return the cancelled Warrant to the Association.
- (i) If the position of a District Commissioner is vacant, the Regional Commissioner may appoint a Deputy District Commissioner, or an Assistant District Commissioner, or any other Commissioner to act in his capacity.

Rule 3.4.3 Appointment of Deputy District Commissioner(s)

- (a) The District Commissioner is responsible for nominating his Deputy District Commissioner(s) with the rank of Commissioner Grade VI.
- (b) Two Deputy District Commissioners may be appointed in a District. District Commissioner shall specify clearly the responsibilities of each Deputy District Commissioner for the endorsement of his Regional Commissioner as stated in 3.5.2(d).
- (c) 3.4.2 where applicable also governs the appointment of Deputy District Commissioner, with the District Commissioner being responsible for the nomination and review of the appointment, and Regional Commissioner the endorsement.

Rule 3.4.4 Appointment of Assistant District Commissioners

- (a) The District Commissioner is responsible for nominating his Assistant District Commissioners with the rank of Commissioner Grade VII.
- (b) 3.4.2 where applicable also governs the appointment of Assistant District Commissioners, with the District Commissioner being responsible for the nomination and review of these appointments, and Regional Commissioner the endorsement.

Rule 3.4.5 Appointment of District Sectional Scout Leaders, Quartermaster, Badge Secretary, Scouters and Assistant Scouters

- (a) The District Commissioner is responsible for nominating his District Sectional Scout Leaders, District Quartermaster, District Badge Secretary, District Scouters, and Assistant District Scouters.
- (b) 3.4.2 where applicable also governs the appointment of District Sectional Scout Leaders, District Quartermaster, District Badge Secretary, District Scouters, and Assistant District Scouters, with the District Commissioner being responsible for the nomination and review of these appointments, and Regional Commissioner for the endorsement.

Rule 3.4.6 Limitation of Warranted Appointments

- (a) No District Staff may hold more than one warranted appointment, except Group appointment, in the same District unless he is able to carry out all the related duties satisfactorily. The approval of the Commissioners concerned shall be required before multiple warranted appointments can be processed.
- (b) No District Staff may hold more than three warranted appointments unless with the express approval of the Chief Commissioner.

Rule 3.5 Qualifications and Responsibilities of District Commissioners and Scouters

Rule 3.5.1 The District Commissioner

- (a) **Age Limits** - Minimum age is thirty and shall retire on reaching the sixty-fifth birthday.
- (b) **Qualifications** - The District Commissioner shall be a Wood Badge holder, possess experience in Scout Group and other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** - The District Commissioner reports to the Regional Commissioner and is responsible with the assistance of the District Staff for the following in his Scout District:
 - (i) promoting the Vision, Mission, Values and Aims of the Association in the District;
 - (ii) encouraging and facilitating the programme and training of Youth Members and Scouters in the District according to the Aim, Mission and Method of Scouting;
 - (iii) upholding and enforcing the Association's Policies, Rules and Regulations in the District;
 - (iv) recruiting, developing, and appraising the performance of Commissioners, Scouters and Lay Members in the District;
 - (v) promoting the organisation and effective functioning of the District Scout Council and the District Executive Committee;
 - (vi) maintaining and improving the quality of Scouting in the Scout Groups through regular visits by the District Staff;
 - (vii) ensuring harmonious co-operation of all members in the District and settling disputes between them;
 - (viii) ensuring safety in all Scouting activities and requiring strict observance of all safety precautions and rules;
 - (ix) maintaining good partnership with Sponsors of the Scout Groups and ensuring that the Association's interests are represented and protected;
 - (x) maintaining good relationship with all other bodies in the District whose work is relevant to Scouting;
 - (xi) nominating the District President and District Chairman under 3.6.1(a);
 - (xii) representing his District on the Regional Scout Council;
 - (xiii) sitting as an Ex officio Member in all Councils, Committees and Sub-committees within the District;
 - (xiv) assessing and making appropriate recommendations related to registration of the new Scout Groups;

- (xv) seeking adequate funding and other resources to support Scouting in the District;
- (xvi) filing of Annual Census and remitting to the Association Headquarters of Subscriptions of the Members if required of his District;
- (xvii) making appropriate recommendations for awards for Members in the District; and
- (xviii) performing such other duties as the Regional Commissioner may assign generally and/or specifically from time to time.

Rule 3.5.2 Deputy District Commissioner(s)

- (a) **Age Limits** - Minimum age is twenty-five and shall retire on reaching the sixty-fifth birthday.
- (b) **Qualifications** - The Deputy District Commissioner shall be a Wood Badge holder, possess experience in Scout Group and other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** - The Deputy District Commissioner is responsible to his District Commissioner in assisting him in the discharge of his duties and responsibilities in his Scout District, including but not limited to the following:
 - (i) conducting training for new and existing Leaders, and Lay Members;
 - (ii) establishing new Groups, and recruiting and retaining Members;
 - (iii) ensuring quality standards in all Scout Sections;
 - (iv) coordinating Sectional youth programme and training and activities;
 - (v) performing other administrative duties, including the submission of financial statements and census returns.
- (d) When there are two Deputy District Commissioners in the District, one of them shall be responsible for all youth programme and training matters and the other for the remaining responsibilities.

Rule 3.5.3 Assistant District Commissioners

- (a) **Age limits** - for Assistant District Commissioner (Rover Scouts), minimum age is twenty-six; for Assistant District Commissioner (Leader Training) and Assistant District Commissioner in all other Sections, viz., Assistant District Commissioner (Grasshopper Scouts), Assistant District Commissioner (Cub Scouts), Assistant District Commissioner (Scouts), and Assistant District Commissioner (Venture Scouts), minimum age is twenty-five, and all Assistant District Commissioner shall retire on reaching the sixty-fifth birthday.

- (b) **Qualifications** – The Assistant District Commissioner shall be a Wood Badge holder, possess experience in Scout Group and other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** - Assistant District Commissioners are appointed to assist the District Commissioner with particular duties on matters of Sectional youth programme and leader training.
- (d) **An Assistant District Commissioner (Leader Training)** shall be appointed when there is only one Deputy District Commissioner in the District. He is responsible to the District Commissioner for conducting training for new and existing Leaders and Lay Members.
- (e) **An Assistant District Commissioner** shall be appointed for each Section, provided that there are at least five Groups having such Section in the District. Preferably they should hold Wood Badge for their specific Section of appointment. They report directly to their District Commissioner or through the Deputy District Commissioner concerned for the following responsibilities:
 - (i) overseeing the running of the Section in the District, including personal support and encouragement to the Sectional Leaders;
 - (ii) assisting in the establishment of new Sections and recruitment and retention of Members of that Section;
 - (iii) visiting Sections in Groups and providing advice on their operations and standards;
 - (iv) organising District Sectional events;
 - (v) ensuring that District Sectional Leaders' meetings are held; and
 - (vi) performing such other duties as the District Commissioner may assign.

Rule 3.5.4 District Sectional Scout Leaders

- (a) **Age Limits** - for District Rover Scout Leaders minimum age is twenty-six; for District Scout Leaders in all other Sections, viz., District Grasshopper Scout Leader, District Cub Scout Leader, District Scout Leader, and District Venture Scout Leader, minimum age is twenty-one, and all District Sectional Scout Leaders shall retire on reaching the sixty-fifth birthday.
- (b) **Responsibilities** - District Sectional Scout Leaders are appointed to assist the respective Assistant District Commissioners on Sectional matters.

Rule 3.5.5 District Scouters, Assistant District Scouters, District Quartermaster and District Badge Secretary

- (a) **Age Limits** – for District Scouters minimum age is twenty-one; for Assistant District Scouters, the District Quartermaster and the District Badge Secretary minimum age is eighteen, and they shall retire on reaching the sixty-fifth birthday.

- (b) **Responsibilities** - District Scouters, Assistant District Scouters, the District Quartermaster and the District Badge Secretary are appointed to discharge functions in special or general areas and their duties will be defined by the District Commissioner with the endorsement of the Regional Commissioner at the time of appointment.

Rule 3.6 Appointment of Lay Members in the Scout District

Rule 3.6.1 District Lay Members are appointed in the following procedures:

(a) The District President and the District Chairman

The District President and the District Chairman are nominated by the District Commissioner with the endorsement of the Regional Commissioner, and their appointments are confirmed by the District Scout Council at its Annual General Meeting.

(b) District Honorary Presidents

District Honorary Presidents are honorary appointments nominated by the District Commissioner in consultation with the District President, and their appointments are confirmed by the District Scout Council at its Annual General Meeting.

(c) District Vice-Presidents

District Vice-Presidents are nominated by the District Commissioner in consultation with the District President and elected by the District Scout Council at its Annual General Meeting to assist and deputise for the District President.

(d) District Vice-Chairmen

District Vice-Chairmen are nominated by the District Commissioner in consultation with the District Chairman, and are elected by the District Scout Council at its Annual General Meeting. There may not have more than five District Vice-Chairmen in each District.

(e) The District Secretary and the District Treasurer

The District Secretary and the District Treasurer are nominated by the District Commissioner and elected by the District Scout Council at its Annual General Meeting.

(f) Other Lay Members

Other Lay Members in a District are elected by the District Scout Council at its Annual General Meeting, and Co-opted Lay Members are invited and co-opted by the District Executive Committee and confirmed by the District Scout Council at its Annual General Meeting.

Rule 3.6.2 Limitation of District Lay Member Appointments

The offices of the District President, the District Vice-President, the District Chairman, the District Vice-Chairman, the District Secretary and the District Treasurer shall not be combined and shall not be held by a Warranted Leader within the same District.

Rule 3.6.3 Age Limits

The minimum age for the appointment of Lay Members in a District is eighteen and there is no retirement age.

Rule 3.6.4 Records of District Lay Member Appointments

The District Commissioner shall furnish relevant information of the Lay Members of the District to the Association Headquarters within thirty days of their appointments.

Rule 3.6.5 Termination of District Lay Member Appointments

The appointment of a District Lay Member may be terminated by:

- (a) the resignation of the holder;
- (b) the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the District Executive Committee;
- (c) the expiry of the period of the appointment;
- (d) the dissolution of the District Council or the District Executive Committee, following the cancellation of establishment of the District;
- (e) confirmation by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
- (f) the Chief Commissioner's direction.

Rule 3.7 Responsibilities of District Lay Members

Rule 3.7.1 The District President, District Honorary Presidents and District Vice-Presidents

- (a) The District President is appointed to encourage the development of Scouting in the District and to ensure that it can meet its financial requirements. This is an honorary appointment and the appointee does not carry administrative duties in the Scout District.
- (b) District Honorary Presidents and District Vice-Presidents are appointed to assist the District President to carry out his duties.
- (c) In the absence of the District President, a District Vice President may act on his behalf.

Rule 3.7.2 The District Chairman and District Vice-Chairmen

- (a) The District Chairman is appointed to:
 - (i) chair the District Executive Committee;
 - (ii) sit in the Regional Scout Council as an Ex officio Member;
 - (iii) work closely with the District Commissioner to encourage the well-being and progress of Scouting in the District;
 - (iv) maintain contact with Group Chairmen and Representatives of Group Sponsors in the District; and
 - (v) sit in District sub-committees and ad-hoc groups as an Ex officio Member.
- (b) In the absence of the District President and Vice President, the District Chairman may act as the Chairman of the District Council.
- (c) District Vice Chairmen are appointed to assist the District Chairman to carry out his duties.

Rule 3.7.3 The District Secretary

The District Secretary is appointed to:

- (a) act as Secretary of the District Scout Council and the District Executive Committee;
- (b) co-ordinate the work of District sub-committees and ad-hoc groups;
- (c) distribute to all Groups and others concerned information and instructions from the Association Headquarters, the Region and the District.

Rule 3.7.4 The District Treasurer

The District Treasurer is appointed to:

- (a) advise the District Scout Council and the District Executive Committee on all financial matters;

- (b) prepare, in consultation with the District Commissioner, an annual budget for approval by the District Scout Council at its Annual General Meeting;
- (c) table at each District Executive Committee meeting and the Annual General Meeting of the District Scout Council a statement of accounts showing accurately the latest financial position of the District;
- (d) receive all monies on behalf of the District and keep accounts of all funds;
- (e) pay out expenditures as authorized by the District;
- (f) open such bank account(s) as may be necessary in the name of the District;
- (g) ensure that funds allotted or donated to the District are properly accounted for;
- (h) work closely with the Region, the District and the Groups in the District in all matters related to fund raising;
- (i) supervise the administration of District property and equipment and ensure that proper inventories are maintained and proper insurance arranged.

Rule 3.8

The District Staff Meeting

The District Staff Meeting is chaired by the District Commissioner and is held as frequently as necessary and at least once every four months to:

- (a) review the standard and effectiveness of the training and youth programme in the District;
- (b) schedule regular visits to the Groups to assess their standards and to give assistance and encouragement to their Leaders;
- (c) plan and coordinate youth programme in the District;
- (d) provide or arrange training and development for Leaders in the District;
- (e) plan and coordinate other District events;
- (f) coordinate and support events organised by the Association, the Region, and other Districts;
- (g) project financial requirements and monitor and control spending in the District.

Rule 3.9 The District Scout Council and District Executive Committee

Rule 3.9.1 The District Scout Council

- (a) The function of a District Scout Council is to support and promote the development of Scouting in the relevant District.
- (b) A District Scout Council must, on or before 30th June in each year, hold an Annual General Meeting presided over by the District President to:
 - (i) receive the Annual Report and the audited financial statements of the District Executive Committee and send a copy of the Report to the Regional Commissioner;
 - (ii) confirm the District Commissioner's nomination of the District President, District Honorary Presidents, and the District Chairman;
 - (iii) elect District Vice-Presidents, District Vice-Chairmen, a District Secretary and a District Treasurer;
 - (iv) appoint Members of the District Executive Committee as provided in 3.9.4;
 - (v) appoint a District Auditor;
 - (vi) ratify the budget of the District for the current year as approved by the District Executive Committee;
 - (vii) consider and approve other matters concerning the District.

Rule 3.9.2 Membership of the District Scout Council

The District Scout Council consists of:

- (a) The District President,
- (b) The District Commissioner;
- (c) District Honorary Presidents and District Vice-Presidents;
- (d) The District Chairman and District Vice-Chairmen;
- (e) Deputy District Commissioner(s);
- (f) Assistant District Commissioners;
- (g) The District Secretary and the District Treasurer;
- (h) District Scouters;
- (i) Other District Lay Members, including District Adviser;
- (j) Scouters, Instructors and Lay Members in Scout Groups of and in the District;
- (k) Chairmen of all Venture Scout Unit Executive Committees; and
- (l) Chairmen of all Rover Scout Crew Management Committees.

Rule 3.9.3 The District Executive Committee

The District Executive Committee is to support the District Commissioner in meeting his responsibilities and to provide support to Scout Groups in the District. The District Executive Committee shall meet at least once every four months to:

- (a) promote the development of Scouting in the District;
- (b) acquire cooperation and support from other organisations and the community;
- (c) secure financial support and raise fund for the District;
- (d) administer District finance and assets;
- (e) appoint sub-committees and ad-hoc groups, in consultation with the District Commissioner;
- (f) review and endorse the annual report including the audited financial statements of the District for approval at the Annual General Meeting of the District Scout Council;
- (g) approve the annual budget of the District;
- (h) plan recruitment of Leaders; and
- (i) attend other administrative matters of the District.

Rule 3.9.4 Membership of the District Executive Committee

The District Executive Committee consists of:

(a) Ex officio Members

- (i) The Regional Commissioner
- (ii) The Deputy Regional Commissioner responsible for Districts
- (iii) The District Commissioner
- (iv) The District Chairman
- (v) District Vice-Chairmen
- (v) Deputy District Commissioner(s)
- (vii) Assistant District Commissioners
- (viii) The District Secretary
- (ix) The District Treasurer

(b) Elected Members

Up to twelve persons may be elected by the District Scout Council at its Annual General Meeting as Elected Members, the actual number shall be by resolution of the District Scout Council and be approved by the Regional Commissioner. Not less than half of them shall be nominated by the District Commissioner.

(c) Co-opted Members

District Scout Council may co-opt members in the District Executive Committee which may include representatives of organisations and local authorities. The number of Co-opted Members shall not exceed that of the Elected Members.

Rule 3.9.5 Sub-committee and Ad-hoc Group Membership

Sub-committees and ad-hoc groups of the District Executive Committee may be established for specific purposes and their Members are nominated by the District Executive Committee. The District Commissioner and the District Chairman are Ex officio Members of all sub-committees and ad-hoc groups.

Rule 3.9.6 Conduct of meetings in the Scout District

- (a) In meetings of the District Scout Council only Members as stated in 3.9.2 may vote.
- (b) In meetings of the District Executive Committee only Members as stated in 3.9.4(a) and 3.9.4(b) may vote.
- (c) 2.10.5 as applied to Meetings in Scout Groups applies in the same way to Meetings of the District Scout Council and District Executive Committee.

Rule 3.10 District Finance

- Rule 3.10.1**
- (a) All Scout Districts are required to keep proper books of accounts and statements of accounts and shall send them on request to the Regional Commissioner to have their accounts audited.
 - (b) Books and statements of accounts shall be preserved for not less than seven years from the date of the last entry.
 - (c) When entering into any financial obligation or commitment with another party, the signatory shall make it clear to the other party that the signatory is acting on behalf of the District and not in a personal capacity.

Rule 3.10.2 Submission of Audited Financial Statements

- (a) The financial year of the Association is from 1st April to 31st March. All Scout Districts are required to submit their audited financial statements as at 31st March annually, which has been approved at their Annual General Meeting to the Regional Commissioner, not later than 30th June of each year. The audited financial statements shall contain:
 - (i) a statement of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested;
 - (ii) a separate statement of assets forming part of a permanent endowment (such as property held by the District which may not be sold or disposed of);
 - (iii) a statement of liabilities;
 - (iv) a statement of receipts during the financial year, classified as to the nature of the receipt, showing separately receipts related to a permanent endowment, if any;
 - (v) a statement of payments made during the financial year, classified as to the nature of payment, showing separately payments made out of a permanent endowment, if any.
- (b) The District Auditor, appointed at the Annual General Meeting of the District Scout Council, shall be an independent and qualified public accountant.
- (c) A Regional Commissioner may at any time call for audited financial statements from any District in the relevant Region.

Rule 3.10.3 District Bank Accounts

- (a) All Districts shall have bank account(s) in the name of the District, styled as "Scout Association of Hong Kong - xxx District". The account(s) shall be operated by not less than two signatories, authorised by the District Executive Committee. One of the signatories shall be the District Treasurer.
- (b) All money received by or on behalf of the District, District Scout Council, or District Executive Committee shall be paid into the bank account(s) of the District so soon as practicable.
- (c) No money received by the District, District Scout Council, or District Executive Committee shall be paid into any person's personal bank account.
- (d) A copy of the Statement of Accounts as at 31st March or other date concluding the financial year shall be sent to the Regional Commissioner. If more than one account is held by the District, copies of all the Statements of Accounts are required to be sent as at the same date.

Rule 3.10.4 Payment of Membership Subscription

- (a) In order to meet the obligations to the World Organisation of the Scout Movement, the Association may require Members of a District to pay Membership Subscription.
- (b) The amount of the Membership Subscription may be determined from time to time by the Association.
- (c) All Commissioners, District Scouters, Instructors and Lay Members of the District are required to pay the Membership Subscription to the Association in accordance with the relevant administrative instructions of the Association if so required.

Rule 3.10.5 Fund Raising in the Scout District

All fund raising in the Districts shall be conducted in accordance with the Association's financial guidelines issued from time to time and 2.11.6 as applied to Scout Groups applies in the same way to Scout Districts; and with the prior approval of the Regional Commissioner.

Rule 3.10.6 Assets, Equipment and Funds

2.11.7 as applied to Scout Groups applies in the same way to Scout Districts, with the District Commissioner, the District Secretary, and the District Treasurer being the responsible persons.

Rule 3.10.7 Disposal of Assets

- (a) **At Amalgamation and Closure:** 2.11.8(a) and 2.11.8(b) as applied to Scout Groups apply in the same way to Scout Districts, with the District Commissioner, the District Secretary and the District Treasurer being the responsible persons.
- (b) **At Cessation other than by Amalgamation or Closure:** If a Scout District is to split, either into two or more separate Districts, or into parts which will be amalgamated with other Districts:
 - (i) the assets of the District shall be divided into proportions approximately represented by the Scout population of each part after splitting;
 - (ii) the proportions of the District assets shall then be transferred to the Districts which will in future be responsible for those parts of the old District;
 - (iii) this process will normally be done under the supervision of the Regional Commissioner in which the District is situated, but in case of difficulties or when more than one Region is involved, the instructions of the Chief Commissioner shall be sought; and
 - (iv) pending the disposal of the assets of a Scout District which will cease to exist, all necessary steps shall be taken by the Regional Commissioner to preserve the assets and documents of title relating to District.

Rule 3.10.8 Safe Custody of Documents

2.11.9 as applied to Scout Groups applies in the same way to Scout Districts, with the District Commissioner and the District Secretary being the responsible persons.

Rule 3.11 Accidents and Insurance

Rule 3.11.1 2.12 as applied to Scout Groups applies in the same way to Scout Districts, with the District Commissioner being responsible for maintaining adequate insurance cover in respect of risks not covered by insurance effected by the Association Headquarters.

Rule 3.11.2 If action is to be taken in relation to effecting insurance or reporting claims, injuries or fatalities, this shall be taken under the supervision of the District Commissioner by the Commissioner or Leader or other adult responsible for the individual's or party's participation in the event or activity. The District Commissioner shall consult the Regional Commissioner or the Association Headquarters for direction.

Rule 3.12 Disputes within the Scout District

- Rule 3.12.1** The following procedures shall be followed if informal efforts to resolve disputes have been made and failed:
- (a) Any dispute between Commissioners or involving a Commissioner in a District shall be referred to the Regional Commissioner.
 - (b) Any dispute between other adult Members of the District shall be referred to the District Commissioner.
 - (c) If the District Commissioner is unable to resolve the dispute, or if he is himself involved, he shall refer the matter to the Regional Commissioner.
 - (d) If the Regional Commissioner is unable to resolve the dispute, he shall refer the matter to the Chief Commissioner for a decision, which shall be final.
 - (e) All parties in the dispute shall be given reasonable opportunity to state their cases and be heard.

Rule 4 The Scout Region

Rule 4.1 The Scout Region

A Scout Region (also refers to as a Region) is a formation of the Association based on the geographical divisions providing leadership, supervision, advice and support for Scout Districts within a prescribed area in the Hong Kong Special Administrative Region.

Rule 4.2 Regional Establishment

- (a) The establishment of a Region is recommended by the responsible Deputy Chief Commissioner and approved by the Chief Commissioner. Upon approval, the Association Headquarters will issue a Certificate of Establishment to the prospective Regional Commissioner.
- (b) Any changes in the establishment, including amalgamation of Regions and changes in Regional boundaries, are matters of the Association Headquarters.

Rule 4.3 Regional Composition and Organisation

Rule 4.3.1 A Scout Region is led by a Regional Commissioner, who is supported by:

- (a) The Regional Staff;
- (b) The Regional Scout Council; and
- (c) The Regional Executive Committee.

Rule 4.3.2 The Regional Staff

Subject to the work load and needs of the Region, the Regional Staff consists of:

- (a) Not more than three Deputy Regional Commissioners;
- (b) Assistant Regional Commissioner(s);
- (c) District Commissioners in the Region;
- (d) Regional Headquarters Commissioner(s);
- (e) Assistant Regional Headquarters Commissioner(s);
- (f) Regional Scouters; and
- (g) Assistant Regional Scouters.

Rule 4.4 Appointment of Commissioners and Scouters in the Scout Region

Rule 4.4.1 Warrants and Provisional Warrants

- (a) Warrants shall be issued to those Scouters or Commissioners who have completed specified stage of the Wood Badge training as prescribed by the Chief Commissioner from time to time.
- (b) Notwithstanding the requirements stipulated in 4.5.2(b) and 4.5.3(b) and subject to the express approval of the Chief Commissioner, Provisional Warrants may be issued to those Scouters or Commissioners who have not yet completed specified stage of the Wood Badge Training.

Holders of Provisional Warrants shall complete specified stage of the Wood Badge Training so as to become eligible for a Warrant before the expiry date of the Provisional Warrants.

Rule 4.4.2 Appointment of Regional Commissioner

- (a) The Regional Commissioner shall be nominated by the responsible Deputy Chief Commissioner and endorsed by the Chief Commissioner for appointment by Warrant issued by the Chief Scout. The Regional Commissioner shall make or reaffirm the Scout Promise when receiving the Warrant.
- (b) The Warrant of a Regional Commissioner remains valid for a period not exceeding 4 years from the year of issue, when it shall be reviewed by the Chief Commissioner.
- (c) The Warrant of a Regional Commissioner is eligible for renewal upon the recommendation of the Chief Commissioner.
- (d) The Chief Commissioner may also review the Warrant of a Regional Commissioner any time he may think fit.
- (e) The Regional Commissioner's Warrant may be suspended or cancelled on the recommendation of the Chief Commissioner, if the holder:
 - (i) wishes to resign;
 - (ii) acquiesces when notified that a recommendation is to be made for the cancellation of his Warrant;
 - (iii) does not meet the age and qualification requirements;
 - (iv) has failed to complete satisfactorily his leader training obligations without good reason;
 - (v) has failed the Warrant review in accordance with 4.4.2(b) to 4.4.2(d) of this Chapter;
 - (vi) has discontinued or failed to perform the duties of the appointment;
 - (vii) has demonstrated that he no longer accepts the fundamental

- principles of the Movement as embodied in the Aim, Mission and Method, the Scout Promise and the Scout Law;
- (viii) is confirmed by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
 - (ix) is directed by the Chief Commissioner to relinquish his appointment.
- (f) If the warrant of a Regional Commissioner has been terminated under the provisions of this POR he shall return the cancelled Warrant to the Association.
 - (g) If the position of a Regional Commissioner is vacant, the Chief Commissioner, on the recommendation of the responsible Deputy Chief Commissioner, may appoint a Deputy Regional Commissioner or an Assistant Regional Commissioner or any other Commissioner to act in his capacity.

Rule 4.4.3 Appointment of other Commissioners

- (a) The Regional Commissioner is responsible for nominating his Deputy Regional Commissioners with the rank of Commissioner Grade IV, Assistant Regional Commissioners with the rank of Commissioner Grade V, Regional Headquarters Commissioners with the rank of Commissioner Grade VI and Assistant Regional Headquarters Commissioners with the rank of Commissioner Grade VII.
- (b) The Warrants of Deputy Regional Commissioners, Assistant Regional Commissioners, Regional Headquarters Commissioners and Assistant Regional Headquarters Commissioners remain valid for a period not exceeding 4 years from the year of issue, when they shall be reviewed by the Regional Commissioner; and Provisional Warrants remain valid for a period not exceeding 2 years from the year of issue, when they shall be reviewed by the Regional Commissioner.
- (c) 4.4.2 where applicable also governs the appointment of Deputy Regional Commissioners, Assistant Regional Commissioners, Regional Headquarters Commissioners and Assistant Regional Headquarters Commissioners, with the Regional Commissioner being responsible for the nomination and review of these appointments, and the responsible Deputy Chief Commissioner their endorsement.

Rule 4.4.4 Appointment of Regional Scouters and Assistant Regional Scouters

- (a) The Deputy Regional Commissioner is responsible for nominating the Regional Scouters and Assistant Regional Scouters.
- (b) 4.4.2 and 4.4.3(b) where applicable also governs the appointment of the Regional Scouters and Assistant Regional Scouters, with the Deputy Regional Commissioner being responsible for the nomination and review of these appointments, and the Regional Commissioner their endorsement.

Rule 4.4.5 Limitation of Warranted Appointments

- (a) No Regional Staff may hold more than one warranted appointment in the same Region unless he is able to carry out all the related duties satisfactorily. The approval of the Commissioners concerned shall be required before multiple warranted appointments can be processed.
- (b) No Region Staff may hold more than three warranted appointments unless with the express approval of the Chief Commissioner.

Rule 4.5 Qualifications and Responsibilities of Regional Commissioners and Scouters

Rule 4.5.1 The Regional Commissioner

- (a) **Age Limits** - Minimum age is thirty and shall retire on reaching the sixty-fifth birthday.
- (b) **Qualifications** - The Regional Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** -
The Regional Commissioner reports to the Chief Commissioner through the responsible Deputy Chief Commissioner and is responsible with the assistance of his Regional staff for the following in his Scout Region:
 - (i) promoting the Vision, Mission, and Values and Aims of the Association in the Region;
 - (ii) encouraging and facilitating the programme and training of Youth Members and Scouters in the Region according to the Aim, Mission and Method of Scouting;
 - (iii) upholding and enforcing the Association's Policies, Rules and Regulations in the Region;
 - (iv) implementing the directions of the Chief Commissioner and decisions of the Executive Committee of the Scout Council of the Association;
 - (v) recruiting, developing, and appraising the performance of Commissioners, Scouters and Lay Members in the Scout Region;
 - (vi) promoting the organisation and effective functioning of the Regional Scout Council and the Regional Executive Committee;
 - (vii) maintaining and improving the quality of Scouting in the Scout Groups through regular visits by the Regional Staff;
 - (viii) ensuring harmonious co-operation of all Members in the Region and settling disputes between them;
 - (ix) maintaining good relationship with all bodies whose work is relevant to Scouting and ensuring that the Association's interests are represented and protected;
 - (x) ensuring safety in all Scouting activities and requiring strict observance of all safety precautions and rules;

- (xi) nominating the Regional President and the Regional Chairman under 4.6.1(a);
- (xii) sitting as Ex officio Member of the Executive Committee and Scout Council of the Association, the Chief Commissioner's Council, and all Councils, Committees and Sub-Committees within the Region;
- (xiii) seeking adequate funding and other resources to support Scouting in the Region;
- (xiv) filing of Annual Census and remitting to the Association Headquarters of Subscriptions of the Members if required of his Region;
- (xv) making appropriate recommendations for awards for Members in the Region; and
- (xvi) performing such other duties as the responsible Deputy Chief Commissioner or Chief Commissioner may assign generally and/or specifically from time to time.

Rule 4.5.2 Deputy Regional Commissioner(s)

- (a) **Age Limits** - Minimum age is thirty and shall retire on reaching the sixty-fifth birthday.
- (b) **Qualifications** - The Deputy Regional Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** - The duties of such appointments will be defined by the Regional Commissioner with the approval of the Chief Commissioner at the time of appointment.

Rule 4.5.3 Assistant Regional Commissioners, Regional Headquarters Commissioners and Assistant Regional Headquarters Commissioners

- (a) **Age Limits** - Minimum age is twenty-five and shall retire on reaching the sixty-fifth birthday.
- (b) **Qualifications** - The Assistant Regional Commissioner, Regional Headquarters Commissioner and Assistant Regional Headquarters Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.
- (c) **Responsibilities** - The Regional Commissioner shall define the duties of such appointments at the time of appointment.

Rule 4.5.4 Regional Scouters and Assistant Regional Scouters

- (a) **Age Limits** - for Regional Scouters minimum age is twenty-one, for Assistant Regional Scouters minimum age is eighteen; and Regional Scouters and Assistant Regional Scouters shall retire on reaching the sixty-fifth birthday.
- (b) Regional Scouters and Assistant Regional Scouters are appointed by the Chief Commissioner on the recommendation of the Regional Commissioner to assist him. The Regional Commissioner shall define the duties of such appointments at the time of appointment.

Rule 4.6 Appointment of Regional Lay Members

Rule 4.6.1 Regional Lay Members are appointed in the following procedures:

(a) The Regional President

The Regional President is nominated by the Regional Commissioner and appointed by the Chief Commissioner. The appointment is confirmed by the Regional Scout Council at its Annual General Meeting. His total term of office for any continuous period shall not be more than ten consecutive years.

(b) The Regional Chairman

The Regional Chairman is nominated by the Regional Commissioner in consultation with the Regional President and appointed by the Chief Commissioner. The appointment is confirmed by the Regional Scout Council at its Annual General Meeting. His total term of office for any continuous period shall not be more than ten consecutive years.

(c) Regional Honorary Presidents, Regional Vice-Presidents and Regional Vice-Chairmen

Regional Honorary Presidents are honorary appointments nominated by the Regional Commissioner in consultation with the Regional President and Regional Chairman, and their appointments are confirmed by the Regional Scout Council at its Annual General Meeting. Regional Vice-Presidents and Regional Vice-Chairmen are nominated annually by the Regional Commissioner in consultation with the Regional President and Regional Chairman respectively and are elected by the Regional Scout Council at its Annual General Meeting. There shall be no more than five Vice-chairmen in a Region.

(d) The Regional Secretary and the Regional Treasurer

The Regional Secretary and Regional Treasurer are nominated by the Regional Commissioner and elected by the Regional Scout Council at its Annual General Meeting.

(e) Other Lay Members

Elected Members in the Region are elected by the Regional Scout Council at its Annual General Meeting, and Co-opted Members are co-opted by the Regional Executive Committee and confirmed by the Regional Scout Council at its Annual General Meeting.

Rule 4.6.2 Limitation of Regional Lay Member Appointments

The offices of the Regional President, the Regional Vice-President, the Regional Chairman, the Regional Vice-Chairman, Regional Secretary and the Regional Treasurer shall not be combined, and shall not be held by a Warranted Leader within the same Region.

Rule 4.6.3 Age Limits

The minimum age for the appointment of Lay Members in the Region is eighteen and there is no retirement age.

Rule 4.6.4 Records of Regional Lay Member Appointments

The Regional Commissioner shall furnish relevant information of the Lay Members of the Region to the Association Headquarters within thirty days of their appointments.

Rule 4.6.5 Termination of Regional Lay Member Appointments

The appointment of a Regional Lay Member may be terminated by:

- (a) the resignation of the holder;
- (b) the holder acquiescing when notified that a recommendation is to be made for the termination of his appointment by the Regional Executive Committee;
- (c) the expiry of the period of appointment;
- (d) confirmation by the Chief Commissioner of the termination of appointment following suspension under 1.3.7;
- (e) the Chief Commissioner's direction.

Rule 4.7 Responsibilities of Regional Lay Members

Rule 4.7.1 The Regional President, Regional Honorary Presidents and Regional Vice-Presidents

- (a) The Regional President is appointed to encourage the development of Scouting in the Region and to ensure that it can meet its financial requirements. This is an honorary appointment and the appointee does not carry administrative duties in the Scout Region.
- (b) Regional Honorary Presidents and Regional Vice-Presidents are appointed to assist the Regional President to carry out his duties. In the absence of the Regional President, a Regional Vice President may act on his behalf.

Rule 4.7.2 The Regional Chairman and Vice-Chairmen

- (a) The Regional Chairman is appointed to:
 - (i) chair the Regional Executive Committee;
 - (ii) sit in the Scout Council of the Association as an Ex officio Member;
 - (iii) work closely with the Regional Commissioner to encourage the well-being and progress of Scouting in the Region;
 - (iv) sit in Regional sub-committees and ad-hoc groups as an Ex officio Member
- (b) Regional Vice-Chairmen are appointed to assist the Regional Chairman to carry out his duties. In the absence of the Regional Chairman, a Regional Vice Chairman may act on his behalf.

Rule 4.7.3 The Regional Secretary

The Regional Secretary is appointed to:

- (a) act as Secretary of the Regional Scout Council and the Regional Executive Committee;
- (b) co-ordinate the work of sub-committees of the Regional Executive Committee;
- (c) distribute to all concerned information and instructions from the Association Headquarters, the Regional Scout Council and the Regional Executive Committee.

Rule 4.7.4 The Regional Treasurer

The Regional Treasurer is appointed to:

- (a) advise the Regional Scout Council and the Regional Executive Committee on all financial matters;
- (b) prepare, in consultation with the Regional Commissioner, an annual budget for approval by the Regional Scout Council at its Annual General Meeting;

- (c) table at each Regional Executive Committee meeting and the Annual General Meeting of the Regional Scout Council a statement of accounts showing accurately the latest financial position of the Region;
- (d) receive all monies on behalf of the Region and to keep account of all funds;
- (e) pay out expenditures as authorized by the Region;
- (f) open such bank account(s) as may be necessary in the name of the Region;
- (g) ensure that funds allotted to the Region are properly accounted for;
- (h) work closely with the Region and Districts in the Region in all matters related to fund raising;
- (i) supervise the administration of Regional assets and equipment and ensure that proper inventories are maintained and proper insurance arranged;
- (j) ensure that, if the Region and/or District in the Region which has a trust fund or an investment scheme, the rules of the trust fund or the investment scheme have been duly approved by the Association Headquarters.

Rule 4.8 The Regional Staff Meeting

The Regional Staff Meeting is chaired by the Regional Commissioner and is held as frequently as necessary and at least once every three months. Its purpose is to:

- (a) review the progress, standards and effectiveness of the training and youth programme in the Region;
- (b) plan and coordinate the programme, training and development activities for Leaders and Youth Members in the Scout Region;
- (c) plan and coordinate Regional events and youth programmes deemed necessary to supplement District and Group programmes;
- (d) plan, coordinate and support events organised by the Association, other Scout Regions, and the Districts within the Region;
- (e) project financial requirements and monitor and control spending in the Region;
- (f) assist the Regional Commissioner in the effective running of the Region.

Rule 4.9 The Regional Scout Council and Regional Executive Committee

Rule 4.9.1 The Regional Scout Council

- (a) The function of a Regional Scout Council is to support and promote the development of Scouting in the relevant Region.
- (b) A Regional Scout Council must, on or before 30th June in each year, hold an Annual General Meeting presided over by the Regional President to:
 - (i) receive the Annual Report and the audited financial statements of the Regional Executive Committee and send a copy of the Report to the Association's Headquarters;
 - (ii) confirm the Regional Commissioner's nomination of the Regional President, Regional Honorary Presidents, and the Regional Chairman;
 - (iii) elect Regional Vice-Presidents, Regional Vice-Chairmen, a Regional Secretary and Regional Treasurer;
 - (iv) appoint Members of the Regional Executive Committee as defined in 4.9.4;
 - (v) appoint a Regional Auditor;
 - (vi) ratify the budget of the Region for the current year as approved by the Regional Executive Committee; and
 - (vii) consider and approve any other matters concerning the Region.

Rule 4.9.2 Membership of the Regional Scout Council

The Regional Scout Council consists of:

- (a) **Ex officio Members**
 - (i) The Regional President
 - (ii) The Regional Commissioner
 - (iii) Regional Honorary Presidents and Regional Vice-Presidents
 - (iv) The Regional Chairman and Regional Vice-Chairmen
 - (v) Deputy Regional Commissioners
 - (vi) Assistant Regional Commissioners and Other Commissioners in the Region
 - (vii) The Regional Secretary
 - (viii) The Regional Treasurer
 - (ix) District Commissioners in the Region
 - (x) Other Regional Lay Members, including Regional Adviser
 - (xi) Leader Trainers, Assistant Leader Trainers attached to the Region
 - (xii) Presidents and Chairmen of all Districts in the Region
 - (xiii) The Regional Scout Executive

(b) **Elected Members**

Up to twelve persons may be elected by the Regional Scout Council at its Annual General Meeting as Elected members, the actual number shall be by resolution of the Regional Scout Council and be approved by the Chief Commissioner. Not less than half of which shall be nominated by the Regional Commissioner.

(c) **Co-opted Members**

Members may be co-opted by the Regional Scout Council and may include representatives of organisations and local authorities. The number of Co-opted Members shall not exceed that of the Elected Members.

Rule 4.9.3 The Regional Executive Committee

The Regional Executive Committee is to support the Regional Commissioner in meeting his responsibilities and to provide support for Scout Districts in the Region. The Regional Executive Committee shall meet at least every four months to

- (a) promote the development of Scouting in the Region;
- (b) acquire cooperation and support from other organisations and the community and to coordinate with Scout Districts;
- (c) secure financial support and raise fund for the Region;
- (d) administer Regional finance and assets;
- (e) appoint sub-committees and ad-hoc groups in consultation with the Regional Commissioner;
- (f) nominate Lay Members for election to the Regional Council in consultation with the Regional Commissioner;
- (g) review and endorse the annual report and audited financial statements of the Region for approval at the Annual General Meeting of the Regional Scout Council;
- (h) approve the annual budget of the Region;
- (i) attend other administrative matters of the Region.

Rule 4.9.4 Membership of the Regional Executive Committee

The Regional Executive Committee consists of:

(a) **Ex officio Members**

- (i) The Chief Commissioner
- (ii) The Responsible Deputy Chief Commissioner
- (iii) The Regional Commissioner
- (iv) The Regional Chairman
- (v) Regional Vice-Chairmen
- (vi) Deputy Regional Commissioners
- (vii) Assistant Regional Commissioners
- (viii) The Regional Secretary

- (ix) The Regional Treasurer
- (x) District Commissioners in the Region
- (xi) Chairmen of all Regional Sub-Committees
- (xii) Chairmen of the Districts in the Region
- (xiii) The Regional Scout Executive

(b) Elected Members

Up to twelve persons may be elected by the Regional Scout Council at its Annual General Meeting as Elected members, the actual number shall be by resolution of the Regional Scout Council and be approved by the Chief Commissioner. Not less than half of them shall be nominated by the Regional Commissioner.

(c) Co-opted Members

Regional Scout Council may co-opt members in the Regional Executive Committee which may include representatives of organisations and local authorities. The number of Co-opted Members shall not exceed that of the Elected Members.

Rule 4.9.5 Sub-committee and Ad-hoc Group Membership

Sub-committees and ad-hoc groups of the Regional Executive Committee may be established for specific purposes and their Members are nominated by the Regional Executive Committee. The Regional Commissioner and the Regional Chairman are Ex officio Members of all sub-committees and ad-hoc groups.

Rule 4.9.6 Conduct of meetings in the Scout Region

- (a) In Meetings of the Regional Scout Council only Members as stated in 4.9.2(a) and 4.9.2(b) may vote.
- (b) In Meetings of the Regional Executive Committee only Members as stated in 4.9.4(a) and 4.9.4(b) may vote.
- (c) 2.10.5 as applied to Meetings in Scout Groups applies in the same way to meetings of the Regional Scout Council and Regional Executive Committee.

Rule 4.10 Regional Finance

- Rule 4.10.1**
- (a) All Scout Regions are required to keep proper books of accounts and statements of accounts and on request shall send them to the Association Headquarters to have their accounts audited.
 - (b) Books and statements of account shall be preserved for not less than seven years from the date of the last entry.
 - (c) When entering into any financial obligation or commitment with another party the signatory shall make it clear to the other party that the signatory is acting on behalf of the Region and not in a personal capacity.

Rule 4.10.2 Submission of Audited Financial Statements

- (a) The financial year of the Association is from 1st April to 31st March. All Scout Regions are required to submit their audited financial statements as at 31st March annually, which has been approved at their Annual General Meeting to the Association Headquarters, not later than 30th June of each year. The audited financial statements shall contain:
 - (i) a statement of assets and, in the case of assets other than equipment, particulars of the trustees in whom they are vested;
 - (ii) a separate statement of assets forming part of a permanent endowment (such as property held by the Scout Region which may not be sold or disposed of);
 - (iii) a statement of liabilities;
 - (iv) a statement of receipts during the financial year, classified as to the nature of the receipt, showing separately receipts related to a permanent endowment, if any;
 - (v) a statement of payments made during the financial year, classified as to the nature of payment, showing separately payments made out of a permanent endowment, if any.
- (b) The Regional Auditor, appointed at the Annual General Meeting of the Regional Scout Council, shall be an independent and qualified public accountant.
- (c) The Chief Commissioner may at any time call for audited financial statements from any Region.

Rule 4.10.3 Regional Bank Accounts; Payment of the Membership Subscription; Fund Raising in the Scout Region; Assets, Equipment and Funds; Disposal of Assets; and Safe Custody of Documents

3.10.3 to 3.10.8 as applied to Scout Districts apply in the same way to Scout Regions, with the Regional Commissioner, the Regional Treasurer, and the Regional Secretary being the responsible persons.

Rule 4.11 Accidents and Insurance

Rule 4.11.1 2.12 as applied to the Scout Groups applies in the same way to Scout Regions, with the Regional Commissioner being responsible for maintaining adequate insurance cover in respect of risks not covered by insurance effected by the Association Headquarters.

Rule 4.11.2 If action is to be taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action shall be taken under the supervision of the Regional Commissioner by the Commissioner or Leader or other adult responsible for the individual's or party's participation in the event or activity. The Regional Commissioner shall consult the Association Headquarters for legal advice.

Rule 4.12 Disputes within the Scout Region

The following procedures shall be followed only if informal efforts to resolve disputes have been made and have failed:

- (a) Any dispute between Commissioners or involving a Commissioner in the Region shall be referred to the responsible Deputy Chief Commissioner.
- (b) Any dispute between other adult Members of the Region shall be referred to the Regional Commissioner.
- (c) If the Regional Commissioner is unable to resolve the dispute, or if he himself is involved, he shall refer the matter to the responsible Deputy Chief Commissioner.
- (d) If the Deputy Chief Commissioner is unable to resolve the dispute, he shall refer the matter to the Chief Commissioner for a decision, which shall be final.
- (e) All parties in the dispute shall be given reasonable opportunity to state their cases and be heard.

Rule 5 The Association Headquarters

Rule 5.1 The Chief Scout and Deputy Chief Scout

- (a) The Council of the Association shall invite the Chief Executive of the Government of the Hong Kong Special Administrative Region to assume the post of Chief Scout.
- (b) The Council of the Association may appoint a Deputy Chief Scout on the recommendation of the Chief Scout.
- (c) The functions of the Chief Scout shall be:-
 - (i) to foster and encourage the Scout Movement in Hong Kong;
and
 - (ii) to sign warrants of appointment of Commissioners.

Rule 5.2 The Patron and Vice-Patrons

- (a) A Patron and Vice-Patrons of the Association may be appointed by the Council of the Association at its Annual General Meeting.
- (b) The functions of the Patron and Vice-Patrons are to assist the Chief Scout to foster and encourage the Scout Movement in Hong Kong.

Rule 5.3 President, Honorary Presidents and Vice-Presidents

Rule 5.3.1 The President

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

Rule 5.3.2 Honorary Presidents

Honorary Presidents may be appointed annually by the Council of the Association and shall be eligible for re-election on the expiry of each term.

Rule 5.3.3 Vice-Presidents

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

Rule 5.4 Chief Commissioner

Rule 5.4.1 The appointment of the Chief Commissioner shall be made by the Chief Scout on the recommendation of a Selection Board. This recommendation shall be submitted through the Executive Committee for endorsement by the President.

Rule 5.4.2 The Selection Board shall consist of the Chief Commissioner, all Deputy Chief Commissioners and Assistant Chief Commissioners. The Chief Scout Executive shall be the Secretary of the Selection Board but has no voting right. The Selection Board may make such rules and procedures for the election of the Chief Commissioner as it thinks fit.

Rule 5.4.3 The term of office of the Chief Commissioner shall be four years and the Chief Commissioner shall be eligible for re-appointment for a second term of four years. His total term of office shall not be more than eight consecutive years.

Rule 5.4.4 (a) The Chief Commissioner is the principal executive of the Scout Movement in Hong Kong and is responsible for the management and operation of the Association, the supervision of Professional Scouters and Salaried Staff and the execution of the directives and decisions of the Council and its Executive Committee.

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

 (c) The Chief Commissioner may delegate his authority or duties to any commissioner to exercise such authority or duty on his behalf.

Rule 5.5 Chairman, Deputy Chairmen, Secretary and Treasurer

Rule 5.5.1 Chairman of Executive Committee

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

Rule 5.5.2 Deputy Chairmen of Executive Committee

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

Rule 5.5.3 The Secretary

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

Rule 5.5.4 The Treasurer

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

Rule 5.6 Deputy Chief Commissioners and Assistant Chief Commissioners

Rule 5.6.1 Deputy Chief Commissioners and Assistant Chief Commissioners may be appointed by the Chief Scout on the recommendation of the Chief Commissioner to deputise for and/or assist the Chief Commissioner. The duties of such appointments will be defined by the Chief Commissioner at the time of appointment and from time to time as the Chief Commissioner may deem appropriate.

Rule 5.6.2 The term of office of Deputy Chief Commissioner and/or Assistant Chief Commissioner is liable to be suspended or terminated by the Chief Commissioner at will provided that the Deputy Chief Commissioner or the Assistant Chief Commissioner shall have a right to appeal against the decision of the Chief Commissioner to the President of the Association whose decision shall be final.

Rule 5.7 Deputy Branch Commissioners, Assistant Branch Commissioners, Headquarters Commissioners, Assistant Headquarters Commissioners, Headquarters Scouters, Assistant Headquarters Scouters and Specialist Members

Rule 5.7.1 (a) Deputy Branch Commissioners with the rank of Commissioner Grade IV and Assistant Branch Commissioners with the rank of Commissioner Grade V may be appointed by the Chief Scout on the recommendation of a Deputy Chief Commissioner or Assistant Chief Commissioner with the approval of the Chief Commissioner to deputise for and/or assist the Deputy Chief Commissioner or Assistant Chief Commissioner. The duties of such appointments will be defined by the Deputy Chief Commissioner and/or Assistant Chief Commissioner at the time of appointment and from time to time as the Deputy Chief Commissioner and/or Assistant Chief Commissioner may deem appropriate.

(b) Headquarters Commissioners with the rank of Commissioner Grade VI and Assistant Headquarters Commissioners with the rank of Commissioner Grade VII may be appointed by the Chief Scout on the recommendation of a Deputy Chief Commissioner or Assistant Chief Commissioner with the approval of the Chief Commissioner to undertake general or specific responsibilities as defined at the time of appointment and from time to time as the Deputy Chief Commissioner and/or Assistant Chief Commissioner may deem appropriate.

Rule 5.7.2 Headquarters Scouters and Assistant Headquarters Scouters may be appointed by the Chief Commissioner on the recommendation of a Deputy Chief Commissioner or Assistant Chief Commissioner to undertake general or special responsibilities as defined at the time of appointment and from time to time as the Deputy Chief Commissioner and/or Assistant Chief Commissioner may deem appropriate.

Rule 5.7.3 With the approval of the Chief Commissioner, Deputy Chief Commissioner may appoint adults with professional expertise or qualification as Specialist Members to undertake specific responsibilities as defined at the time of appointment.

Rule 5.8 Leader Trainers, Assistant Leader Trainers, Trainers and Specialist Trainers

Rule 5.8.1 Leader Trainers with the rank of Commissioner Grade V, Assistant Leader Trainers with the rank of Commissioner Grade VI may be appointed by the Chief Scout on the recommendation of the Chief Commissioner, and Trainers may be appointed by the Chief Commissioner, after the consultation with the commissioner responsible for Training to undertake adult leader training responsibilities as defined at the time of appointment.

Rule 5.8.2 Specialist Trainers - the Chief Commissioner may appoint persons with professional expertise or qualification as Specialist Trainers to undertake specific responsibilities related to Training as defined at the time of appointment.

Rule 5.9 Qualifications for Appointment of Commissioners, Trainers and Scouters of the Association Headquarters

Rule 5.9.1 The qualifications for appointment of Commissioners of the Association Headquarters are:

(a) **Chief Commissioner**

Age Limits -

Minimum: Forty years

Maximum: On reaching the sixty-fifth birthday.

Qualifications – The Chief Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.

(b) **Deputy Chief Commissioner, Assistant Chief Commissioner, Deputy Branch Commissioners and Assistant Branch Commissioners**

Age Limits -

Minimum: Thirty years

Maximum: On reaching the sixty-fifth birthday

Qualifications – The Deputy Chief Commissioner, Assistant Chief Commissioner, Deputy Branch Commissioner and Assistant Branch Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.

(c) **Headquarters Commissioner and Assistant Headquarters Commissioner**

Age Limits -

Minimum: Twenty-five years

Maximum: On reaching the sixty-fifth birthday

Qualifications – The Headquarters Commissioner and Assistant Headquarters Commissioner shall be a Wood Badge holder, and shall possess other qualifications in respect of Scouting experience, education, and working experience as prescribed by the Association.

Rule 5.9.2 (a) The age limits for appointment of **Headquarters Scouter** are:

Minimum: Twenty-one years

Maximum: On reaching the sixty-fifth birthday

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- (b) The age limits for appointment of **Assistant Headquarters Scouter** are:
Minimum: Twenty-one years
Maximum: On reaching the sixty-fifth birthday

Rule 5.9.3

- (a) The age limits for appointment of **Trainer** are:
Minimum: Twenty-five years
Maximum: On reaching the sixty-fifth birthday unless extended by the Chief Commissioner
- (b) The age limits for appointment of **Assistant Leader Trainer** are:
Minimum: Thirty years
Maximum: On reaching the sixty-fifth birthday unless extended by the Chief Commissioner
- (c) The age limits for appointment of **Leader Trainer** are:
Minimum: Thirty-five years
Maximum: On reaching the sixty-fifth birthday unless extended by the Chief Commissioner

Rule 5.10 Appointment of Commissioners and Scouters in the Association Headquarters

Rule 5.10.1 Warrants and Provisional Warrants

- (a) Warrants shall be issued to those Scouters or Commissioners who have completed specified stage of the Wood Badge training as prescribed by the Chief Commissioner from time to time.
- (b) Notwithstanding the requirements stipulated in 5.9.1(b) and 5.9.1(c) and subject to the express approval of the Chief Commissioner, Provisional Warrants may be issued to those Scouters or Commissioners who have not yet completed specified stage of the Wood Badge training.

Holders of Provisional Warrants shall complete specified stage of the Wood Badge training so as to become eligible for a Warrant before the expiry date of the Provisional Warrants.

Rule 5.10.2

- (a)
 - (i) On the recommendation of the Chief Commissioner, the Chief Scout will issue a Warrant/Provisional Warrant to a Commissioner.
 - (ii) The Chief Commissioner on recommendation of a Deputy Chief Commissioner or Assistant Chief Commissioner will issue a Warrant/Provisional Warrant to a Scouter.
 - (iii) The Commissioner or the Scouter shall make or reaffirm the Scout Promise on receipt of the Warrant/Provisional Warrant.
- (b) The Warrant of all Commissioners of the Association Headquarters subject to 5.6.2, 5.10.2(g) and 5.10.2(i) herein shall remain valid until for a period not exceeding 4 years from the year of issue, when it shall be reviewed by the Chief Commissioner or his representative.
- (c) The Provisional Warrant of all Commissioners of the Association Headquarters subject to 5.6.2, 5.10.2(g) and 5.10.2(i) shall remain valid for a period not exceeding 2 years from the year of issue, when it shall be reviewed by the Chief Commissioner or his representative.
- (d) The Warrant of all Scouters subject to 5.10.2(g) and 5.10.2(i) shall remain valid for a period not exceeding 4 years from the year of issue, when it shall be reviewed by his supervising Commissioner.
- (e) The Provisional Warrant of all Scouters subject to 5.10.2(g) and 5.10.2(i) shall remain valid for a period not exceeding 2 years from the year of issue, when it shall be reviewed by his supervising Commissioner.

- (f) Warrants upon their expiry may be renewed on the recommendation of his supervising Commissioner. Provisional Warrants will not be renewed unless supported by reasonable explanation given by the Warrant holder as to why the holder could not complete the specified stage of the Wood Badge Training required for a Warrant within the specified period.
- (g) Warrant/Provisional Warrant may be reviewed by the Chief Commissioner or his representative from time to time and may be determined and/or cancelled by the Chief Commissioner under 5.10.2(i).
- (h) If the warrant of a Commissioner or Scouter has been terminated under the provisions of this POR he shall return the cancelled Warrant to the Association.
- (i) The Warrant/Provisional Warrant of Deputy Branch Commissioner, Assistant Branch commissioner, Headquarters Commissioner, Assistant Headquarters Commissioner, Headquarters Scouter or Assistant Headquarters Scouter may be suspended or cancelled by the Chief Commissioner on the recommendation of his supervising Deputy Chief Commissioner, if the holder:
 - (i) wishes to resign;
 - (ii) acquiesces when notified that a recommendation is to be made for the cancellation of his Warrant/Provisional;
 - (iii) does not meet the age and qualification requirements;
 - (iv) has failed to complete satisfactorily his leader training obligations without good reason;
 - (v) has failed the Warrant/Provisional review in accordance with 5.10.2 b) to 5.10.2(g) of this Chapter;
 - (vi) has discontinued or failed to perform the duties of the appointment; and
 - (vii) has demonstrated that he no longer accepts the fundamental principles of the Movement as embodied in the Aim, Mission and Method and the Scout Promise and the Scout Law.
- (viii) is confirmed by the Chief Commissioner of the termination of the appointment following suspension under 1.3.7;
- (ix) is directed by the Chief Commissioner to relinquish his appointment.

- (j) Any Commissioner or Scouter of the Association Headquarters other than Deputy Chief Commissioner or Assistant Chief Commissioner whose Warrant/Provisional Warrant is determined, suspended or cancelled pursuant to 5.10.2(g) or (i) shall have a right to appeal against such determination, suspension or cancellation to the Chief Commissioner who shall appoint a Select Committee of the Chief Commissioner's Council to determine such appeal which decision shall be final.

**Rule 5.11 Appointment of Leader Trainers, Assistant
Leader Trainers and Trainers**

- Rule 5.11.1** (a) Warrants may be issued to Leader Trainers, Assistant Leader Trainers, and Trainers as nominated by the Commissioner in charge of Leader Training.
- (b) 5.10.2(g) to (j) where applicable also governs the review of appointment for Leader Trainers, Assistant Leader Trainers, and Trainers.

Rule 5.12 Chief Scout Executive and other Employees

Rule 5.12.1 The Chief Commissioner may appoint a Chief Scout Executive and one or more Deputy Chief Scout Executives and other Professional Scouters and Salaried staff to assist in the performance of the Chief Commissioner's duties and to administer generally all the work of the Association so as to ensure the smooth running of the Association. The Chief Scout Executive is accountable to the Chief Commissioner for the supervision of all other employees of the Association and its Subsidiaries. He shall also perform such other organisational or training duties as the Chief Commissioner may direct from time to time.

Rule 5.13 The Chief Commissioner's Council

- Rule 5.13.1** (a) The Chief Commissioner's Council advises and assists the Chief Commissioner in the execution and performance of his duties. The Chief Commissioner's Council shall be chaired by the Chief Commissioner and consisted of the following Members:
- (i) Deputy Chief Commissioners
 - (ii) Assistant Chief Commissioners
 - (iii) The Chief Scout Executive
- (b) The Chief Commissioner may invite other Commissioners or Lay members to attend meetings of the Chief Commissioner's Council
- Rule 5.13.2** The Chief Commissioner shall preside as the Chairman of the Chief Commissioner's Council.

Rule 5.14 The Association Headquarters

The central administration of the Association shall be conducted and managed by the Association Headquarters which may consist of such Branches or Departments as may be required for the provision of all necessary services to the Members of the Association and for the implementation of the Association's policy and rules and for the operation and development of Scouting in the Hong Kong Special Administrative Region.

Rule 5.15 The Council of the Association

Rule 5.15.1 The Council of the Association is the supreme authority of the Association for promoting the Scout Movement in Hong Kong and shall consist of the following Members:

(a) Ex officio Members

- (i) The Chief Scout and the Deputy Chief Scout
- (ii) The Patron and Vice-Patrons
- (iii) The President
- (iv) The Chief Commissioner
- (v) Honorary Presidents and Vice-Presidents
- (vi) The Chairman and Deputy Chairmen
- (vii) Deputy Chief Commissioners and Assistant Chief Commissioners
- (viii) The Secretary and The Treasurer
- (ix) Deputy Regional Commissioners and Deputy Branch Commissioners
- (x) The Chairman of the Finance Committee
- (xi) Regional Presidents and Presidents of Subsidiaries
- (xii) Regional Chairmen and Chairmen of Subsidiaries

(b) Elected Members

Not more than twenty persons from the Members of the Association may be elected by the Council at its Annual General Meeting for a term of one year who shall be eligible for re-election on the expiry of the term.

(c) Co-opted Members

Not more than twenty persons may be co-opted by the Council at its Annual General Meeting, with at least one of them aged under thirty, for a term of one year who shall be eligible for re co-option on the expiry of the term. The Chief Commissioner of the Hong Kong Girl Guides Association shall be co-opted if she is willing.

Rule 5.16 General Meeting of the Scout Council

- Rule 5.16.1** Under the Chairmanship of the President or in his absence, his designated Deputy, the Council of the Association shall hold an Annual General Meeting in July or so soon as possible thereafter each year to:
- (a) receive the Annual Report of the Association and the audited financial statements;
 - (b) elect and co-opt Officers and Council Members for the ensuing term;
 - (c) appoint Members of the Executive Committee as defined in 5.17.2;
 - (d) ratify the budget of the Association for the current year as approved by the Executive Committee;
 - (e) appoint an Auditor; and
 - (f) transact any other business admitted by the Chairman of the Meeting or by not less than one quarter of the Members present at the Meeting as provided by Article VI 3 (a) of Constitution.
- Rule 5.16.2** Except in the case of Article XI of Constitution, the Secretary shall give not less than fourteen days' notice of a General Meeting of the Council to its Members provided that failure on the part of any Member to receive such notice shall not invalidate the business of the Meeting.
- Rule 5.16.3** At any Meeting of the Council of the Association, twenty Members of the Council personally present shall form a quorum.
- Rule 5.16.4** Extraordinary General Meeting may be called by the President or the Chief Commissioner or the Chairman of the Executive Committee, or within three months following a request made in writing by not less than eight Members of the Council.
- Rule 5.16.5** At any Meeting of the Council each Member of the Council personally present shall have one vote. In the case of equality of votes, the Chairman does not have a casting vote and the motion is deemed defeated.
- Rule 5.16.6** The business to be transacted at Extraordinary General Meeting of the Council shall be restricted to the business stipulated in the notice of the Meeting.

Rule 5.17 The Executive Committee

Rule 5.17.1 Between Meetings of the Council of the Association, the authorities and responsibilities of the Council of the Association in respect of major policy decisions, co-ordination with the Chief Commissioner on the control of funds and resources, and financial support to the Association shall be vested with the Executive Committee which shall meet at least once every three months.

Rule 5.17.2 The Executive Committee consists of the following Members:

(a) Ex officio Members

- (i) The Chief Commissioner
- (ii) The Chairman and Deputy Chairmen
- (iii) Deputy Chief Commissioners and Assistant Chief Commissioners
- (iv) The Secretary
- (v) The Treasurer
- (vi) The Chairman of the Finance Committee

(b) Elected Members

Not more than twenty members to be elected annually by the Council from among its Members, with at least one of them aged under thirty. No Professional Scouters nor Salaried Staff can serve as Elected Members.

Rule 5.17.3 The first Executive Committee Meeting held after each Annual General Meeting of the Council of the Association shall be delegated with the authority to adopt the minutes of the Annual General Meeting.

Rule 5.17.4 The quorum for each Meeting of the Executive Committee shall be one-third of its Members personally present.

Rule 5.17.5 At any Meeting of the Executive Committee, each Member personally present shall have one vote. In the case of equality of votes, the Chairman does not have a casting vote and the motion is deemed defeated.

- Rule 5.17.6** In the interval between meetings of the Council, any vacancy among the Elected Members may be filled by co-option by the Executive Committee until the next Annual General Meeting.
- Rule 5.17.7** The Executive Committee may invite members of the Association and/or representatives from other organisations, bodies and/or the Government as observers to attend its Meetings. The Executive Committee may also call upon other members of the Association to attend its Meetings.

Rule 5.18 Finance Committee, Awards Committee and other Committees

Rule 5.18.1 The Executive Committee shall delegate its powers in relation to control of funds and resources and financial support of the Association to the Finance Committee.

Rule 5.18.2 The Membership and Terms of the Finance Committee shall be determined by the Executive Committee but the Chairman of the Executive Committee and the Treasurer of the Association shall serve as members of the Finance Committee.

Rule 5.18.3 The Chairman of the Finance Committee shall be appointed annually by the Executive Committee.

Rule 5.18.4 The Executive Committee shall delegate its powers in relation to approving awards to the Awards Committee of which the President of the Association shall be the Chairman. The Awards Committee shall consist of the following Members:

(a) Ex officio Members

- (i) The President
- (ii) The Chief Commissioner
- (iii) The Chairman of the Executive Committee

(b) Appointed Members

Not more than four Members to be appointed by the Executive Committee for a term of one year and shall be eligible for re-appointment on expiry of the term.

Rule 5.18.5 The Executive Committee may constitute and appoint other committees to give advice in respect of specific areas of functions or duties. The terms of reference and the rules and procedures governing any such committee shall at the time of its constitution be defined by the Executive Committee.

Rule 5.19 Hong Kong Scout Foundation Management Committee

Rule 5.19.1 The Management Committee of the Hong Kong Scout Foundation shall be responsible for the management of surplus fund generated from the Hong Kong Scout Centre and from other investment managed by the Committee and shall manage any other funds assigned by the Executive Committee including the allocation of funds for investment activities for the sole benefit and use of the Association.

Rule 5.19.2 The Hong Kong Scout Foundation Management Committee shall consist of the following members:-

(a) Ex Officio Members

- (i) The Chief Commissioner
- (ii) The Chairman of the Executive Committee
- (iii) The Treasurer
- (iv) The Chairman of Finance Committee
- (v) The Chief Scout Executive

(b) Elected Members:

Elected Members shall be elected by the Executive Committee for a term of one year who shall be eligible for re-election upon expiry of the term consisting of:

- (i) The Chairman
- (ii) The Vice-Chairman
- (iii) Up to six other appointed members who need not be members of the Scout Council

Rule 5.20 Advisory Committees, Boards and Panels

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

Rule 5.21 Subsidiaries of the Association

- Rule 5.21.1** The Association may form, approve or recognise part of its formations or units as Subsidiaries of the Association.
- Rule 5.21.2** The Association Headquarters shall keep a record of all Subsidiaries of the Association.
- Rule 5.21.3** All the Constitutions, Conditions of Membership, Rules and Regulations of the Subsidiaries of the Association and their amendments shall require the approval of the Executive Committee.
- Rule 5.21.4** The Executive Committee may from time to time make, alter or amend the Constitutions, Conditions of Membership, Rules and Regulations of the Subsidiaries of the Association.
- Rule 5.21.5** The Subsidiaries of the Association include but not limited to:
- (a) Friends of Scouting Organisation;
 - (b) Baden-Powell Scout Club of Hong Kong;
 - (c) Commissioners' Club;
 - (d) Baden-Powell International Limited;
 - (e) The Scout Shop of Hong Kong;
 - (f) Hong Kong Scout Centennial Club.
- Rule 5.21.6** The nominations for President and Chairman of any Subsidiary of the Association shall require the approval of the Chief Commissioner.

Rule 5.22 Associates of the Association

Rule 5.22.1 The Association may form, approve or recognise bodies as Associates of the Association.

Rule 5.22.2 (a) The Associates of the Association include all the Foreign Scout Units duly recognised as such by the Association Headquarters.

 (b) Foreign Scout Units are Scout Units registered with their own National Scout Organisations, which are members of the World Organisation of Scout Movement, for conducting scouting activities to their members and/or nationals residing in Hong Kong with the consent of the Association.

Rule 6 General

Rule 6.1 Conduct

Rule 6.1.1 Based on the Scouting values contained in the Scout Promise and Scout Law, the Association formulates the “Code of Conduct”, providing guidelines on how Members of the Association are expected to behave with other Scouts, and when using Scout capacity to attend non-Scouting events.

Rule 6.1.2 For providing our Scout members with a safe environment for Scouting activities, and for protecting them safe from harm during their time in the Scout Movement, the Association formulates the “Safe from Harm Policy”. It is both the responsibility and commitment of all adult members to keep our Scout Members safe from Harm in the Scout Movement.

Rule 6.2 Financial Governance

Rule 6.2.1 Funds from the contributions of the Association's own members, the government and the public shall only be applied towards the attainment of the Aim of the Association.

Rule 6.2.2 No portion of income and property of the Association shall be paid, transferred or distributed directly or indirectly by way of share, dividend, bonus, or otherwise howsoever, to members of the Association.

Rule 6.2.3 All members of the Council and the Executive Committee of the Association shall not receive remuneration or other benefit in money or money's worth.

Rule 6.2.4 (a) All members of the Council and the Executive Committee of the Association shall acknowledge and observe the Conflict of Interest Policy of the Association.

(b) If a member of the Council and the Executive Committee has, directly or indirectly, a material interest in a transaction, arrangement or contract or proposed transaction, arrangement or contract with the Association, he shall declare the nature and extent of his interest to the Council and the Executive Committee.

(c) A member of the Council and the Executive Committee having material interest in a transaction, arrangement or contract or proposed transaction, arrangement or contract with the Association shall not vote for the subject business.

Rule 6.3 Religious Policy

- Rule 6.3.1**
- (a) The Association recognizes all religions and expects every Scout to belong to some religious denomination and to understand his duty to his own religion.
 - (b) Every member of the Association shall show acceptance and respect for the religious convictions of others.

Rule 6.3.2 If a Group is composed of Members of several denominations or religions, the Scout Members shall be encouraged to attend services of their own form of religion. Any form of divine service in camp shall be of the simplest character, attendance being entirely voluntary.

Rule 6.3.3 Scouts' Own Services may be held for the worship of God and to promote a fuller understanding of the significance of the Scout Promise and the Scout Law. Such services shall be regarded as being supplementary to rather than a substitute for formal attendance at the services of the individual's own form of religion.

Rule 6.4 Political Activities

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

Rule 6.5 Expression of Opinions of the Association's Policy

Members of the Association may not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of the Association, unless they have previously obtained permission to do so from the Chief Commissioner.

Rule 6.6 Communication

Members of the Association shall not communicate with any Government or Head of States, Government Department, Embassy, Consulate or Legation locally or abroad, to any overseas Scout Association or to the World Scout Bureau, Committee or Conference on matters related to Scouting or as representatives of the Association except with the approval of the Chief Commissioner.

Rule 6.7

Scout Ceremonies

In the conduct of normal Scouting activities, only those ceremonies approved or stated in this POR or in the Association's handbooks shall be used.

Rule 6.8 Decorations and Awards

Rule 6.8.1 Subject to 6.8.6, Scout decorations and awards are granted at the absolute discretion of the Association Headquarters to Members of the Association and in special circumstances to others who have given valuable service to Scouting in Hong Kong. Unless otherwise expressly provided in this POR, nominations for all Scout decorations and awards shall be made by any one of the following persons:

- (a) The Chief Commissioner
- (b) Deputy Chief Commissioners
- (c) Assistant Chief Commissioners
- (d) District Commissioners
- (e) The Chief Scout Executive

Provided that anyone of them shall not nominate himself for any decoration or award.

Rule 6.8.2 Nomination forms for decorations and awards may be obtained from the Association Headquarters and Regional Headquarters.

Rule 6.8.3 Awards for Gallantry
The Certificate of Gallantry, the Bronze Cross, the Silver Cross and the Gold Cross are awarded to Members of the Association, either individually or collectively in recognition of acts of gallantry of different degrees. The Gold Cross is the highest award for gallantry. All awards for Gallantry shall be approved and conferred by the Awards Committee.

Rule 6.8.4 Awards for Merits
The Good Service Award, the Dedicated Service Award, the Distinguished Service Medal and the Distinguished Service Cross are awarded to adult Members of the Association in recognition of meritorious services of different degrees rendered to the Association over substantial period. The Distinguished Service Cross is the highest award for merits for adult Members of the Association. All awards for Merits save the Good Service Award and the Dedicated Service Award shall be approved and conferred by the Awards Committee. The Good Service Award and the Dedicated Service Award shall be approved and conferred by the Chief Commissioner.

Rule 6.8.5 Awards for Exemplary Service

- (a) The Bronze Lion, the Silver Lion and the Gold Lion are awarded to Uniformed Adult Members of the Association in recognition of further exemplary service of the most exceptional character rendered to the Association. The Gold Lion is the highest award of exemplary service for Leaders and Commissioners of the Association.
- (b) The Bronze Dragon, the Silver Dragon and the Gold Dragon are awarded to Lay Members of the Association in recognition of further exemplary service of the most exceptional character rendered to the Association. The Gold Dragon is the highest award of exemplary service for Lay Members of the Association.

Rule 6.8.6 The Bronze Lion, Bronze Dragon, Silver Lion, Silver Dragon, Gold Lion and Gold Dragon shall only be awarded with the approval of the Chief Scout on the recommendation of the Awards Committee.

Rule 6.8.7 Medallions for Special Events and Special Contributions

Medallions for special events and special contributions may be conferred at the discretion of the Chief Commissioner.

Rule 6.8.8 The Chief Commissioner's Commendation and the Chief Commissioner's High Commendation

- (a) The Chief Commissioner's Commendation is conferred to Leaders and Commissioners of the Association in recognition of the outstanding service rendered to the Association in specific project or task. This commendation is conferred at the discretion of the Chief Commissioner.
- (b) The Chief Commissioner's High Commendation is conferred to Commissioners with exemplary service to the Scout Movement after obtaining the Chief Commissioner's Commendation. This commendation is granted at the discretion of the Chief Commissioner.

Rule 6.8.9 The Chief Commissioner's Thanks Badge

The Chief Commissioner's Thanks Badge is awarded to Lay Members of the Association in recognition of devoted service. This award is granted at the discretion of the Chief Commissioner.

Rule 6.8.10 The Long Service Decoration

(a) The Service Emblem

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

(b) The Long Service Medal

The Long Service Medal is granted to adult Members of the Association who have given fifteen years service while holding valid adult appointments registered with the Association Headquarters. For every further ten years service, an additional star attached to the ribbon of the Medal shall be awarded.

- (c) Notwithstanding 6.8.1 any adult Member who is qualified of either the Service Emblem or the Long Service Medal may apply to the Association Headquarters for the same and all District Commissioners, Regional Commissioners and Branch Commissioners are delegated with the authority to grant Service Emblems on behalf of the Association Headquarters.

Rule 6.8.11 Ribbon Bar

When the full Medal of an “Awards for Gallantry”, an “Awards for Merits”, a Medallion, the Long Service Medal or the collar riband of “Awards for Exemplary Service” is not worn on uniform, it shall be represented by a ribbon bar in the same colour of the Medal Ribbon or Collar Riband.

Rule 6.8.12 Method of Wear

- (a) The Gold Lion, Gold Dragon, Silver Lion, Silver Dragon, Bronze Lion and Bronze Dragon are worn on ribbons in appropriate colours around the neck. Awards for Gallantry, other Awards for Merits, Medallions and the Long Service Medal are worn immediately above the right breast pocket flap in the following order from the wearer’s left to right: Awards for Gallantry, Awards for Merits, Medallions, Long Service Medal.
- (b) When the wearer has received more than one “Awards for Gallantry”, only the highest “Awards for Gallantry” may be worn. When the wearer has received more than one “Awards for Merits”, only the highest “Awards for Merits” may be worn. When the wearer has received more than one “Awards for Exemplary Service”, only the highest “Awards for Exemplary Service” may be worn.
- (c) On occasions where ribbon bar is worn in lieu of the full Medals of the Awards and Decorations, the respective ribbon bar of all Awards and Decorations received may be worn on uniform immediately above the right breast pocket flap.
- (d) The Chief Commissioner’s High Commendation is worn on a yellow, purple and green lanyard around the left shoulder below the epaulette. The Chief Commissioner’s Commendation is worn on a yellow lanyard around the left shoulder below the epaulette.

- (e) The Chief Commissioner's Thanks Badge may be worn on the right lapel of a lounge suit, and in uniform only the purple lanyard with the Chief Commissioner's Thanks Badge may be worn around the neck with the tail of the lanyard attached to the left pocket of the uniform.
- (f) A member who is awarded with both the Chief Commissioner's Commendation and Chief Commissioner's High Commendation, only the lanyard of the Chief Commissioner's High Commendation shall be worn.
- (g) The first service emblem is worn horizontally at the centre of the left sleeve immediately above the seam for short sleeved shirt. The second, third and fourth service emblems are worn immediately above the other respectively. For long sleeved shirt, the emblems are worn at the same position as mentioned above.
- (h) An "Awards for Gallantry" granted to a Scout Group or Scout Unit collectively shall be attached to its Flag at the hoist.
- (i) Except for the Awards for Exemplary Service, Miniature Breast Medal instead of Full Breast Medal shall be worn on Scout Mess Kit and may also be worn on dinner jacket.

Rule 6.8.13 Other Awards and Decorations

- (a) All awards and decorations conferred by the Hong Kong Special Administrative Region Government and the other recognized awards and decorations set out in Table 1 of the "List of Awards and Decorations to be worn on Scout Uniform" may be worn on uniform immediately above the left breast pocket flap.
- (b) All awards and decorations (including ribbon bar or cloth emblem) conferred by the World Organisation of Scout Movement or any of its member organisations may, upon submission of the proof of conferment and the approval of the Chief Commissioner, be worn on uniform immediately above the right breast pocket flap to the right of the awards and decorations conferred by the Association.
- (c) All other awards and decorations shall only be worn on uniform after obtaining the approval of the Chief Commissioner.

(Nov 2024)

Decorations and Awards



The Bronze/Silver/Gold Lion



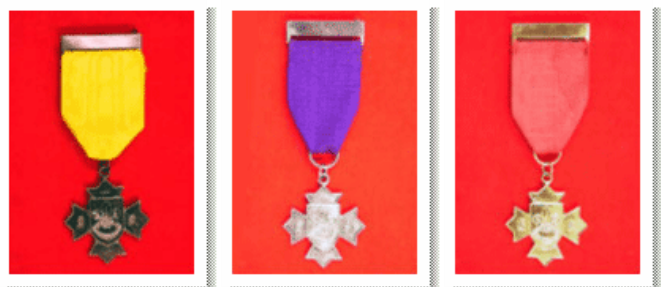
The Bronze/Silver/Gold Dragon



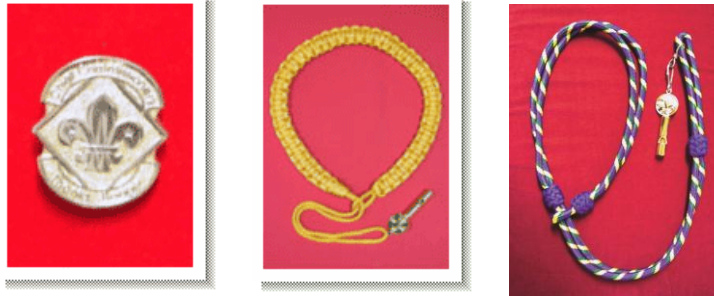
The Distinguished Service Medal/Cross



The Good Service Award/Dedicated Service Award



The Bronze/Silver/Gold Cross



The Chief Commissioner's Thanks Badge/ Chief Commissioner's Commendation /Chief Commissioner's High Commendation



The Service Emblem/Long Service Medal

Rule 6.9

Scout Flags

Rule 6.9.1

Flags used by Scout Groups shall be of a standard size as prescribed by the Association preferably mounted on poles bearing the Hong Kong Scout logo as a mount. Except with the approval of the Chief Commissioner, size of the flags shall be 3 feet (91.5cm) x 4 feet (122cm).

Rule 6.9.2

The colour to be used in Scout Unit Flags are as follows:

- | | |
|---|--|
| <p>(a) Grasshopper Scout Rings:</p> <p>(b) Cub Scout Packs :</p> <p>(c) Scout Troops:</p> <p>(d) Venture Scout Units :</p> <p>(e) Rover Scout Crews :</p> <p>(f) Scout Groups :</p> | <p>Orange background with the Scout logo and the motto "BE PREPARED" in green. Short form of the title of the Rings and short form of the name of the Sponsor may be added.</p> <p>Yellow background with the Scout logo and the motto "BE PREPARED" in green. Short form of the title of the Packs and short form of the name of the Sponsor may be added.</p> <p>Green background with the Scout logo and the motto "BE PREPARED" in yellow. Short form of the title of the Troops and short form of the name of the Sponsor may be added.</p> <p>White (2/3 of the flag) and brown (1/3 of the flag) background with white on the top, with Scout logo and the motto "BE PREPARED" in black on the white background. Short form of the title of the Units and short form of the name of the Sponsor may be added on the brown background.</p> <p>Blue background with the Scout logo and the motto "BE PREPARED" in gold. Short form of the title of the Crews and short form of the name of the Sponsor may be added.</p> <p>Green or a colour of the scout scarf with the Scout logo and the motto "BE PREPARED" in appropriate colour. Short form of the title of the Groups and short form of the name of the Sponsor may be added.</p> |
|---|--|

- (g) **Sea Scout Groups :** Blue background with the Scout logo and the motto "BE PREPARED" in white. Short form of the title of the Groups and short form of the name of the Sponsor may be added.
- (h) **Air Scout Groups :** Light blue background with the Scout logo and the motto "BE PREPARED" in yellow. Short form of the title of the Groups and short form of the name of the Sponsor may be added.

Rule 6.9.3

Flags used by Districts, Regions and Association Headquarters shall be of a standard size as prescribed by the Association. Except with the approval of the Chief Commissioner, size of the flags shall be 4.5 feet (137cm) x 6 feet (183cm) or 3 feet (91.5cm) x 4 feet (122cm). The colour to be used in District Flags, Regional Flags and Association Flags is any plain colour background with the Scout Badge and the motto "BE PREPARED" in appropriate colour. The title of the Units may be added.

Rule 6.9.4

The design and colour specifications of Scout Unit Flags can be obtained from the Association Headquarters.

Rule 6.10 The Scout Sign, Salute and Hand Shake

Rule 6.10.1



The Scout Sign, as shown left, is made during the making or reaffirming of the Scout Promise, Cub Scout Promise and Grasshopper Scout Promise, and also as a sign of greetings when not in uniform.

Rule 6.10.2



The Scout Salute, as shown left, is made by Members of the Association in uniform.

- (a) as a greeting to another uniformed member irrespective of rank.
- (b) as a mark of respect in formal occasion including at the hoisting of National Flags, at the playing of National Anthems, to uncased colours, Scout Flags and in funerals.

Rule 6.10.3 Notwithstanding 6.10.2, on all parades and at the hoisting of National Flags or Scout Flags, the leader in charge shall call his party to the alert when only the leaders salute.

Rule 6.10.4 A Scout shakes hands with another Scout with the left hand unless prohibited by religious or cultural reasons.

Rule 6.11 Mourning

A black crepe band 10cm wide for Uniformed Adult Members and 5cm wide for Uniformed Youth Members may be worn on the left arm above the elbow to denote mourning and in funeral.

Rule 6.12 Interpretation and Amendment

Rule 6.12.1 Interpretation

The interpretation and definition of the words and expressions contained in the provisions of this POR shall be vested with the Executive Committee.

Rule 6.12.2 Amendment

The provisions of this POR may be amended by the Executive Committee by simple majority.

Rule 6.13 Construction of POR in both Languages

Rule 6.13.1 The English language text and the Chinese languages text of this POR shall be equally authentic, and the POR shall be construed accordingly.

Rule 6.13.2 The provisions of this POR are presumed to have the same meaning in each authentic text.

Rule 6.13.3 Where a comparison of the authentic texts of the POR discloses a difference of meaning which cannot be resolved, the matter shall be referred to the Executive Committee for interpretation and amendment if necessary.