



**Constitution
and Handbook
2017 Edition**

PATRON: The Hon. Wendy Baden-Powell

National Secretary:

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FOREWORD

It is 11 years since our organisation's constitution was last changed, and this Forth Edition reflects a desire that we remain a fully democratic body, but also to **Be Prepared** to recognise and act on opportunities and recognise benefits that arise in the future. This is vital for members, and our place within Scouting.

The main changes are made to the structure of the National Committee and are designed to ensure progress and diligence, so that the Baden Powell Guild of Great Britain continues to be part of an ever changing community, and that the **Scouting Spirit** be ever present.

I wish particularly to thank Allan Page (National Secretary) for his guidance and implementation of this new edition, and also all members of the National Committee, for their input.

FORTH EDITION 2017

DAVID HARBACH

Chairman, National Executive Committee.

TITLE

This organisation shall be known as: -

THE BADEN-POWELL GUILD OF GREAT BRITAIN

CONSTITUTION

The Baden-Powell Guild of Great Britain is an independent National Organisation of men and women over the age of 18 years, willing to put into practice the principles of life set by the founder of the Scout & Guide Movement, Lord Baden-Powell of Gilwell.

It is a Member Organisation of the International Scout and Guide Fellowship (ISGF).

BADGE

The badge is a map of the British Isles with the Fleur-de-Lys in blue on a white background, enclosed within a circlet of red with the title in gold.

The Guild badge is the normal means of identification. It should be worn at all times, so that members may recognise one another and may be recognised by members of other organisations and by the public.

MOTTO

SCOUTING SPIRIT IN ACTION

OBJECTS

1. TO KEEP ALIVE AMONGST ITS MEMBERS THE SPIRIT OF THE SCOUT & GUIDE PROMISE AND LAW.
2. TO CARRY THAT SPIRIT INTO THE COMMUNITIES IN WHICH THEY LIVE AND WORK.
3. WHILST REMEMBERING THEIR OTHER RESPONSIBILITIES, ACTIVELY TO SUPPORT ANY CAUSE OR CHARITY WHICH SHALL BE CONSIDERED SUITABLE.

The first object, “To keep alive amongst its members the spirit of the Scout & Guide Promise and Law”. This must be the whole basis of the conduct of our members; who must be imbued with this spirit and determined to do their best, to live up to the high standard that they have set themselves.

The second object is the positive expression of the first. The spirit of Scouting & Guiding carried into the community can only result in making our world a better place and we are dedicated to spreading that spirit among all with whom we come into contact. The Guild exists to help members put into practice that spirit in the adult world.

The third object deals with service. By making the Guild Promise, members are pledged to help other people at all times; therefore every member has an obligation to be doing something for others. Some will be able to spare a good deal of time, others not so much, especially the younger members who will be busy with their education, business and the responsibility of raising families. No member is asked to do more than they honestly feel they can, and their conscience will tell them how much that is.

An ideal without a practical expression is not enough. The Guild must be more than an association living in the past. It must be a force for good in the world, always looking to the future.

MEMBERSHIP

To be eligible for admission to the Guild a person must:-

HAVE ATTAINED THE AGE OF 18.

STATE ACCEPTANCE OF, AND INTENTION TO ADHERE TO, THE OBJECTS OF THE GUILD.

COMPLETE TO THE SATISFACTION OF THE BRANCH TO WHICH ADMISSION IS SOUGHT, SUCH PROBATIONARY PERIOD AS THE BRANCH MAY REQUIRE.

MAKE THE GUILD PROMISE. (See appendix E)

ASSOCIATE MEMBERSHIP

Associate Membership is for groups of 5 or more, who wish to obtain membership of the International Scout and Guide Fellowship (ISGF).

An official Registration form will be completed annually. The receipt of this and the annual Associate Membership Subscription by the National Secretary, will confirm membership.

LIFE MEMBERSHIP

Honorary Life Membership of a Branch, may be conferred at the discretion of the Branch on any member, who has rendered outstanding service to the Guild.

The Branch will be responsible for the subscription of the recipients of the award.

Honorary Life Membership of the Guild may be conferred by the National Executive Committee in exceptional circumstances.

Recipients will no longer have to pay subscriptions, but will still receive copies of the Guild Magazine, be eligible to attend all meetings and to wear the Guild Badge and any items of Guild dress they may wish.

TERMINATION OF MEMBERSHIP

Membership of any person may be terminated at any time by a resolution passed at a meeting of the Branch, or National Executive Committee, at which the person concerned has been given reasonable opportunity to attend and be heard.

ORGANISATION

The Organisation comprises:-

- Individuals – Town & Country members
- Branches
- National Executive Committee
- President / Vice President
- Patron

CENTRAL BRANCH (TOWN & COUNTRY MEMBERS)

The Central Branch is controlled by the National Secretary and is designed for those individuals who, by reason of their work or place of residence, cannot join any other branch.

BRANCHES

Branches are formed by groups of members living within a locality. Each branch will elect a Chair, Secretary and Treasurer together with such other officers as may be deemed desirable. Each branch will choose its own title, providing it incorporates a reference which indicates membership of The Baden-Powell Guild of Great Britain and its own individual membership.

An official Registration form will be completed annually and receipt of this and the annual subscription by the National Secretary will confirm membership.

The National Executive Committee may suspend membership of any Branch, or Town & Country Member, if in its opinion, it or the member no longer fulfils the requirements as stated.

NATIONAL EXECUTIVE COMMITTEE

The National Executive Committee members will consist of:-

Chair, Vice-Chair, Secretary, Treasurer, Editor, Minute Secretary, President, Vice President. Also such other persons who are members of the Guild and who have been elected to represent their branch or area, may be co-opted by the Committee. The National Executive Committee shall meet not less than **twice** a year. A Quorum shall consist of not less than half the number of elected members. The following members of the National Executive Committee will be **elected:-**

Chair, Vice-Chair, Secretary, Treasurer by the members vote at the National AGM for a period of 3 years (this may be varied in the first instance). These members will have full voting rights. They may serve further periods as required.

The following members of the National Executive Committee will be **appointed:-**

Editor, with full voting rights and Minute Secretary, non-voting.

The following members of the National Executive Committee will be

Co-opted: -

Members selected for a specific task – these members will have full voting rights.

The following will be **Ex-Officio** members of the National Executive Committee:-

President and Vice President, both positions to be non-voting.

PRESIDENT / VICE PRESIDENT

The Guild shall appoint a President and Vice President as it thinks necessary. Any such appointments to be recommended by the National Executive Committee and confirmed by vote at the National AGM. All such appointments shall be for an indefinite term.

PATRON

The Guild shall appoint as Patron a person who, in the opinion of the National Executive Committee, will enhance and dignify the image of the Guild.

DISSOLUTION OF THE NATIONAL EXECUTIVE COMMITTEE

In the event of the Executive committee of The Baden-Powell Guild of Great Britain ceasing to exist, the assets shall be returned to the registered members on a pro-rata basis. Branch members will receive their allocation through their Branch Treasurers. Town & Country members will receive their allocation direct.

NATIONAL ANNUAL GENERAL MEETING

An Annual General Meeting of The Baden-Powell Guild of Great Britain will be held each year, the venue, date and time being notified to the Guild membership. It is hoped that this event will be contained within a residential weekend, giving the greatest possible number of members the opportunity to attend.

VOTING AT THE NATIONAL AGM

In any vote to be taken at the Annual General Meeting, branches will offer only one vote. Central Branch members attending the AGM should consult together and nominate one member to vote according to their wishes.

Proposals for amendment to the Constitution, or any other Guild matter, must be submitted in writing to the National Secretary at least 90 days prior to the AGM. These proposals will be submitted for debate and a vote will be taken at the meeting. Branches not attending may send their vote to the National Secretary.

CENSUS AND SUBSCRIPTION

Annual census forms will be sent out to Branches and Town & Country members in December each year and are due to be returned to the National Secretary as soon as possible after the 1st January. An annual national subscription for members and associate members will be levied, the amount to be determined by the National Executive Committee and confirmed by a vote at the National AGM. The subscription is payable with the return of the census form. It is the responsibility of the Branch Treasurer to pay the subscriptions of all members of a Branch.

The subscription for **Members** covers the following items: - ISGF membership, insurance, communication_of information, a printed copy of the guild magazine and any essential expenses incurred by members of the National Executive Committee in the pursuance of their duties.

The subscription for **Associate Members** covers the following items: ISGF membership, insurance, electronic communication of information, and any essential expenses incurred by members of the National Executive Committee in the pursuance of their duties.

INSURANCE

The National Executive Committee of the Guild has effected blanket cover under an insurance policy providing **Third Party Public Liability**. Each year the Branch Secretaries will submit to the National Secretary the names of the branch members to be covered for insurance purposes. When a new member joins a branch, the Branch Secretary must send to the National Secretary their name; insurance is effective immediately on receipt of this. Town & Country members are similarly covered by insurance upon receipt of their registration forms. A copy of the Insurance Policy is available for inspection from the National Secretary. It must be stressed that any additional cover considered necessary, must be taken out by a Guild Branch or individual to meet their own requirements.

POLITICS AND THE PRESS

The Guild is not connected with any political party or body. Members of the Guild, acting as such, must not take part in any political meetings or activities. No member of the Guild may express any opinions referring or relating to any matter of Guild policy, in the public press, or any broadcast, without first receiving the consent of the National Executive Committee.

THE GUILD MAGAZINE – GUILD NEWS

The Guild News is the official journal of the Guild and is the principal means whereby the members can be kept fully informed of Guild affairs.

INTERNATIONAL SCOUT AND GUIDE FELLOWSHIP

The Guild is a member of the International Scout and Guide Fellowship, (**ISGF**). ISGF is a worldwide organisation for adults who support Scouting and Guiding. Membership is via the National Scout and Guide Fellowship UK (**NSGF UK**).

NATIONAL SCOUT AND GUIDE FELLOWSHIP UK

The Guild is a participating member of the NSGF UK, which is the organisation through which membership of ISGF is facilitated. NSGF UK is comprised of those organisations in the UK which meet the requirements for membership as laid down in the ISGF Constitution. Three members are elected annually at the AGM to represent the Guild on the NSGF UK Joint National Committee (JNC). These members report to the National Executive Committee.

GUILD HANDBOOK

(INFORMATION SECTION)

TITLE

The organisation may also be referred to as The Guild or the B-P Guild.

BADGE

The metal lapel badges kept by the National Treasurer are provided by the National Executive committee for new members. Additional or replacement badges are available at the prevailing cost.

GUILD DRESS

Branches and individuals can decide on their own mode of dress but it is felt that good publicity can be obtained by projecting a corporate image with members being similarly dressed and displaying the Guild Name and Badge. It is generally agreed that **blue** is the Guild colour for jumpers displaying the Guild badge.

SERVICE

It has already been stressed that every member has an obligation to serve to the extent of their ability and time they can spare. This may take the form of individual or corporate work, for Scouting/Guiding or the Community or both. The more service that can be done as a branch the better and a busy branch is usually a good and happy one.

THANKS CERTIFICATES

THANKS CERTIFICATES can be obtained and conferred by the Branches on their members at the branches' discretion. These will be signed by the branch officers and presented locally. The cost of these certificates will be borne by the branch

THANKS CERTIFICATES can be awarded by The National Executive Committee after recommendation by any member. These will be signed by the National officers and can be presented by any Guild officer. The cost of these will be borne by the National Executive Committee.

PUBLICITY

There are certain places in a town which most citizens visit at one time or other - public libraries, swimming baths, church halls, shops etc. Most of these are prepared to display Guild posters or notices. A copy of **The Guild News** might be given regularly to the local library.

There have been many excellent displays in the windows of large stores, some devoted exclusively to the Guild. The branches might encourage the appointment of a Public Relations Organiser. Publicity posters and leaflets may be available from the National Secretary

ORGANISATION

The NATIONAL EXECUTIVE COMMITTEE - is the management body of The Baden-Powell Guild of Great Britain. It is responsible for organising the finances of the Guild and for ensuring that it is run in a legal and correct manner.

At an Annual General Meeting these positions will be filled by **Nomination and Election** for a **3 year** term of office (to be varied in the first instance):

National Chairman
Vice Chairman
National Treasurer
National Secretary

These members will have full voting rights and may serve further periods as required.

The following members of the National Executive Committee will be **Appointed:**

Magazine Editor – with full voting rights
Minute Secretary – non voting

The following members of the National Executive Committee will be **Co-opted:**

Members elected to represent their Branch or Area
Trading Post Organiser
Public Relations Organiser
Holiday Homes Trust Rep

These members will have full voting rights.

The following will be

Ex-Officio members of the National Executive Committee

President – non voting
Vice President – non voting

BRANCHES These are the main units of the Guild. All the Town & Country members belong to the Central Branch.

BRANCHES

STARTING A BRANCH

When starting a Guild Branch it is important that there should be a main purpose in the specific form of service that the Branch intends to undertake. There will always be a wide diversity of service. Some Branches will wish to serve a local organisation; others may wish to support a youth organisation such as the local Scout Group. In all cases effort should not be directed towards one cause exclusively. A wide range of interests will ensure a lively and active branch. Before holding an inaugural meeting, steps should be taken to secure as many prospective members as possible willing to attend the meeting. To this end, there is no better method than personal contact and invitation.

It should always be remembered that the Branch has a responsibility to itself for ensuring, as far as possible, that only morally suitable persons are enrolled. For this reason it is desirable that each prospective member should be proposed and seconded by existing members. This may not always be possible. It is, therefore, permissible in such cases to accept a general recommendation. This will not guarantee that an unsuitable person does not slip into membership. A means of terminating such a person's membership should always be included in Branch Bye-Laws.

THE INAUGURAL MEETING

Having found a Chair and sufficient prospective members to make a start, a meeting should be arranged at a time and place to suit the majority. It should be as informal as possible, consistent with the proper discharge of the business to be done.

The procedure might then be:

- a) A speaker to outline the objects of the Guild and its organisation.
- b) Any immediate business should be discussed, such as the amount of the subscription and frequency of meetings.
- c) A date should be fixed for the next meeting.
- d) The Chair of the meeting should lead all who intend to join in the making of the Guild Promise. They should be welcomed with the left hand-shake and the presentation of a Guild Badge.
- e) Each member, before leaving, should fill in an enrolment form and pay the Branch subscription.
- f) When the Branch has been formed the Registration Form should be sent to the National Secretary.

THE MEMBER AND THE BRANCH

It has been found that a Branch needs an active core of members and it can then carry others who are doing their service elsewhere but who wish to maintain their link with the Guild. Every new member should be introduced into the Branch with a short ceremony, which should include the making of the Guild Promise, the Left handshake and the presentation of the Badge. They should be made to feel that they are joining something worthwhile and that membership does not merely consist of signing a paper and paying subscriptions. A suggested form is included at Appendix B, Branches should use or adapt it, as they think fit.

THE BRANCH COMMITTEE

When a Branch is small a committee of two or three may be sufficient; but a larger and more active committee will certainly be needed as membership grows and activities increase. Sub-committees may also be necessary. This helps keep a maximum number of members interested. There should be a Chair and sufficient committee members for the various tasks.

The Branch must always accept its responsibility financially to defray proper expenses incurred by any member during the course of their duties. The Branch Committee will draw up the Branch Bye-Laws. A specimen is included at Appendix A. Liaison should be maintained with neighbouring Guild Branches for social and service activities. Contact should also be made with other voluntary organisations to explore the possibility of co-operation in community service.

In order that members visiting a town may be able to get in touch with local Branches, names and addresses of branch secretaries should be available at the town information Bureau.

BRANCH PROGRAMMES

The Branch Committee should draw up a programme to cover a long period, preferably a year, with provision for including the National AGM and ISGF events. Many Branches print this on a card suitable for the pocket for easy reference. There should be some sort of meeting or activity not less than once a quarter and neighbouring Branches might be invited for an occasional social evening.

The programme should aim to cater for all tastes.

Some items included might be as follows; -

INDOOR: Talk, Discussions, Film show, Dance. Memories Evening, Parties, Jumble sale, Whist and Beetle Drives, Skittles and Quizzes.

OUTDOOR: Hikes, Visits, Car Rally, Treasure Hunt, Barbecues, and Camps.



INTERNATIONAL SCOUT AND GUIDE FELLOWSHIP

ISGF

ISGF is an organisation for adults. It is based on the Scout/Guide ideals. Its essential purpose is to assist its members to maintain the values learnt in the youth movements. To give service within their communities, to encourage continuous personal development and to support Scouting and Guiding on a world, national and local level. ISGF is open to former members of WOSM and WAGGGS organisations, and to adults who did not get the opportunity when young to be Scouts and Guides.

PRINCIPLES OF ISGF

- 1 Encourage respect for life and human rights:
- 2 Work for justice and peace in order to create a better world;
- 3 Contribute to international understanding especially through friendship, tolerance and respect for others, as laid down in the Aims.

AIMS OF ISGF

- 1 To keep alive the spirit of the Promise and Law as laid down by Baden-Powell, founder of the Scout and Guide Movements:
- 2 To bring that spirit into the communities in which they live and work; and
- 3 To actively support Scouting and Guiding in their local communities, in their countries and worldwide.

NATIONAL SCOUT AND GUIDE FELLOWSHIP – UK

The National Scout and Guide Fellowship – United Kingdom (NSGF-UK) is the member organisation of the International Scout and Guide Fellowship (ISGF) in the UK.

At the present time NSGF UK Component Associations are:

The Baden-Powell Guild of Great Britain
The Scout and Guide Fellowship

NSGF UK members are adults who are (or have been) Scouts or Guides, and those who accept the ideals and principles of the Scout/Guide movement.

Baden-Powell said, **“Scouting and Guiding is not only a game for children, it is also a way of life for adults”**.

ORGANISATION

The management of NSGF UK is the responsibility of the Joint National Committee (JNC). The structure, roles, duties and responsibilities of the committee are as laid down in the constitution, which is approved by the membership and by the ISGF World Committee.

Members pay an annual subscription to NSGF UK which includes the ISGF fee. Members are kept in touch by regular NSGF Newsletters and through the web sites of their respective organisations.

AIMS & OBJECTIVES:

Facilitating membership of the International Scout and Guide Fellowship.
Working in harmony with Scouting and Guiding in the UK and supporting them whenever possible.

Encouraging members to take part in, or support, local community work.

To promote friendship among its members and fellow members in other countries.

Promoting Fellowship Day each year on 25th October.
Participating in ISGF gatherings, conference and other events.
Receiving and distributing information from and promoting special appeals put forward by ISGF.

APPENDIX ‘A’

SUGGESTED BRANCH BYE-LAWS AND RULES

The Branch shall be called the branch of The Baden-Powell Guild of Great Britain.

The Branch shall be conducted in accordance with the Constitution of the Baden-Powell Guild of Great Britain.

The Annual General Meeting of the Branch shall be held in..... each year, the date of such meeting being decided by the Committee elected at the previous AGM. (It is suggested that the A.G.M. should be held in the first quarter of the year, so that the latest membership numbers may be available and subscriptions collected, ready for submission to the National Secretary).

The following officers of the Branch shall be elected at the A.G.M. Chair, Vice-Chair, Secretary, and Treasurer.

The general management of the Branch shall be in the hands of a committee, as elected at the A.G.M.

The committee shall meet as necessary.

The annual subscription payable by members of the Branch shall be determined at the A.G.M. and membership of the Branch shall imply an undertaking to pay such annual subscription.

The committee shall present to the A.G.M. a report of their activities since the previous A.G.M., together with a statement of the financial position.

Membership of the Branch, of any person, may be terminated at any time by a resolution passed at a meeting of the committee at which the person concerned has been given reasonable opportunity to attend and be heard.

The A.G.M. shall have power to amend these Bye-laws, as may be considered desirable in the interests of the Branch, by a two-thirds majority of those present.

APPENDIX 'B'

SUGGESTED CEREMONY OF INVESTITURE OF A NEW MEMBER

Preparation

The Candidate should have read the Guild Promise and understand and be prepared to accept the Objects of the Guild.

Setting

A small table covered with a suitable cloth or flag at one end of the room. The candidate's application form and a Guild Badge should be on the table. The Chair should stand facing the candidate, with the remainder of the Branch members forming a semi-circle.

Investiture

CHAIR:

Fellow members, we are gathered here tonight to welcome into our Guild (Name)..... whose application for membership has been accepted by your Branch Committee.

(Name)... do you understand and accept the Objects of the Baden-Powell Guild of Great Britain, namely:

- 1 To keep alive amongst its members the spirit of the Scout & Guide Promise and Law.
- 2 To carry that spirit into the communities in which they live and work.
- 3 Whilst remembering their other responsibilities, actively to support any cause or charity which shall be considered suitable.

CANDIDATE:

I do.

CHAIR:

(Name) has signified their acceptance of our Guild and its Objects and I ask all present to repeat with them the Guild Promise, which we all accept as our guiding principle.

ALL: (repeat the Guild Promise, see appendix E)

The Chair then pins the Guild Badge onto the Member's lapel and gives a left hand-shake, followed by:

CHAIR:

I welcome you as a member(s) of the.... Branch of the Baden-Powell Guild of Great Britain.

APPENDIX 'C'

SOME NOTES FOR A BRANCH SECRETARY

Ensure that the Branch is registered with the National Secretary. Convene all Branch Meetings.

Keep Minutes and a record of those attending; prepare the Minutes for signature.

Answer all letters and keep copies.

All papers should be filed accurately for easy reference. Keep a note of matters which arise and from these prepare an Agenda for Branch/Committee meetings.

Maintain a folder of membership forms containing the address, telephone number and date of admission to the Guild.

Keep account of petty expenditure on postage etc. The committee should be aware of the sums involved.

The Secretary may claim for expenses from the Branch Treasurer.

Read all literature from the National Secretary and bring it to the notice of the committee and other members.

Complete annually the official census and return to the National Secretary together with the national subscription.

Send the National Secretary a registration form in respect of each new member (see Insurance).

Prepare the proposed Branch programme, if possible for a year ahead, for the consideration of the committee.

APPENDIX 'D'

SOME PRAYERS FOR GUILD OCCASIONS

THE BADEN-POWELL GUILD PRAYER

GOD grant me grace that this small badge I wear,
May sacred be by Service and by Prayer,
Reminding of that solemn three-fold vow,
I made in faith to hold fast to it now,
That when I enter on the homeward trail
I may at length perceive the Holy Grail

When the long camp of life is ended
And darkness falls
And silence floods the land
AMEN

Opening Prayer:

We ask thy blessing, O Lord on Thy servants met together in the Baden-Powell Guild of Great Britain. Make true Godliness and friendship to flourish amongst us. Guide us in our deliberations and grant us wisdom and understanding in all our decisions and actions. Give us courage and loyalty that we may do according to Thy will in all things and so be a blessing to those among whom we live. Through Jesus Christ Our Lord. AMEN.

A prayer for absent Members:

In the fullness of life and friendship, we beseech Thee O Father that thy presence shall be with our absent Members. If discouraged, bring hope; if in sorrow, bring

comfort; if lonely, be their Companion; if needy, supply their need. Grant that the warmth of our friendship shall embrace them. Through Christ Jesus, our Lord
AMEN

APPENDIX 'E'

THE GUILD PROMISE

On my Honour I Promise
That I will do my best,
To do my Duty to my God and my Country,
To help other people
And to uphold the Spirit of the Guild.