



THE ORISSA BHARAT SCOUTS & GUIDES

STATE ASSOCIATION BYE-LAWS



**STATE HEAD QUARTERS
UNIT - 3,
BHUBANESWAR**

**THE ORISSA
STATE BHARAT SCOUTS & GUIDES**



**STATE ASSOCIATION
BYE-LAWS**

**STATE HEAD QUARTERS
PLOT NO. IX C/8,
UNIT - 3,
BHUBANESWAR**

**IMPLEMENTED FROM 1961
AMENDED BY STATE EXECUTIVE, STATE COUNCIL
ON 20.9.95 APPROVED BY NATIONAL HEADQUARTERS,
NEW DELHI
ON 30.11.96**



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THE ORISSA STATE BHARAT SCOUTS & GUIDES BYE-LAWS



I. NAME AND PURPOSE

1. **NAME:-** The name of this Association shall be "THE ORISSA STATE BHARAT SCOUTS & GUIDES".
2. **AFFILIATION:-** The Association shall be affiliated to the Bharat Scouts & Guides in accordance with the Aims, Policy Rules and Organisation (referred to hereafter as the A.P.R.O.) of the Bharat Scouts & guides, National Headquarters, New Delhi, and shall be a branch there of.
3. **AIMS & OBJECTIVES:** The purpose of the state association is to carry out the Aims and objects, policies and Programmes of the Bharat Scouts & Guides within the territory of the State of Orissa in accordance with the A.P.R.O. of the Bharat Scouts & Guides and the Bye -Laws of the Orissa State Bharat Scouts & Guides. The Association shall exercise its powers and perform its functions as laid down in the A.P.R.O. in the State of Orissa.

II. MEMBERSHIP

4. GENERAL MEMBERSHIP :-

- (a) The General Member ship of the Association shall be open to all persons who agree to the Aims and Objects of the Bharat Scouts & guides and are eligible under Rules of the State Association for the time being in force. These Members shall be beneficiaries of the Association and shall not be members within the meaning of section 15 of the Societies Registration Act (XXI of 1860).
- (b) The following are considered as members of the Association as long as they are properly serving in the ranks or positions enumerated according to the Rules laid down in the A.P.R.O.

- (i) Scouts (i.e. Cubs, Scouts and Rovers Scouts) Who are members of a registered Groups or are themselves registered as lone Scouts, lone Senior Scouts, Lone Rovers, Air Scouts, Sea scouts, or Deep Sea Scouts.
- (ii) Guides (i.e. Bulbuls, Guides and Rangers) who are members of a registered group or are themselves registered as lone Guides, lone Senior Guides or lone Rangers.
- (iii) Persons who are registered as old scouts by the old Scouts branch of a Group, L.A./D.A.
- (iv) persons who are registered as Old Guides branch of a Group or L.A./D.A.
- (v) Warranted Scouters and Guiders.
- (vi) Persons who hold non-executive or honorary ranks as laid down in the A.P.R.O.
- (vii) Members of the State Association, State Council, D.A.s and L.A.s.

(c) SUBSCRIBING MEMBER:-

- (i) **PATRON:-** The Head of the State is the patron of the State Association.
- (ii) **VICE PATRONS:-** Persons who subscribe Rs. 10,000/- or more to the State Association and are admitted as such by the State Executive Committee.
- (iii) **LIFE MEMBERS -** Persons who subscribe Rs 200/- or more to the State Association and are admitted as such by the State Executive Committee.
- (iv) **ORDINARY MEMBERS -** Person who pay Rs. 10/- annually to the State Association and are admitted as such by the State Executive Committee.

Note : Copies of the State Association journal and annual report & Statement of accounts shall be sent to all the subscribing members referred to in (c) above.

- 5. **SPECIAL MEMBERSHIP:-** The special Membership of the State Association is for the purpose of Section 15 of the Societies Registration Act-XXI of 1860 only and shall be



confined to such members of the State Council constituted in accordance with the A.P.R.O. and these Bye -laws for the time being in force as shall have signed the roll of members in a Register to be maintained and kept by the State Secretary and have not ceased to be members according to these Bye-Laws.

6. SUBSCRIPTIONS :-

- (a) All Subscriptions as given in Bye -law 4 (c) are payable in advance. Members whose subscriptions are in arrears will not be eligible either to stand for election or vote.
- (b) If the annual subscription of a member remains unpaid for more than 3 months after the beginning of the year (1st of April) his name may be removed from the list of the members of the Associations by the Executive Committee after due notice in writing has been given to the member. A Member whose name has thus been removed may be readmitted at the discretion of the Executive Committee on his paying his arrears in full.

7.(a). CESSATION OF MEMBERSHIP :- A person shall cease to function as a Member.

- (i) if he/she sends in his/her resignation to the Secretary of the respective bodies of which he/she is a member.
- (ii) if he/she ceases to serve properly in the rank or position held by such a member(rule 30 A.P.R.O.)
- (iii) if he/she holds a warrant and it ceases to be effective according to the A.P.R.O.
- (iv) if he/she being a patron or life Member sends in his/her resignation to the State Secretary.
- (v) if he/she ceases to be an ordinary member.
- (vi) if he/she ceases to be a member of the body which he/she represents.

(b) DETERMINATION OF MEMBERSHIP :- In addition to the other methods provided for in the A.P.R.O. the membership of any person shall be by a resolution of the State Executive Committee, passed by a majority of 2/3rds of the members



present. The Committee shall not be under obligation to state the reasons for such action. The person concerned may appeal to the National Executive Committee against any decision taken by the State Executive Committee.

III. STATE COUNCIL

8. (A) STATE COUNCIL

The State Council shall consists of

1. The President
2. One or more, but not more than six Vice-Presidents, If there are more than Four Vice-Presidents at least two of them shall be women provided however, if there are more than one Vice President at least one of them shall be a Women;
3. The State Chief Commissioner;
4. The immediate past State Chief Commissioner;
5. The state Commissioner (S);
6. The State Commissioner (G);
7. The State Treasurer;
8. The State Secretary;
9. The Jt. State Secretary;
10. The Asstt.State Commissioners (S);
11. The Asstt. State Commissioners (G)
12. The State Org. Commr. (S)
13. The State Organising Commissioner (G)
14. The Headquarters Commissioners
15. The State Training Commissioner (S)
16. The State Training Commissioner (G)
17. The Joint Or Assistant State Organising Commissioner (S), if any;
18. The Joint Or Assistant State Organising Commissioner (G),if any;
19. All District Commissioners or Divisional Commissioners;
20. All Assistant District Commissioners incharge of Local Association where there is no District Associations;



21. All Leader Trainers of Scouts;
22. All Leader Trainers of Guides;
23. One or more, but not more than 7 members co-opted by the State Council;
24. The Assistant Director of the Region;
25. Elected Representatives of District or Divisional Associations at the rate of one members for every 2500 Scouts and one member for every 1500 Guides computed on the Census for the last but one year proceeding the Election but not more than six members in all from a District or Divisional Association of whom not less than two shall be members from the Scout Wing, one shall be a Group Scouter and two shall be members from the Guide Wing one of whom shall be a Group Guider of District or Divisional Association.

Provided that each District or Divisional Association shall have one Scouter and one Guider Representatives not with standing the District does not possess the strength prescribed above.

- (a) **EXPLANATION:-** The word 'Scout' includes Cubs, Scouts, Rovers and the word 'Guide' includes Bulbuls, Guides, and Rangers.
26. One or more at the rate of one for every ten members but not more than ten members in all to be elected by the Life Members of the State Association from among themselves, at least two of whom may be women.
 27. One or more at the rate of one for every twenty members, but not more than ten members elected by the ordinary members of the state Association from among themselves, one of whom may be a women.
 28. One or more but not more than three members elected by the Institutional Members of the State Association from among themselves.
 29. Honorary Life Members, but not more than three admitted as such by the State Council for meritorious services rendered to the Movement; Provided however the State



Council shall have power to act notwithstanding any vacancy in the members thereof.

Provided further that any member of the State Council who is a member by virtue of his office shall cease to be a member of the State Council when he ceases to hold such office.

(b) **TERM OF OFFICE:-** The members of the State Council shall hold office for a period of three years except as otherwise directed by the National Executive Committee or the Bye-Laws of the State Association. They may be re-elected or re-nominated as the case may be. The retiring office bearers and members shall, however, continue to hold office until their successors are elected or nominated.

(c) **THE FUNCTIONS OF THE STATE COUNCIL SHALL BE:-**

1. To promote the welfare of the movement in the state, and to arrange for the harmonious cooperation between District and local Associations.
2. To be generally responsible for the proper working of the Association in the State.
3. To review the work of the State Executive Committee and pass the Annual Report, the audited statement of accounts the balance sheet, the annual budget and to appoint an Auditor.
4. To elect the office-bearers of the State Association and the members of the State Executive Committee.
5. To sanction, alter or amend the bye-laws, as framed by the State Executive Committee for:-
 - (a) the election of office -bearers and other members of the state council, and the State Executive Committee.
 - (b) the holding of meetings and the transaction of business of the State Council, the State Executive committee and the Sub-Committees;
 - (c) And for any other purposes mentioned in the A.P.R.O. and found necessary in the working of the Association . The bye - laws shall be sent to the National Headquarters for approval.



IV. ELECTION AND APPOINTMENTS TO THE STATE COUNCIL

9. OFFICE BEARER :- (i) Election of the following office - bearers to the State Council shall be held every three years at the Annual General Meeting or at a Special Meeting called for after the State Council is duly formed .

PRESIDENT :- The President shall be elected by the State Council from among the citizens of the India , who has subscribed to the Aims and objectives of Bharat Scouts and Guides and has at least five years involvement and resident of the State.

THE VICE-PRESIDENT :- There Shall be one or more but not more than Six Vice President, and if there be more than 4 Vice - Presidents, at least 2 of them shall be Women .

THE STATE CHIEF COMMISSIONER :- The State Chief Commissioner shall be elected by the state council from among the members who had an experience as a warranted commissioner at state or National level at least six continuous years and other than those mentioned in rule 4 (2) (a) ,(2) and (ii) .

THE STATE COMMISSIONER (S) & (G) :- Shall be appointed by the State Chief Commissioner from among the members of the state Association .

THE STATE TREASURE :- (i) Shall be elected by the State Executive Committee from among the State Association .

(ii) Nomination for the various offices shall be sent to the State Secretary so as to reach him at least 21 days before the date of Meeting . Such nomination shall be duly proposed by one and seconded by another member of the State Council and shall be in accordance with the form given in appendix-A. Consent of the nominee to work in the office if elected shall be obtained by the person proposing and seconding .

(iii) (a) The State Chief Commissioner shall appoint a Scrutiny Committee of not less than three and not more than five members from amongst the members of the State Council. All Nominations received by the State Secretary shall be



scrutinised by the scrutiny committee to find out whether the nominations are properly made and are valid. The Committee will place before the State Chief Commissioner all the valid nominations and those which in their opinion are valid giving in writing in the case of the later the causes for such declarations at least ten days before the day of the meeting .

- (iii) (b) If the State Chief Commissioner agrees with the decision of the Scrutiny Committee , he will issue instructions to prepare the voting papers. If he disagrees with the decisions of the Scrutiny Committee, his decision shall be final and voting papers shall be prepared in time for the meeting of the State Council . The decision of the State Chief Commissioner shall be given at least 8 days before the date of the meeting .
- (iii) (c) A list of valid nominations shall be sent to all members of the State Council at least 5 days before the date of the meeting.
- (iv) If the number of valid nominations is equal to the number of offices the nominees shall be declared by the State Chief Commissioner to have been duly elected .
- (V) If the number of valid nominations exceeds the number of offices, election shall be held at the meeting of the State Council.
- (VI) If no nominations are received in due time for any post for which elections are to be held names of such persons who are qualified for the post and whose written consent is obtained by the proposer shall be proposed and seconded in the meeting and elections shall be held .
- (VII) In such election the Scrutiny Committee shall scrutinise the position with in 8 days of the election and if it is found that the person / persons so elected is/are not qualified, the report shall be submitted by Scrutiny Committee to the State Chief Commissioner within 10 days of the election and the decisions of the State Chief Commissioner which shall be given within 15 days of the election, shall be final .
- (VIII) A candidate can withdraw his /her name from the nominations by a written request made by him/her to the State Secretary so as to reach him at least two hours before the time scheduled for the elections.



- (IX) At the meeting of the State council , time shall be allotted for the distribution of voting papers to those who are present and are entitled to vote as members of the State Council and the voting shall be by ballot. Voting by proxy shall not be permitted .
- (X) At least two persons not themselves candidates for the elections shall be appointed by the Chairman of the meeting of the State Council before the time of the election to count the votes. After the scrutiny and the counting of the votes the papers shall be handed over to the chairman of the meeting, who will then declare the results of the voting .
- (XI) In case of equality of votes, the decision shall be taken by the lots by the Chairman of the meeting .
- (XII) The newly elected personnel shall assume charge immediately after the meeting is over . Till such elections are held and new personnel is elected , the old personnel shall continue to hold office .
- (XIII) A person may be nominated for more than one post but he / she must withdraw his / her name for all posts except one, two hours before the time of the meeting, except for the post allowed in the A.P.R.O. If the person does not intimate his / her decision to State Secretary in time, the State Chief Commissioner shall decide and keep his / her nomination for one post only at his discretion .
- (XIV) All voting papers and results signed by the scrutinisers shall be kept in the State Headquarters under the seal of the Chairman of the meeting for three months after the elections.

10. VACANCIES :- (a) If due to any reason the post of the State Chief Commissioner and the posts of the State Commissioner(s) or State Commissioner (G) respectively fall vacant their functions shall be performed by the National Commissioner and the State Chief Commissioner respectively and in filling in the vacancy or vacancies the procedure as laid down in Rules and A.P.R.O. shall be followed .

- (b) If the post of the President falls vacant due to any reason the Executive Committee shall elect one of the Vice Presidents to act as President until the next meeting of the State Council



when a President shall be elected for the remaining unfinished period of the Council.

- (c) If the post of Vice President falls vacant it shall be filled up at the next meeting of the State Council .
- (d) If the post of the Treasurer falls vacant due to any reason, the State Executive Committee shall elect a person to fill up that post until the next meeting of the state council when the Treasurer shall be elected for the remaining unfinished period of the Council.
- (e) **Vacancies in the State Council** - Vacancies in the state council in different categories shall be filled by the respective bodies by election for the remaining period of the Council by those bodies concerned according to the bye-laws in that behalf.

11. APPOINTMENTS :- (a)(i) State Organising Commissioner(S) (ii) State Organising Commissioner (G) The above appointments shall be governed by the rule and A.P.R.O.

- (b) (i) State secretary
- (ii) Joint state secretary

The State Secretary and the Joint State Secretary shall be appointed by the State Chief Commissioner in consultation with the State Executive Committee . They may be Honorary or salaried persons. One of them shall be a women .

- (c) All other appointments shall be made according to Rule & APRO.

12. ASSISTANT STATE SECRETARY OR SECRETARIES :- The State Executive Committee may if so desired create posts of one or more Assistant State Secretaries for specific duties allotted to them . They may be Honorary or salaried persons. They shall be appointed by the State Chief Commissioner in consultation with the State Executive committee . They shall not be the members of the State Council.

13. SUBSCRIBING MEMBERS :- (a) Out of the subscribing members of the State Association under Bye -law No . 4 (c) of these Bye-Laws only members who shall not hold any Warranted Ranks in the movement ,shall be elected to the State Council as per rules as per A.P.R.O.

- (b) These elections may take place by a postal vote . Nominations shall be called for at least three months before the meeting of



the State Council . The nominations will be duly proposed and seconded by members of the same category - as in bye- law.

These nominations will be scrutinised by two persons to be appointed by the State Chief Commissioner in accordance with the rule No. 9 (iii) of these Bye - laws . These two persons need not be members of the same Scrutiny Committee as in Bye - laws No. 9 (iii).

If the number of valid nominations is equal to the posts they will be declare to have been elected by the State Chief Commissioner. If the number of valid nominations exceeds the number of posts, election shall be held by sending voting papers to the members at least two month before the date for the meeting of the State Council . The voting papers shall be called back within 15 days after they are sent. The voting papers shall be sent in covers to be signed by voters and returned to the State Secretary . Voting shall be by ballot . The State Chief Commissioner shall appoint two persons who shall open the covers containing the voting papers and count the votes . They shall submit the results and the papers to the State Chief Commissioner immediately after they will have finished counting the votes and the State Chief Commissioner shall declare the result of this election at least one month before the date of the meeting of the State Council.

V. ELECTION TO THE STATE EXECUTIVE COMMITTEE

14 - THE STATE EXECUTIVE COMMITTEE :-

The State Council shall after its formation at its first meeting elect from amongst its members to the State Executive Committee the following members :-

(i) Ex- officio :-

- (a) The State Chief Commissioner as the chair man .
- (b) The State Commissioner for scouts .
- (c) The State Commissioner for guides .
- (d) The Assistance State Commissioners .
- (e) The Headquarters Commissioners.
- (f) The State Secretary .



- (g) The State Treasurer .
- (h) The State Organising Commissioner (S) .
- (i) The State Organising Commissioner (G) .
- (ii) Elected :-**
 - (a) Two District Commissioners (S)
 - (b) Two District Commissioners (G)
 - (c) Ten Representatives from subscribing members of the state council .
 - (d) One representative of ordinary members elected by and from among themselves .
 - (e) One representative of the Institutional members elected by and from among themselves.
 - (f) One representative of Leader Trainers of Scouts and one from the Guide wing elected by and from among the respective wing.
 - (g) Two group scouters and two group guiders elected by and from among themselves.

Time shall be allotted by the Chairman to hold elections in (ii) above .

Each group from (a) to (g) above shall meet separately for this purpose under the Chairmanship of a person not belonging to the Group nominated by the Chairman of the meeting of the State Council . Nominations for the election shall be made in this meeting of the Group in writing duly proposed by one and seconded by another member of the Group .

If the number of nominations exceeds the number of the seats, votes will be taken by ballot . The Chairman shall report the result of the voting in writing immediately after the votes are counted to the Chairman of the meeting of the State Council who will declare the names of the elected members from the Groups.

15. CO-OPTION :- The State Executive Committee after its formation may co-opt members not exceeding two .



VI. MEETINGS

16. MEETINGS OF THE STATE COUNCIL:-

- (i) The State Council shall meet for its Ordinary Annual meeting once in every year on such date as may be decided on by the State Executive Committee in consultation with the president and the State Chief Commissioners not later than 30th September every year.
- (ii) Notice of such meetings specifying the place, date and hour of the meeting and the Agenda shall be sent by the State Secretary at least fifteen clear days prior to the meeting. When any election is due the notice of such meeting shall be sent six weeks prior to the meeting.
- (iii) Twenty percent of the strength of the State Council or 20, whichever is less shall form the quorum for the meetings.
- (iv) Except as provided in the societies-Registration Act (XXI of 1860) and these Bye-laws all questions before the State Council shall be decided by a simple majority of votes. In case of equality of votes, the chairman of the meeting shall have a casting vote in addition to his own.
- (v) The President shall preside over the meetings of the State Council. In his absence, one of the Vice-Presidents to be elected at the meeting of the State Council shall preside. In their absence the State Council may elect any one from among them to preside over the meeting.

17. ORDINARY ANNUAL MEETINGS:- At Ordinary Annual meetings, the following business shall be transacted:-

- (i) Consideration and adoption of the Annual Report.
- (ii) Consideration and adoption of the Audited statement of accounts and the balance sheet for the period covered by the Report.
- (iii) Consideration and adoption of the budget for the ensuing year.
- (iv) Consideration of the Resolutions and subjects of which 7 clear days notice has been given to the State Secretary.
- (v) Consideration of such matters as have been tabled by the State Executive Committee.



- (vi) Election of office-bearers, Trustees and members of the State Executive Committee when it is due or necessary.
- (vii) Consideration about the appointment of the Auditors and fixing their honorarium.

(Note - Every business to be placed before the State Council shall first be placed before the State Executive Committee for its consideration and opinion.)

18. ADJOURNED MEETINGS:- If within 15 minutes after the time appointed for the meeting quorum is not present, the meeting shall stand adjourned for half an hour and shall meet again at the same place and if at such adjourned meetings even though a quorum is not present, those members who are present shall transact the business for which the meeting was called.

19. SPECIAL MEETINGS:- (i) Special meetings of the State Council may be summoned either by the State Executive Committee or the State Chief Commissioner on its or his own initiative. A special meeting shall also be convened on receipt of a written requisition stating the business to be placed before the meeting signed by at least one third of the total number of members of the state council.

(ii) Notice of such meetings shall be given by the State Secretary, at least ten clear days before the meeting mentioning place, date, time and Agenda of the meeting.

(iii) Provision of Bye-law 18 above shall not apply to such special meetings as are called on requisition and the meeting shall be dissolved if no quorum is present.

20. MEETINGS OF THE STATE EXECUTIVE COMMITTEE:-

(i) The State Executive Committee shall meet as often as required but not less than 3 times in a year as directed by the State Chief Commissioner.

(ii) Seven members of whom two at least shall not be office bearers, shall form the quorum.

(iii) Notice of meetings stating the day, time, place and the agenda of the meeting shall be given by the State Secretary at least ten clear days prior to the meetings.



- (iv) (a) Special meetings shall be summoned by the State Secretary on receipt of a written requisition stating the business to be placed before the meeting signed by not less than six members of the committee..
- (b) For any urgent purpose the State Chief Commissioner may convene the first meeting of the newly formed State Executive Committee immediately after the meeting of the State Council when the State Executive committee is elected provided notice is given to.
- (i) All members of the State Council.
- (ii) Such persons who have been nominated to be office bearers and members of the State Executive Committee and who may not be members of the State Council to attend the urgent meeting of the State Executive Committee if elected.
- (iii) The notice to persons referred to in item (ii) above shall be given at least five days prior to the meeting.
- (v) The State Chief Commissioner shall be ex-officio chairman of the State Executive Committee and shall preside over its meetings. In his absence one of the State Commissioners shall be proposed to act as the Chairman for the meeting and in their absence the Committee may elect one from amongst themselves to act as the Chairman for that meeting.
- (vi) Bye-law No. 18 shall hold good for all meetings of the State Executive Committee except such special meetings as are called on requisition which shall be dissolved if no quorum is present.

- 21. NOTICE OF MEETINGS:-** (i) Notices of all meetings mentioned in these Bye-laws shall be sent by the State Secretary by post to the registered addresses of the members and they shall be deemed to have been duly served on the day of postings.
- (ii) Every member shall communicate his or her address to the State Secretary who will there upon enter it in a register maintained for the purpose.



- (iii) Any member who fails to communicate and register his or her address will not be entitled to have notices of meetings served upon him or her and will be required to make his /her own arrangements to find out the place ,date and time of the meetings.
- (iv) Accidental omission to give notice of a meeting to member entitled to receipt there of ,or non receipt of notice by any member shall not invalidate any business transacted at the meeting.

22. URGENT BUSINESS:- When any urgent business is to be transacted, the State Secretary may, with the permission of the State Chief Commissioner, circulate the same to all members of the State Executive Committee and sanction for such business shall be deemed to have been obtained if two-thirds of the members give their opinion in favour. Such business shall be placed before the subsequent meeting of the State Executive committee for ratification.

22. (A) To obtain any grant from the Govt. of India, Govt. of Orissa or any granting institution; the State Chief Commissioner and Secretary shall be the signing all financial papers and agreement papers if there is any.

23. ABSENTEES AT MEETINGS AND VACANCIES IN THE EXECUTIVE COMMITTEE:-

- (a) A member of the State Executive committee, other than ex-officio member mentioned in Bye -law No. 14 (i) absenting himself/ herself from three consecutive meetings of the State Executive Committee shall automatically cease to be a member unless the State Executive Committee excuses the absence.
- (b) Such a vacancy when caused shall be filled in by appointment by State Executive Committee of any member of the state council belonging to the same group from which the vacancy has occurred and he or she shall then be a member till the next meeting of the State Council which shall fill in the vacancy for the remaining period of the State Council. The State Executive Committee may appoint the same person to fill in the vacancy.
- (c) The same procedure shall be followed in filling in vacancies in the Executive committee occurring on account of any reason or reasons other than the absence at three consecutive meetings.



VII. SUB COMMITTEES

24. SCOUT/GUIDE SUB COMMITTEES:- The State Executive Committee after its formation and at its first meeting shall appoint the following two subcommittees:-

- (i) Scout sub-committee and
- (ii) Guide sub- committee

in accordance with the Rule No. 68(v) of the A.P.R.O.

The state Executive committee may if it thinks necessary and its discretion change the composition of these sub-committees at any of its meetings by addition, substitution and/or deletion of members.

25. OTHER SUB-COMMITTEES:- The State Executive Committee may appoint any other sub-committee or committees for purposes pertaining to the progress and work of the Movement in the state .The membership of such sub-committees may not be restricted to the members of the State Executive committee.

The composition, functions and the period of working of such sub-committees shall be specifically mentioned by the State Executive Committee in its resolution pertaining to the appointment of such sub-committee or Committees.

26. FINANCE COMMITTEE:- The State Executive Committee shall at its first meeting, after its formation appoint a Finance Committee which shall be composed of Ten members including Ex-officio Members. The members of the finance committee excluding the Ex-officio members shall not necessarily be from amongst the members of the State Executive Committee or from amongst the members of the State Council. They shall how ever, be the members of the Association.

- (i) The following shall be Ex-officio members of the Finance Committee:-
 - (1) State Chief Commissioner- Chairman.
 - (2) State Treasurer- Convenor.
 - (3) State Secretary
 - (4) State Commissioner (Scout)
 - (5) State Commissioner (Guides)



- (6) Jt. State Secretary
- (ii) All matters pertaining to the Finances of the Association shall ordinarily first be placed before the Finance Committee and then submitted to the State Executive Committee with their opinion for its final decision.
- (iii) The expenditure side of the budget of the Association shall be prepared by the Finance Committee under the following two categories:-
- (a) Essential expenditure- such as Salaries, allowances of the staff and establishment charges taxes etc.
- (b) Unessential Expenditure- such as T.A D.A contingencies, purchase of equipments etc., the payment of which can be minimised or even stopped according to the availability of the funds.

The state Treasurer shall be authorised to incur expenditure under category (a) above according to the extent of the amount sanctioned in the budget for the same .

The Finance Committee, shall sanction the amounts of expenditure under item (b) above according to the availability of funds and issue directives if necessary to persons concerned if it thinks that curtailment or even stoppage of any expenditure is necessary.

- (iv) In case of urgency where an expenditure has to be incurred for which there is no provision in the budget, the state Treasurer may incur such an expenditure with the special permission of the State Chief Commissioner. Amount of such expenditure will not exceed Rs. 500/-. The State Treasurer shall circulate the matter to the members of the State Executive Committee for information and place the same before the next meeting of the State Executive Committee for information and place the same before the next meeting of the State Executive Committee for ratification.
- (v) The state Treasurer may, if he thinks it necessary place before the State Executive Committee a revised budget in the second



half of the Financial Year for its approval after sanction is obtained from the Finance Committee.

- (vi) The Finance Committee may, if it thinks necessary, re-allocate the amounts of expenditure under the different heads of the budget and place the matter before the next meeting of the State Executive Committee for their approval.

VIII. TRUSTEES

27. TRUSTEES OF THE PROPERTIES AND ESTATES OF THE ASSOCIATION:-

- (a) A trustee called as Orissa State Bharat Scouts & Guides Trustee is framed from 17.6.95, Sri Basanta Kumar Biswal and Sri Kali Prasad Mishra shall be life member of the trustee. Properties and estates of the Association shall be vested in 3 trustees. The 3rd member of the Trustee shall be appointed by and from among the members of the Association.
- (b) In case any of the posts of the Trustees falls vacant due to any reason the same may be filled up by the State Executive Committee according to the provisions in the above Bye-law until the next meeting of the State Council.

IX. STAFF

28. The staff in the establishment of the State Headquarters excepting those for whom provision has been made in the A.P.R.O., rule and these Bye-laws shall be appointed controlled and retired by the State Chief commissioner in consultation with the state secretary.

X. DISTRICT & LOCAL ORGANISATIONS

29. **DISTRICT AND LOCAL ASSOCIATIONS** - (i) Each Educational circle of the state shall have a district Association to which all the Local Associations in the District if any shall be affiliated. Scout/Guide Groups Lone Scout/Guides and Lone Rovers/Rangers from such places where there is no Local Association shall be registered directly with the District Association.
- (ii) In cities where there is a Municipal Corporation, the formation of one or more District Associations may be permitted at the



discretion of the State Executive Committee provided there are at least 1,000 Scouts and Guides registered in that area.

- 30. LOCAL ASSOCIATIONS:-** (i) In areas where there are more than 250 Scouts/Guides registered with the D.A, Local Associations may be formed by the State Executive Committee. Such an area may be a city, a town or a village.
- (ii) In areas where more than one Scout/Guide groups are registered with the D.A. as Directly Affiliated Groups and where the number is insufficient to form a L.A., a local Advisory Committee consisting of parents, citizens and representatives of Scouters and Guiders from the place may be formed on the pattern of the Group Committee for coordinating the work in the area. The functions of such a Committee, if formed, will be purely of an advisory nature.
- (iii) The formation of a Group Committee for every registered group, however, is obligatory in accordance with the rule.
- 31. PATTERN OF THE D.A:-** (i) In the Districts where there are no Local Associations affiliated to the District Association, the D.A shall function according to the rules governing the D.A given in the A.P.R.O. and these Bye-laws.
- (ii) In the Districts where there are Local Associations affiliated to the D.A in accordance with Rule and Bye-laws, the D.A. shall be formed as follows. :-

MEMBERSHIP

(i) Ex- officio

- (a) Commissioners of all ranks working and residing in the District.
- (b) Two Secretaries from each of the affiliated L.A. in the district. If there are more than two secretaries including the Honorary secretary, the Joint Hon. Secretary or the Asst. Secretary or Secretaries - only two of them -one representing Scout and one representing Guides. shall be the member of the D.A.

(ii) Representatives of the Local Association in the District:-

- (a) Warranted Scouters :- one representative for every 250 Scouts registered with the L.A. The total number of such representatives shall not exceed three .



- (b) Warranted Guiders :- One representatives for every 150 guides registered with L.A the total number of such representatives shall not exceed three .
- (c) Subscribing Members :- For every 25 subscribing members registered with L.A one representatives of them who shall not be a Scouter or Guider shall be sent by the L.A the total number of such representatives will not exceed three. Where more than one representative is sent at least one of them shall be a women.

The above representatives shall be nominated by the Executive Committee of the L.A. concerned.

- (d) Warranted Scouters / Guiders of Directly Affiliated groups:- All Group Leaders of Scout / Guide Groups which are directly registered with the D.A and hold warrants for them and also the Scout Master / Guide Captains Cub masters / Flock Leader, Rover Leader / Ranger Leader who work with the Directly Affiliated groups in the district and hold warrants as such for them .

32. FUNCTIONING OF THE D.A. AND OF THE L.As. AFFILIATED TO IT :-The D.A. to which no L.As. are affiliated shall function in its area according to the A.P.R.O. However, where there is a Local Association affiliated to the D.A. the functions of the D.A shall be performed by the L.A concerned in its area.

33. OFFICE BEARERS AND THE EXECUTIVE COMMITTEE :- The office bearers and Executive committee of the D.A. Where there are L.As. affiliated to it shall be elected and function according to the Bye-laws, prepared by the D.A. in this behalf..

34. (i) The District Association may collect registration fees quota money etc. from the directly registered Groups and affiliation fees from its registered L.As., according to the Bye-laws prepared by the D.A.

(ii) D.A shall be responsible to the State Headquarters for the payment of affiliation and registration fees and quota money etc., of the L.As. and directly registered Groups in the District as would be decided from time to time by the State Executive Committee.



35. REPRESENTATIVES OF THE DISTRICT ASSOCIATIONS TO STATE COUNCIL :- The Executive Committee of the District Association shall nominate representatives to the State Council in accordance with the rule as follows:-

- (i) One Warranted Group Scouter-other than commissioner - representative for every twenty five or more scout registered with the District Association, the total number of representatives not exceeding two.
- (ii) One Warranted Group Guider-other than commissioner representative for every 150 or more Guides registered with the District Association ,the total number of representative not exceeding two.
- (iii) One non-Scouter or one non-Guider representative for every 50 or more subscribing members of the District and the Local Association in the District, the total number of such representatives not exceeding two. When two representatives are to be nominated one of them shall be a woman and such persons shall not hold any Warranted Ranks in the Movement.

Note:- If any Commissioner is holding a warrant in a Group as a Group Scouter/Guider, he/she will be entitled to representation under (i) and (ii) above.

XI. ADDITIONS AND ALTERATIONS

- 36.** Any of the above Bye-laws may be changed, added to, altered, modified or omitted by the State Council at any of its meetings by a 2/3rd majority of the members present voting for it. All such recommendations shall be submitted to the State Executive Committee before being placed at the meeting of the State Council. □□



FROM -IA

**THE ORISSA STATE BHARAT SCOUTS AND GUIDES
ELECTION TO THE OFFICE OF THE PRESIDENT**

I propose the name of _____ as a
candidate for Election to the office of the President, Bharat Scouts &
Guides, State Association, who has subscribed to the aims and objects
of Bharat Scouts & Guides and resident of orissa.

Date _____

Full Signature of the proposer.

Address: _____

I second the name of Sri _____ as a
Candidate for election to the office of the President, Bharat Scouts &
Guides, State Association of Orissa.

Date _____

Full Signatuer of the Secunder.

Address:- _____

I Sri _____ am willing to
serve if elected.

Date _____

Signature of the Candidate.

Note : Please enter the Name and Address in Block Letters.



FORM-I.B.

THE ORISSA STATE BHARAT SCOUTS AND GUIDES.
ELECTION TO THE OFFICE OF THE
VICE-PRESIDENT

(A member may propose one, Two, Three or more maximum six names subject to provision in rule and bye-laws. It is not always necessary to nominate more than one name or six names.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

As Candidate/Candidates to the office of the Vice-President ,
Bharat scouts guides , State association .

Date _____

Full signature of the proposer .
Address _____

I second the name (s) of

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

As Candidate /Candidates for the election to the office of the
vice president , Bharat Scouts and guides, State Association .

Date _____

Full signature of the seconder
Address _____

I/We

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I am/are willing to serve if elected .

Signature of the Candidate

Note - Please enter the Name and Address in Block Letters.



FORM -I'C'

THE ORISSA STATE BHARAT SCOUTS & GUIDES
ELECTION TO THE OFFICE OF
THE STATE CHIEF COMMISSIONER

I propose the name _____ as a
candidate for election to the office of the State Chief
Commissioner , Bharat Scouts , & Guides Orissa state .

Date _____

Full signature of the Proposer

Address : _____

I second the name of _____ as a
candidate for election to the office of the State Chief
Commssioner, Bharat scouts & Guides ,Orissa state .

Date _____

Full Signature of the Seconder

Address:- _____

I _____ am willing to
serve if elected .

Date _____

Full Signature of the Candidate

Address:- _____

Note:- Please enter the Name & Address in Block Letters and
enclose necessary documents .



FROM -I 'D'

THE ORISSA STATE BHARAT SCOUTS AND GUIDES
ELECTION TO THE OFFICE OF THE
STATE EXECUTIVE COMMITTEE .
NOMINATION PAPER.

I propose the name / names of _____
_____ and _____

Divisional Commissioner / District Commissioner / Asst. District
Commissioner, Leader Trainer /Group Scouter/ Group Guider of
_____ District as candidate/ Candidates for
Election as a member/members of the State Executive Committee of
the Orissa State Bharat Scouts and Guides .

Date : _____

Full signature of the Proposer

Address : _____

I second the name (S) of the person (S) mentioned above as a
candidate (s) for the election as member of the Executive Committee of
the Orissa State Bharat Scouts & Guides .

Date : _____

Full signature of the Seconder

Address : _____

I am willing to serve if elected

Full signature of Candidate (S)

Adress: _____

Note :- Please enter the Name and Address in Block Letters .



THE ORISSA STATE BHARAT SCOUTS & GUIDES.
ELECTION TO THE OFFICE OF THE
FINANCE COMMITTEE
NOMINATION PAPER

I propose the Name / Names of

1. _____

Address: _____

2. _____

Address: _____

3. _____

Address: _____

4. _____

Address _____

As Candidate / Candidates for election as a member/members of the
Finance Committee of the Orissa State Bharat Scouts and Guides .

Date _____

Full signature of the Proposer

Address : _____

I second the name (S) of the person (S) mentioned above as a candidate
/Candidates for election as a member of the Finance Committee of the
Orissa State Bharat Scouts and Guides .

Date _____

Full signature of the Seconder

Address _____

I am willing to serve if elected

Full signature of the Candidate

Note : - Please enter the Name & Address in Block Letters..

