



**SCOUTS**<sup>®</sup>  
South Africa

# Organisational Rules

SCOUTS South Africa is an independent, non-profit educational movement dedicated to fostering the development of young people in achieving their full potential as individuals and responsible citizens.

Central to this programme is a continuous transference of values such as honesty, loyalty, responsibility, respect; all aimed at governing individual behaviour and the development of strong leadership skills that will equip members to be of service to others and to their communities.

The Constitution and the Policies of SSA should be read with the Organisational Rules.

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## Revision Approval

This revision of the Organisational Rules was approved for publication by the SSA Executive Committee on 29 May 2017 and ratified by the SCOUTS South Africa Board on 7 June 2017.

It comes into effect on 7 June 2017.

## 1. Definitions

Adult Members	Term used to describe all adult member in the association includes uniformed and non-uniformed members
ALT	Assistant Leader Trainer
APL	Assistant Patrol Leader
APS	Assistant Pack Scouter
ATL	Assistant Troop Leader – a senior Scout who has been a Patrol Leader who assists the Troop Leader and has a specific job within the Troop.
ATS	Assistant Troop Scouter
Board	The Scout Governing Board as defined in SSA Constitution
Branches	Signifies one of the constituent units of a Scout Group, namely a Cub Pack, Scout Troop, Rover Crew.
CC	Chief Commissioner
CEO	Chief Executive Officer
CS	Chief Scout
Cub	Youth (boy or girl) aged seven to ten years of age
DC	District Commissioner
District Team	Comprises the DC and the SGLs of the District
Exco	Scout Executive Committee
Group	The complete unit is composed of one or more Branches (Cub Pack, Scout Troop) with the addition of a Rover Crew, if desired. The term 'Group' applies to the unit even if it lacks one or more of the Branches.
Group SCOUTER(S)	A term including the SGL and all Scouters in all Branches of the Group.
Interest Badges	Shall mean Cub and Scout Interest Badges.
JATS	Junior Assistant Troop Scouter
LT	Leader Trainer
National Office	SCOUTS South African Head Office
OR	Organisational Rules (the current edition of this volume and its companion volumes <i>The Scout</i>

	<i>Badge Book and The Cub, Scout and Rover Trails books)</i>
Pack, Troop, Crew	For brevity, these words are used in the place of Cub Pack, Scout Troop and Rover Crew respectively
PH	Pack Helper
PL	Patrol Leader – Scout responsible for running the patrol
PLTC	Patrol Leaders' Training Course
PLTU	Patrol Leaders' Training Unit
PS	Pack Scouter
RC	Regional Commissioner
Regional Team	The Regional Support Team under the Leadership of the Regional Commissioner
Rover	Rover (man or woman) is an adult aged from eighteen to thirty-five years of age
RS	Rover Scouter
Scout	Youth (boy or girl) aged from eleven to seventeen years of age
SCOUT	(Capital letters) includes Cubs, Scouts and Rovers, both male and female.
Scout Board	The Scout Governing Board as defined in SSA Constitution
SCOUTER	(Capital letters). Any person who holds a Warrant.
Scout Group Leader (SGL)	The term SGL means, where the context so requires, in the absence of a person holding a Warrant for this rank, the member or SCOUTER who with the approval of the DC, is in charge of the Group.
Senior SCOUTER	Refers to the Branch leader in each Group that will be part of the Scout Group Committee
Social Partnership Agreement (SPA)	Agreement between SSA and Scout Group, Church, school or NGO
SSA	Signifies SCOUTS South Africa (formerly the South African Scout Association)
TL	Troop Leader – a senior Scout who has been a Patrol Leader and is responsible for the coordination of all the patrols in the troop under direction the Troop Scouter

TS	Troop Scouter
Youth/Youth member	Refers to a boy or girl from seven to seventeen years of age
Youth Programme	The structured and incremental youth programme of activities defined for the youth members of the association namely the Cub and Scout members.

**NB:** Except in the case of 'Cub' and 'Pack', or where the context otherwise indicates or requires, the above expressions include the corresponding Sea and Air designation.

### **Notes**

1. Although this document has been checked and rechecked, there is always the possibility that errors have crept in. If you should spot one, please report it to SCOUTS South Africa (SSA) National Office, PO Box 374, Newlands, 7725, South Africa.
2. Likewise, if there is any Rule on which you would like elaboration, please refer to your Regional staff, who will be able to help.
3. If you have thoughts for any amendments to this document or to any of its Rules, please remember this is your Movement, and a recommendation for change can be submitted to the Exco. Enquire how to do this from your Regional or District Commissioner.
4. Please notify SSA National Office of any contingency not covered by the Rules.

## 2. Membership of SCOUTS South Africa

### 2.1. Membership

The following persons are considered to be members of SCOUTS South Africa (SSA) so long as they are properly serving in the positions enumerated and accept the ideals and Principles of the Scout Movement as stated in the Constitution:

2.1.1. Scouts, Cubs or Rovers who are members of a registered Group, or who are registered as Lone Rovers

2.1.2. Scouters who hold Warrants

2.1.3. Probationary Scouters who hold Temporary Permits

2.1.4. Persons holding designated or Honorary Ranks and persons registered as members of the SSA Alumni

2.1.5. Scout Group Leaders

2.1.6. Members of Group Committee

2.1.7. Members of District or Regional Teams

2.1.8. Members of National Support Teams and Committees

2.1.9. Members of Exco

2.1.10. Associate members, who may be persons or bodies corporate, appointed annually by Exco in recognition of good service to the Movement

2.1.11. Affiliate Members, being specialist interest groups involving SCOUTS and friends of the Movement which are admitted as such to operate nationally or in a Region on such terms and conditions as the Exco from time to time stipulates. The Exco shall have the right at any time to withdraw the appointment of any affiliate member. Any non-member appointed to the Board will be deemed an Affiliate member of SSA.

2.2. Notwithstanding any other means provided in the OR, the membership of the SSA of any person, or any body of persons, may be confirmed or denied by resolution of the Exco, which body shall not be under any obligation to state its reasons for such actions.

## **2.3. Investiture**

- 2.3.1. On investiture, Scouts and Rovers make, or where appropriate, re-affirm the Scout Promise as defined in the SSA Constitution.
- 2.3.2. On investiture a Cub makes the Cub Promise as defined in the SSA Constitution.
- 2.3.3. On investiture or presentation of a new Warrant or Appointment, all Adult Members, including Scouters and Committee members, make, or where applicable re-affirm, the Scout Promise as defined in the SSA Constitution.

## **2.4. Religion and Spiritual Awareness**

- 2.4.1. Every adult member of SSA must realise the importance of the effect on young people of personal example in the demonstration of spiritual awareness.
- 2.4.2. If at any time a SCOUT does not belong to a religious body, the Scouter must endeavour in co-operation with the parents or guardian of the SCOUT, to put the SCOUT in touch with one. This should, if possible, be the body to which the parents belong, or into which the SCOUT may have been baptised, or otherwise introduced.
- 2.4.3. When a Group is composed of members of one particular form of religion, it is the duty of the Scouter to arrange such religious observances and instruction as the Scouter, in consultation with the Chaplain of the Group, or other religious authority, may consider best.
- 2.4.4. Where a Group is composed of members of different religions, it is the duty of the Scouter to encourage and assist SCOUTS to attend services of their own form of religion. Any form of prayer or worship used at meetings or in camp should be of the simplest character; attendance being voluntary and it being understood that those absenting themselves will spend the time in worship according to their own beliefs.
- 2.4.5. When the Group is engaged in weekend activities every endeavour should be made to arrange for SCOUTS to attend their own form of worship before, during, or after the activities.
- 2.4.6. Where it is not permissible under a rule of religion for any SCOUT to attend religious observances other than those of his own form of religion, the SCOUTER must see that this Rule is strictly observed while the SCOUT is under the SCOUTER's control.

## **3. Youth Unit Structures**

### **3.1. The Cub Pack**

#### **3.1.1. The Cub**

- 3.1.1.1. A youth becomes a Cub by investiture as described in current SSA literature. During the investiture the child makes the Cub Promise as defined in the SSA Constitution. The new Cub is then a member, entitled to wear Cub uniform and badges as defined in the SSA Uniform Policy. Unless a proper investiture ceremony is carried out, the child cannot be regarded as a Cub, and until the day of such investiture he/she is not permitted to wear Cub uniform.
- 3.1.1.2. Before being invested, the child wishing to join a Cub Pack must satisfy the PS that he or she knows and understands the requirements for the Membership Badge as described in *The Cub Trail*.
- 3.1.1.3. After investiture, a Cub proceeds by completing the requirements laid down in *The Cub Trail*.

#### **3.1.2. Eligibility as a Cub**

- 3.1.2.1. A boy or girl may be admitted to the Cub Pack at the discretion of the PS, and in accordance with Group Committee policy, at the age of not less than seven years.
- 3.1.2.2. A Cub may 'go up' to the Scout Troop at the age of ten years and six months after consultation between the PS and TS. Each Cub must be assessed on individual circumstances.
- 3.1.2.3. A Cub may remain in the Pack until reaching the age of eleven.
- 3.1.2.4. The Group Committee shall however not adopt a policy that the Cubs remain in the Pack beyond the age of eleven years without the written approval of the Regional Commissioner.

#### **3.1.3. The Pack Scouter and Assistant Pack Scouter (PS & APS)**

- 3.1.3.1. PSs and APSs are appointed on the recommendation of the SGL with the approval of the Group Committee and DC with Warrants issued in accordance with Chapter 13 of OR.
- 3.1.3.2. The PS takes charge of the Pack with the assistance of any APSs subject to the general supervision of the SGL.
- 3.1.3.3. In addition to the general qualifications for an adult volunteer as laid out in the SSA Adult Support Policy, Admission Subsection, a



PS shall not be younger than twenty years of age and an APS shall be at least eighteen years of age.

3.1.3.4. The PS takes charge of the Pack with the assistance of any APSs and Pack Helpers (PH), subject to the general supervision of the SGL.

3.1.3.5. To ensure continuity, it is most desirable that every Pack should have at least two APSs and, where a Pack consists of more than three Sixes, one additional APS or PH is desirable for each additional Six. It is important that such APSs be given an active part in the running of the Pack.

3.1.3.6. The full detailed role description of the PS can be found in the SSA Adult Support Policy.

3.1.3.7. The Scouters of the Pack should meet regularly to plan the training programme of the Pack.

### **3.1.4. Pack Helpers**

3.1.4.1. The Designated rank of Pack Helper may be conferred by the DC on a person who is not eligible for appointment as a Cub Instructor or an adult member who due to time constraints cannot be an APS and who is recommended by the PS and the SGL.

3.1.4.2. Such appointment shall be made by the issue of a Certificate of Appointment.

3.1.4.3. A PH shall be willing to avail him/herself of any training facilities appropriate to his/her rank.

3.1.4.4. A PH shall be entitled to wear uniform as in the SSA Uniform Policy as appropriate.

3.1.4.5. A Pack Helper shall be at least sixteen years of age. No previous experience is required, but a probationary period should be served before appointment.

### **3.1.5. The Pack**

3.1.5.1. A group must have a minimum of six prospective cubs before a group can register a Cub Pack in the Group.

3.1.5.2. Should a Pack fall below six members, the DC and Regional Cub Support team will work with the PS to recruit more members, and/or can recommend the closure of the Pack.

### **3.1.6. Cub Programme**

- 3.1.6.1. The Cub programme must be based on current South African Cub literature as laid out in *The Cub Trail* and *The Cub Badge Book* and is distinct from that of the Scout programme in background and method.
- 3.1.6.2. Where a Pack is part of a Sea Scout Group, or Air Scout Group, its members must receive only the standard Cub Programme, and the designation of the Cubs must be the same as for other Cubs. No form of sea or air training may be given to Cubs.

### **3.1.7. The Six**

- 3.1.7.1. The Pack is divided into Sixes, each consisting of up to six Cubs, including the Sixer and Second.
  - 3.1.7.1.1. A Sixer is a Cub appointed by the PS to lead a Six of Cubs.
  - 3.1.7.1.2. One of the Sixers may be called "Senior Sixer", if desired.
  - 3.1.7.1.3. A Second is a Cub appointed by the PS, in consultation with the Sixer concerned, to assist the Sixer and to deputise when the Sixer is absent.
  - 3.1.7.1.4. Sixers, Senior Sixers and Seconds wear uniform and badges as described in the SSA Uniform Policy.
- 3.1.7.2. The Sixers Council is an informal body composed of the Scouters of the Pack, the Sixers and, if desired, the Seconds.

### **3.1.8. Cub Instructors**

- 3.1.8.1. The PS may, with the approval of the TS or RS concerned, obtain the services of a Scout, or Rover, or with the approval of the DC and of the Guide in Charge concerned, of a Ranger Guide or Ranger, to act as a Cub Instructor.
- 3.1.8.2. To qualify as Cub Instructors SCOUTS or Guides must be fourteen years of age and must have gained the Adventurer Badge or equivalent.
- 3.1.8.3. A Cub Instructor is entitled, after six month's service with the Pack, on the recommendation of the PS, SGL, and with the approval of the TS and DC, to wear a Cub Instructor badge, positioned as described in the SSA Uniform Policy.

## **3.2. The Scout Troop**

### **3.2.1. The Scout**

- 3.2.1.1. A youth becomes a Scout by investiture as described in the current SSA Scout literature. During the investiture the new Scout makes the Scout Promise as in the SSA Constitution, thereby earning the Scout Membership Badge and the right to wear Scout uniform and badges as described in the SSA Uniform Policy.
- 3.2.1.2. A new Scout who has not been a Cub shall not wear uniform until the day of the investiture.

### **3.2.2. Eligibility as a Scout**

- 3.2.2.1. A youth may be admitted to the Scout Troop after turning eleven or in the case of a Cub at the discretion of the TS and in accordance with the Group Committee's policy at ten years and six months. A Scout may remain in the Troop until reaching the age of eighteen.

### **3.2.3. The Troop Scouter and Assistant Troop Scouter (TS & ATS)**

- 3.2.3.1. TSs and ATSs are appointed on the recommendation of the Group Committee with the approval of the SGL and DC. Warrants are issued in accordance with Chapter 13 of OR.
- 3.2.3.2. In addition to the general qualifications for an adult volunteer as laid out in the SSA Adult Support Policy, Admission Subsection, a TS shall not be younger than twenty years of age and a ATS shall be at least eighteen years of age, and both shall have an understanding of the full implications of the Patrol System and a willingness to put it into practice in the Troop.
- 3.2.3.3. Only female SCOUTERS may be in charge of a Girl Scout Troop. Women are not generally eligible for appointment as SCOUTERS in a Boy Scout Troop except in circumstances where it has been the established custom to make such appointments. Approval needs to be given by the RC, on recommendation from the DC.
- 3.2.3.4. In a mixed Scout Troop the TS may be male or female, but there must be at least one Adult of the other gender at all mixed activities.
- 3.2.3.5. The Scouters of the Troop should meet regularly to co-ordinate the training programme of the Troop and to review the decisions of the Court of Honour.

### **3.2.4. Responsibilities of the TS**

3.2.4.1. The TS takes charge of the Troop with the assistance of any ATs and JATs subject to the general supervision of the SGL. The TS will, however, delegate as far as possible to the Court of Honour, under strict personal supervision, all internal matters of discipline and administration. The delegation of duties to the Court of Honour does not relieve the TS of his or her responsibilities and the TS has the right to veto any decision of the Court of Honour. The full detailed role description of the TS can be found in the SSA Adult Support Policy.

### **3.2.5. Responsibilities of the ATS**

3.2.5.1. The ATS's assistants must have specific duties delegated to them to ensure their full participation in the running of the Troop and the furtherance of their training as Assistant Troop SCOUTERS. A job description is detailed in the SSA Adult Support Policy.

### **3.2.6. Instructors**

3.2.6.1. The TS may obtain the services of an adult to provide additional assistance as a Scout Instructor, but they must not be allowed to interfere with the effective working of the Patrol system.

3.2.6.2. The TS may with the approval of the RS or where there is no RS present the Crew Council concerned, obtain the services of a Rover to act as a Scout Instructor as well.

### **3.2.7. The Troop Leader & Assistant Troop Leaders**

3.2.7.1. A Troop Leader may, if desired, be appointed by the TS in consultation with the Court of Honour.

3.2.7.2. A Troop may only have one Troop Leader.

3.2.7.3. In order to be considered as a candidate, a potential TL must have the following qualifications:

3.2.7.3.1. Seventeen years of age;

3.2.7.3.2. Ability to lead;

3.2.7.3.3. The First Class Badge;

3.2.7.3.4. Service as a Patrol Leader for at least six months;

3.2.7.3.5. A general knowledge of current SSA Scout literature.

3.2.7.4. Assistant Troop Leaders may, if desired, be appointed by the TS in consultation with the Troop Leader and Court of Honour.

3.2.7.5. In order to be considered as a candidate, a potential ATL must have the following qualifications:

3.2.7.5.1. Seventeen years of age

3.2.7.5.2. Ability to lead;

3.2.7.5.3. The First Class Badge.

3.2.7.5.4. A general knowledge of current SSA Scout literature.

3.2.7.6. The Troop Leader and Assistant Troop Leader wear uniform as in the SSA Uniform Policy.

### **3.2.8. Land Scout Troops**

3.2.8.1. Land Scout Troops are registered as separate independent Troops from Air Scout Troops and Sea Scout Troops and must function as such. For simplicity these will be referred to simply as Scout Troops.

3.2.8.2. Groups that already have Sea Scout and Sea Scout Troops may also form Scout Troops, which although functioning as separate units as in Rule 3.2.9.1, will form part of the existing Group.

### **3.2.9. Air Scout Troops**

3.2.9.1. Air Scout Troops are registered as separate independent Troops from Scout Troops and Sea Scout Troops and must function as such.

3.2.9.2. Groups that already have Scout and Sea Scout Troops may also form Air Scout Troops, which although functioning as separate units as in Rule 3.2.9.1, will form part of the existing Group.

3.2.9.3. Where an Air Scout Troop is formed, at least one of the Scouters shall hold an Air Charge Certificate as described in the SSA Adult Support Policy.

3.2.9.4. Flying (either as passengers, aircrew, pupil pilots or pilots) is not recognised as an activity under the Movement's public liability insurance policy. Before any Air Troop may engage in any such activities, the Regional Scout Programme Team Representative shall ascertain that suitable alternative insurance has been arranged, or that all reasonable possibilities of claims against the Movement have been entirely waived by those taking part in the activity, or by the parent(s)/legal guardian(s) responsible for them where applicable.

### **3.2.10. Sea Scout Troops**

3.2.10.1. Sea Scout Troops are registered as separate independent Troops and must function as such.

- 3.2.10.2. Groups that already have Scout and Air Scout Troops may also form Sea Scout Troops which, although functioning as separate units as in Rule 3.2.9.1, will form part of the existing Group.
- 3.2.10.3. Where a Sea Scout Troop is formed, at least one of the Scouters shall have the appropriate water charge. For details see the requirements in the SSA Adult Support Policy.
- 3.2.10.4. Activities involving Scouts using Watercrafts not exceeding 15,25 metres in length and only whilst on inland waterways (dam's, estuaries, rivers, etc.) are included in the public liability insurance policy. Watercrafts exceeding 15,25 metres in length and any activity whilst on sea, are specifically excluded from the Public liability insurance policy. Before any Scout Troop may engage in any activities on sea or using a watercraft exceeding 15,25 meters in length, the Regional Scout Programme Team Representative shall ascertain that, if necessary, suitable alternative insurance has been arranged, or that all reasonable possibilities of claims against the Movement have been entirely waived by those taking part in the activity, or by the parent(s)/legal guardian(s) responsible for them where applicable.
- 3.2.10.5. Where Scout or Air Scout Troops have suitable facilities, they may form Sea Scout Patrols which will operate entirely similarly to an Air Sea Scout Troop as above detailed, except that such Sea Scout Patrols will not wear uniform as Sea Scouts, but will wear the uniform of the Troop of which they form part.

### **3.2.11. Investiture as a Scout**

- 3.2.11.1. The investiture of a youth member as a Scout is one of the most important events in the individual's life. It is essential, therefore, that the investiture be properly carried out by the TS after careful preparation. Details of the investiture ceremony are given in current SSA literature. If no proper investiture ceremony is carried out the youth cannot be regarded as a Scout. On investiture the person becomes a Scout and is entitled for the first time to wear Scout uniform and badges. The person to be invested must have completed the requirements for Troop membership described in *The Scout Trail*. Any new Scout that has come up from Cubs and has completed the Troop membership will be presented with his/her Link Badge at investiture.
- 3.2.11.2. After investiture, the Scout proceeds to complete the advancement programme as detailed in *The Scout Trail*.
- 3.2.11.3. After investiture, the Scout may qualify for badges as described in the current SSA Scout literature.

### **3.2.12. Patrols**

- 3.2.12.1. A Troop is made up of Patrols, each consisting of up to eight Scouts, including the Patrol Leader and Assistant Patrol Leader (APL). The Patrol is the unit in all activities.

### **3.2.13. Patrol Organisation**

- 3.2.13.1. A Patrol Leader is a Scout appointed by the TS in consultation with the Court of Honour or the Patrol concerned, to take charge of a Patrol of Scouts.
- 3.2.13.2. The Patrol Leader trains the Patrol through activities at Troop and Patrol meetings and activities.
- 3.2.13.3. The Patrol Leader plans the activities of the Patrol with the assistance of the Assistant Patrol Leader and in consultation with the members of the Patrol (Patrol in Council) and subject to the advice of the TS and the Court of Honour.
- 3.2.13.4. An Assistant Patrol Leader is a Scout selected by the Patrol Leader, with the approval of the TS and Court of Honour, to assist the PL and to deputise in the absence of the PL.
- 3.2.13.5. Patrol Leaders and Assistant Patrol Leaders wear uniform and Badges as defined in the SSA Uniform Policy.

### **3.2.14. The Scout Troop**

- 3.2.14.1. A minimum of eight prospective scouts are required before a Troop can be registered in a Group.
- 3.2.14.2. Should a Troop fall below eight members, the DC and Regional Scout Support team will work with the TS to recruit more members, and/or can recommend the closure of the Troop.

### **3.2.15. The Scout Programme**

The Scout programme as executed must be based on current SSA Scout literature as laid out in *The Scout Trail* and *The Scout Badge Book*.

### **3.2.16. The Court of Honour**

- 3.2.16.1. The Court of Honour is a body composed of the Troop Leader (if any) and the Patrol Leaders and the TS. Assistant Troop leaders, assistant Patrol Leaders may also be invited under appropriate circumstances as described in the current SSA Scout literature. In the interests of the programme, Court of Honour meetings should be run on formal lines with Scouts filling the posts of Chairman, Secretary and

Treasurer. Proper meeting procedure should be followed and minutes kept.

3.2.16.2. The TS attends the Court of Honour in an advisory capacity only, but has the power of veto on any Court of Honour decision if it is in contradiction to the Constitution, Organisational Rules and Policies.

3.2.16.3. The Court of Honour is also the TS's Patrol for the training of Patrol Leaders.

3.2.16.4. The Court of Honour meets regularly as described in the Youth Programme Policy.

3.2.16.5. The Patrol System is an essential feature of the Scout Method described in the SSA Constitution which is given its fullest expression through the Court of Honour as described in the current SSA Scout literature and through the planning of the Patrol's own programme by the Patrol itself.

### **3.3. Mixed Male and Female Units**

3.3.1. At any activities held jointly by girl and boy Packs or girl and boy Troops, or by mixed Troops and Packs, at least one of the adults present must be female and at least one of the adults present must be male, thereby requiring a minimum of two adults to be present. As a SSA activity, it will further require that at least one of the adults present be a warranted Scouter.

### **3.4. Youth Programmes**

3.4.1. The programme, interest badges and regulations governing the youth programme are defined in the relevant youth programme handbooks. The guidelines for activities supporting the youth programme can be found in the SSA Safe Scouting Policy.

#### **3.4.2. Cub Programme**

3.4.2.1. The Cub Programme and the associated regulations for the implementation thereof are detailed in *The Cub Trail*.

3.4.2.2. The Cub Interest Badge Programme and the associated regulations for the implementation thereof is are detailed in the SSA Cub literature.

3.4.2.3. Guidance on implementation is given in the Youth Programme Policy.



### 3.4.3.Scout Programme

3.4.3.1. The Scout Programme and the associated regulations for the implementation thereof are detailed in *The Scout Trail*.

3.4.3.2. The Scout Interest Badge Programme and the associated regulations for the implementation thereof are detailed in *The Scout Badge Book*.

3.4.3.3. Guidance on implementation is given in the Youth Programme Policy.

3.4.4. Where there is conflict between any other SSA publication and the relevant programme *Trail*, the current *Trail* will be deemed to be correct.

3.4.5. The Youth Programmes, Badge Books and associated regulations can be modified at any time as follows:

3.4.5.1. A motion for the proposed revision is put to the relevant National Youth Programme Committee for that *Trail*.

3.4.5.2. If the motion is supported by a two thirds majority of the relevant National Youth Programme Committee for that *Trail*, then the motion is presented to the following group of Exco Members:

3.4.5.2.1. Chief Commissioner

3.4.5.2.2. The National Youth Programme Chairperson

3.4.5.2.3. The Young Leaders Representative

3.4.5.2.4. Channel Coordinator: Scouting in Schools

3.4.5.2.5. Channel Coordinator: Community Scouting

3.4.5.2.6. Channel Coordinator: NGOs and Churches

3.4.5.2.7. National Adult Support Chairperson.

3.4.5.3. The Votes in clauses 3.4.5.1, 3.4.5.2 may be carried out as postal/electronic votes.

3.4.5.4. If the motion does not achieve support of two thirds of relevant National Youth programme Committee, or fails to achieve the simple majority support of the Exco members detailed in 3.4.5.2 then the motion is defeated and the revision rejected.

3.4.6. If the motion achieves the support of a simple majority of the Exco members detailed in clause 3.4.5.2, then the motion is successful and the relevant Youth Programme committee will publish the revision to the

appropriate youth programme *Trail* and electronically circulate nationally to all groups.

- 3.4.7. Any member of SSA, either adult volunteer or youth member may submit a proposal in writing for an amendment to the Youth Programmes for consideration by the appropriate National Youth Programme Committee.
- 3.4.8. The Relevant National Youth Programme Committees will respond in writing to all proposals submitted for its consideration giving the decision of the committee and motivation therefore.
- 3.4.9. Decisions of the committee on any proposal may be appealed to the CC whose decision on the matter will be final. Any such appeal should contain a motivation and response to the committee's motivation for the decision taken.

### **3.5. Lone Cubs and Scouts**

- 3.5.1.1. A youth member may not be registered as a Lone Cub.
- 3.5.1.2. A youth member may not be registered as a Lone Scout. Scouts who are not able to become regular members of a Group, are to be accommodated by groups through affiliate memberships to the nearest available group. This is intended to address the needs of Scouts who have long absences from groups but wish to continue to pursue the Scout programme, and who do not have access to an alternative group for whatever reason.

## **4. Adult Unit Structures**

### **4.1. The Rover Crew**

#### **4.1.1. The Rover Scouter**

- 4.1.1.1. RSs are appointed on the recommendation of either; the SGL and the Group Committee for Group Crews or the DC for Joint and District Crews.
- 4.1.1.2. In Districts where there are two or more Rover Crews without Warranted leadership, the DC may, at his or her discretion ask the Regional Rover Support Team to arrange for the mentoring of such Crews.
- 4.1.1.3. The special qualifications for RSs in addition to the general qualifications set out in the SSA Adult Support Policy, Admission Subsection, are as follows:
  - 4.1.1.3.1. A general knowledge of SSA Scout and Rover literature, and of OR;
  - 4.1.1.3.2. A general knowledge of the social needs of the community, and the practical needs of the Scout Movement in the neighbourhood;
  - 4.1.1.3.3. Personal standing, character, and experience of life, such as will enable the individual to lead young adults and an understanding of the principles of leadership involved;
  - 4.1.1.3.4. Acceptance by the Rovers of the Crew concerned;
  - 4.1.1.3.5. To be at least thirty years of age

#### **4.1.2. Responsibilities of the RS**

- 4.1.2.1. The RS's role is to ensure that there is a functioning Crew Council at all times.
- 4.1.2.2. The RS is responsible for the mentoring of the Crew:
  - 4.1.2.2.1. In Group Crews, subject to the general supervision of the SGL;
  - 4.1.2.2.2. In Joint Crews or in District Crews, subject to the general supervision of the DC.

- 4.1.2.3. The RS will entrust to the Crew Council all internal matters of strategy, discipline and administration, including the expenditure of Crew funds.

#### **4.1.3. The Purpose of Rovering**

- 4.1.3.1. Rovering makes up the third and final component of the SSA's development programme, a progressive scheme of training and development. Rovering gives expression to its purpose through a Rover Programme and a number of achievement awards leading to the BP Award. Rovering is a fellowship of the open air and of service, the purposes of which are:

- 4.1.3.1.1. to provide encouragement for the self-training of Rovers in citizenship and service;
- 4.1.3.1.2. to facilitate and encourage Rovers to complete the Rover Programme.

#### **4.1.4. Formation of a Rover Crew**

- 4.1.4.1. Before the DC approves the formation of a Crew it is essential that there should be suitable provision for leadership in the following ways:
- 4.1.4.1.1. A Crew Council needs to be elected as in Rule 4.1.6, or an RS to hold a Warrant for the position;
- 4.1.4.1.2. There should be a minimum of three Rovers or Rover recruits.
- 4.1.4.1.3. The Rovers will establish a set of Crew Rules that will govern the Crew. Such Crew Rules shall comply with and not in any way contradict or conflict with either the SSA Constitution or the SSA Organisational Rules.

#### **4.1.5. Registration of a Rover Crew**

- 4.1.5.1. A Rover Crew shall normally be registered as part of a Group and work under the general supervision of the SGL.
- 4.1.5.2. Two or more Groups may combine to form a Joint Crew, which will be registered as a separate Group as such, and will work under the general supervision of the DC.
- 4.1.5.3. A District Crew may be formed and registered at the discretion of the DC. Such Crews shall work under the general supervision of the DC.

#### **4.1.6. The Crew Council**

- 4.1.6.1. A Council of no less than three Rovers is elected annually by the Crew.
- 4.1.6.2. The RS, where there is one, is a member of the Crew Council in addition to the elected members.
- 4.1.6.3. Where there is no RS, the election of the Crew Council is subject to the approval of the SGL for Group Crews or of the DC for Joint Crews and District Crews. Such Scouters shall exercise adequate supervision of the Crew in accordance with the type of registration.
- 4.1.6.4. Where the context so requires, the roles and responsibilities of the Crew Council in the OR shall in respect of all functions be taken to mean the Crew Council being represented by the elected Crew Chairperson.
- 4.1.6.5. In all Crews it is the function of the Crew Council to deal with matters of internal discipline and administration including the expenditure of Crew funds.
- 4.1.6.6. In all matters the Crew Council will be guided by the wishes of the members of the Crew meeting as the Crew-in-Council.
- 4.1.6.7. The SGL and/or the DC (in accordance with the type of registration) may freely attend Crew meetings and events.

#### **4.1.7. The Regional Rover Support Team**

- 4.1.7.1. In a Region with three or more Rover Crews it is desirable that a Rover Support Team is formed at Regional level to:
  - 4.1.7.1.1. Co-ordinate the necessary mentoring for the formation of new Crews;
  - 4.1.7.1.2. Co-ordinate any other Roving activities within the Region;
  - 4.1.7.1.3. Record the activities of Crews within the Region;
  - 4.1.7.1.4. Provide Crews with general Scouting and community information;
  - 4.1.7.1.5. Provide a forum for Rover Crews to raise issues that affect them;
  - 4.1.7.1.6. Communicate Rover positions to the National Rover Team Chairperson; and
  - 4.1.7.1.7. Will act in the best interests of the SSA.

- 4.1.7.2. The Regional Rover Support Team shall consist of an annually elected body comprising a chairperson, secretary, and no more than three additional Rovers. All invested Rovers present at the time and place of said election, with the exception of RSs, SGLs, and DCs may stand, and take part, in such an election. Elections work on a simple majority basis. The date for the following year's election will be decided upon at the Regional Rover Support Team's annual meeting.
- 4.1.7.3. The Chairperson of the Regional Rover Support Team has a casting vote in a split decision.

#### **4.1.8. Preconditions to Admission**

- 4.1.8.1. Before a member may be admitted to the Rover Crew, the following conditions must be observed:
- 4.1.8.1.1. The prospective member must be approved by the SGL, RS, the Crew Council and the Crew, in the case of a Group based Crew; or the prospective member must be approved by the DC, RS, the Crew Council and the Crew, in the case of a Joint or District Crew;
- 4.1.8.1.2. He/she must have attained the age of 18, but not have attained his/her 30th birthday. The upper age limit for a Rover is 34 years of age (i.e. his/her membership terminates on turning 35 years of age);
- 4.1.8.1.3. As the Rover programme (both in activity and through the Rover Awards) is integrally linked to the Cub and Scout (youth) branches of the SSA, it is required that all prospective Rovers complete the application for Adult membership as described in the SSA Adult Support Policy, Admission Subsection's requirements of the SSA.

#### **4.1.9. The Rover Recruit**

Any person over the age of seventeen may be affiliated to the Crew as a recruit. On acceptance by the Crew and acceptance of the Crew Rules, a recruit can be invested as a Rover Squire, once the recruit is over the age of eighteen.

#### **4.1.10. The Rover Squire**

On admission to the Crew he/she is known as a Squire to the Rover Crew until such time as he/she is invested as a Rover.

#### **4.1.11. Uniform as a Rover**

A Rover or Rover Squire who has been a Scout wears uniform and badges as described in the SSA Uniform Policy.

#### **4.1.12. Investiture as a Rover**

4.1.12.1. Before a Squire may be invested as a Rover he/she must fulfil the following conditions to the satisfaction of the RS (or Crew Council) and the Crew:

4.1.12.1.1. Have an elementary knowledge of the Aim, Principles, and Method of the Scout Movement;

4.1.12.1.2. Have studied, and have understood, the Scout Law and Promise from an adult point of view, and be prepared to apply them;

4.1.12.1.3. Be prepared to commit himself/herself to some form of service to the Scout Movement and/or to the community, provided that he/she may be temporarily excused from such service by his/her Crew Council on the grounds that he/she is studying or for similar valid reasons;

4.1.12.1.4. Have completed some form of self-examination (in the form of a Vigil or otherwise). Details of the investiture ceremony are given in the current SSA Rover literature.

4.1.12.2. A new Rover that has come up from Scouts and has completed the Rover membership at investiture will be presented with his/her Network Badge at investiture.

4.1.12.3. The investiture should be carried out by the RS. Where there is no RS it should be carried out by an invested Rover appointed by the Crew Council.

#### **4.1.13. Rover Programme**

4.1.13.1. The specifics and regulations of the Rover Programme are detailed in *The Rover Trail*.

4.1.13.2. Where there is conflict between any other SSA publication and the *Trail*, the *Trail* will be deemed to be correct.

4.1.13.3. The Programme, Badge Books and associated regulations can be modified at any time as follows:

4.1.13.3.1. A motion for the proposed revision is put to the relevant National Adult Support Committee for that *Trail*.

4.1.13.3.2. If the motion is supported by a two thirds majority of the relevant National Adult Support Committee for that *Trail*, then the motion is presented to the following group of Exco Members:

- 4.1.13.3.2.1. Chief Commissioner
- 4.1.13.3.2.2. The National Youth Programme Chairperson
- 4.1.13.3.2.3. The Young Leaders Representative
- 4.1.13.3.2.4. Channel Coordinator: Scouting in Schools
- 4.1.13.3.2.5. Channel Coordinator: Community Scouting
- 4.1.13.3.2.6. Channel Coordinator: NGOs and Churches
- 4.1.13.3.2.7. National Adult Support Chairperson.

4.1.13.3.3. The Votes in clauses 4.1.13.3.1, 4.1.13.3.2 may be carried out as postal/electronic votes.

4.1.13.4. If the motion does not achieve support of two thirds of relevant National Adult Support Committee, or fails to achieve the simple majority support of the Exco members detailed in 4.1.13.3.2 then the motion is defeated and the revision rejected.

4.1.13.5. The relevant Adult Support committee will publish the revision to *The Rover Trail* and electronically circulate nationally to all groups.

4.1.13.6. Any member of SSA, either adult volunteer or Rover member may submit a proposal in writing for an amendment to the Rover Programme for consideration by the appropriate National Adult Support Committee.

4.1.13.7. The relevant National Adult Support Committee will respond in writing to all proposals submitted for its consideration giving the decision of the committee and motivation therefore.

4.1.13.8. Decisions of the committee on any proposal may be appealed to the CC whose decision on the matter will be final. Any such appeal should contain a motivation and response to the committee's motivation for the decision taken.

#### **4.1.14. Lone Rovers**

4.1.14.1. Lone Rovering is a Branch of SSA, which caters for the needs of young Adults who are unable to become regular members of a Crew. The Branch is organised in the Region under the control of the Regional Rover Team Coordinator. They are registered as Lone Rovers at SSA



National Office by the Regional Rover Team Coordinator, who arranges for their subsequent training and supervision.

## **4.2. Adult Team**

### **4.2.1. Adult Investiture**

4.2.1.1. Details of the investiture ceremony are given in the SSA Adult Support Policy. If no proper investiture ceremony is carried out the adult cannot be regarded as a member. On investiture the person becomes a member and is entitled for the first time to wear uniform and badges.

### **4.2.2. Adult training material**

4.2.2.1. The training material and associated regulations can be modified at any time as follows:

4.2.2.1.1. A motion for the proposed revision is put to the relevant National Adult Support Committee for Adult Training.

4.2.2.1.2. If the motion is supported by a two thirds majority of the relevant National Adult Support Committee for Adult Training, then the motion is presented to the following group of Exco Members:

4.2.2.1.2.1. Chief Commissioner

4.2.2.1.2.2. The National Youth Programme Chairperson

4.2.2.1.2.3. The Young Leaders Representative

4.2.2.1.2.4. Channel Coordinator: Scouting in Schools

4.2.2.1.2.5. Channel Coordinator: Community Scouting

4.2.2.1.2.6. Channel Coordinator: NGOs and Churches

4.2.2.1.2.7. National Adult Support Chairperson.

4.2.2.1.3. The Votes in clauses 4.2.1.2.1, 4.2.1.2.2 may be carried out as postal/electronic votes.

4.2.2.2. If the motion does not achieve support of two thirds of relevant National Adult Support Committee, or fails to achieve the simple majority support of the Exco members detailed in 4.2.1.2.2 then the motion is defeated and the revision rejected.

- 4.2.2.3. The relevant Adult Support committee will publish the revision to the Adult Training and electronically circulated nationally to all trainers.
- 4.2.2.4. Any member of SSA, either adult volunteer or National Training team member may submit a proposal in writing for an amendment to the Adult training for consideration by the appropriate National Adult Support Committee.
- 4.2.2.5. The relevant National Adult Support Committee will respond in writing to all proposals submitted for its consideration giving the decision of the committee and motivation therefore.
- 4.2.2.6. Decisions of the committee on any proposal may be appealed to the CC whose decision on the matter will be final. Any such appeal should contain a motivation and response to the committee's motivation for the decision taken.

## **5. Group Structure**

### **5.1. Organisational Structure**

5.1.1. The Group is composed of one or more units representative of the branches of SSA, namely Cub Packs, Scout Troops and Rover Crews. For the avoidance of doubt, a group may have multiple Troops, Packs or crews operating under a single group.

5.1.2. A Group may have a boy Cub Pack, or a girl Cub Pack, both a boy and a girl Cub Pack or a mixed gender Cub Pack or any combination of these packs. Similarly, a Group may have a Boy Scout Troop, or a Girl Scout Troop, both a Boy and a Girl Scout Troop or a Mixed Gender Scout Troop or any combination of these troops..

### **5.2. Staffing**

5.2.1. Each operational unit of SSA within a group will require at least one Adult Leader i.e.:

5.2.1.1. Pack Scouter

5.2.1.2. Troop Scouter

5.2.1.3. Rover Scouter or Crew Chairperson.

5.2.2. All appointed Adult Leaders must be suitably trained and vetted before being appointed. The procedure to be followed is defined in the SSA Adult Support Policy.

### **5.3. Community Groups SCOUTS Parents**

5.3.1. The function of the youth's parents is as follows:

5.3.1.1. To co-operate with the Group Committee in the raising of funds for the Group;

5.3.1.2. To support the Group in any way open to them.

5.3.2. The Parents of the youth members of a Community Group shall meet whenever necessary and at least once at an Annual General Meeting in every calendar year to receive the Annual Report and Financial Statements of the Group, and to elect, in consultation with the SGL, a Group Secretary, and a Group Treasurer (who shall preferably not be Scouters) to serve on the Group Committee.

## **5.4. NGO Sponsored or Church Sponsored Groups**

5.4.1. The function of the Sponsors is as follows:

5.4.1.1. To co-operate with the Group Committee in the raising of funds for the Group;

5.4.1.2. To support the Group in any way open to them.

5.4.2. The Sponsoring Organisation shall meet whenever necessary and at least once at an Annual General Meeting in every calendar year to receive the Annual Report and Financial Statements of the Group, and to elect, in consultation with the SGL, a Group Secretary, and a Group Treasurer (who shall preferably not be Scouters) to play leading roles in the Group Committee.

## **5.5. School Groups**

5.5.1. The function of the School Governing Body is as follows:

5.5.1.1. To co-operate with the Group Committee in the raising of funds for the Group;

5.5.1.2. To support the Group in any way open to them.

5.5.2. The School Governing Body shall meet whenever necessary and at least once at an Annual General Meeting in every calendar year to receive the Annual Report and Financial Statements of the Group, and to elect, in consultation with the SGL, a Group Secretary, and a Group Treasurer (who shall preferably not be Scouters) to serve on the Group Committee. For these groups the Group Committee may comprise the School Governing body with the addition of the SGL and unit leaders of the operational units in the School.

## **5.6. Group Committee**

5.6.1. The Group Committee consists of:

5.6.1.1. The Scout Group Leader, who shall be the chairperson of the Group Committee;

5.6.1.1.1. The Scout Group Leader is elected by the Group Committee and confirmed and appointed by the DC for a period of three years.

5.6.1.1.2. The SGL is entitled to but not required to wear uniform.

- 5.6.1.1.3. The SGL is on appointed required to have complete or have completed the training required for the execution of the role as detailed in the SSA Adult Support Policy.
  - 5.6.1.2. The Group Secretary (appointed as above);
  - 5.6.1.3. The Group Treasurer (appointed as above);
  - 5.6.1.4. The Uniformed Senior Scouter of each of the units in the group or their delegated uniformed representatives.
  - 5.6.1.5. The remainder of the committee is made up of persons elected by the Parents, Sponsors or Governing Body, in the case of the Community, NGO or Church or School Group respectively. (The number of persons will vary with the needs of the Group and should ensure a minimum of one member representative of each Branch of the Group.) Care should be taken to ensure that those persons elected or appointed are able and willing to render effective service.
- 5.6.2. The Group Committee has no direct concern with the training programme of the Branches, but is charged with the definite responsibility of ensuring that adequate accommodation for Group meetings and equipment are available for the training programme for SCOUTS laid down by the Unit Scouters, and that appropriate Adult Leader Training is available to all Scouters in the Group at no cost to the individuals. The other functions of the Group Committee are to assist the SGL in:
- 5.6.2.1. Recruitment and development of suitable Adult Leaders according to the SSA Adult Support Policy;
  - 5.6.2.2. Acquisition, maintenance and disposal of Group fixed and moveable assets in adherence to the SSA Property policy;
  - 5.6.2.3. Improving the reputation and standing of SSA and the group in particular in the community by maintaining good public relations with the community served by the group and following the SSA Marketing Policy;
  - 5.6.2.4. Supporting the Activities of the Unit of the Group.
  - 5.6.2.5. Assisting the District with the provision of badge examiners for Cub, Scout and Rover badges and awards;
  - 5.6.2.6. Ensuring that Group records are properly maintained and kept up-to-date;

5.6.2.7. Ensuring that the Pack, Troop and Crew participate in the Star evaluations.

5.6.3. In the event of a difference of opinion between either the Group Committee and any body of parents, supporters, or other persons engaged in any undertaking for or on behalf of the Group, or any Branch of the Group, the matter must at once be referred to the DC, after consultation with the sponsoring authority in the case of a sponsored Group. The DC needs to inform the RC within 48 hours of the situation. The RC can then initiate the disciplinary process, and may if so desired delegate the authority to hold the disciplinary to the DC.

## **5.7. Group Responsibilities**

5.7.1. Any active group within any of the channels shall have the following responsibilities, which will be further defined in their Social Partnership Agreement:

5.7.1.1. Honour its obligations to the Ideals, Aims, Methods and Objectives of SSA;

5.7.1.2. Provide quality programmes for youth members;

5.7.1.3. Ensure sufficient suitable adult leaders for the programme;

5.7.1.4. Ensure the availability of funds for the upkeep of property and equipment;

5.7.1.5. Ensure all property and equipment is suitably maintained and insured.

5.7.1.6. Payment of:

5.7.1.6.1. Any Partnership agreement fees to SCOUTS South Africa;  
and

5.7.1.6.2. Any Levies/Rental/Rates due for Property utilised for Scouting Activities.

5.7.1.7. Failure to adhere to the above can put a group in bad standing. A group deemed to be in bad standing will be given 30 days written notice that failure to comply with the financial and administrative policy within the period of thirty days will, unless the National Finance Committee extends such period, immediately forfeit the rights and privileges of membership:

5.7.1.7.1. That unit will not be entitled to attend any Scouting function;

- 5.7.1.7.2. No grant applications to the Scout Foundation will be recommended;
- 5.7.1.7.3. No literature or supplies will be provided or any certificates awarded;
- 5.7.1.7.4. Membership will cease;
- 5.7.1.7.5. Representatives of the Group will not be entitled to be represented at any meeting of the National Partnership Conference;
- 5.7.1.7.6. The Group will not be entitled to nominate or vote on representatives to the Board;
- 5.7.1.7.7. All property and other assets of the movement should be returned to the control of the DC, RC or SSA National Office.

## **6. Districts**

### **6.1. Geographic Definition**

6.1.1. Each Region will be subdivided into Districts each of which has a DC in charge. The extent and boundaries of Districts are decided by the Regional Commissioner in consultation with the DCs. The size of Districts is limited by the ability of the DC to keep in constant personal touch with the Groups and Scouters within it.

6.1.2. Details of the boundaries of the Districts will be available from the national website and SSA National Office.

### **6.2. Organisational Structure**

#### **6.2.1. District Commissioner**

6.2.1.1. The role of the DC is to promote and assist groups to achieve a high standard of Scouting through the application of the aims, methods and values of SSA.

6.2.1.2. The Functions of the DC are to:

6.2.1.2.1. Act as the representative of SSA in the District by visiting Groups and any units thereof, and their Group Committees, to advise them on how to conduct these bodies on the lines laid down in the Organisation Rules and Constitution and in line with the current SSA Policies and Literature;

6.2.1.2.2. Support and enable the activities in the District that further the aims of SSA by:

6.2.1.2.2.1. Securing the harmonious co-operation of the Groups and Scouters in the District;

6.2.1.2.2.2. Being responsible, in consultation with the Scout Group Leaders, for the mentoring of all adult resources in the District, including but not limited to the acquisition, integration, personal development and appraisal of adult leaders;

6.2.1.2.2.3. Working with groups and members to assist, mentor and make the groups more effective.

6.2.1.2.3. Work with groups in distress to assist them;

6.2.1.3. Protect the reputation and standing of SSA in the District by:



- 6.2.1.3.1. Maintaining a contact list of qualified examiners approved by the National Youth Programme Team members within the District;
  - 6.2.1.3.2. Instituting and carrying out disciplinary procedures for the groups within the district, if instructed to do so by the RC;
  - 6.2.1.3.3. Exercising control over all visiting SCOUTS, whether camping or not, and if necessary to report any misbehaviour through the appropriate channels;
  - 6.2.1.3.4. Supervising Group finance, in consultation with the Regional Financial Representative; and to ensure that all assets in the District are vested and managed in accordance with the SSA Property Policy and SSA Finance, Fundraising and Administration policy;
  - 6.2.1.3.5. Settling all disputes between members of the Movement in the District. The DC needs to inform the RC within 48 hours of the situation. The RC can then if so desired delegate the authority to the DC to resolve the dispute. , The RC may, at his/her discretion, refer the matter to the CC whose decision must be accepted as final by all the parties concerned.
- 6.2.1.4. Encouraging the growth of Scouting in the District by:
- 6.2.1.4.1. Encouraging the formation of Groups and securing their effective working including the appointment of Group Committees;
  - 6.2.1.4.2. Proposing youth and adult members for awards in recognition of contributions, long and meritorious service as detailed in the SSA Adult Support Policy.
  - 6.2.1.4.3. Facilitating activities in the groups they are supporting such as district badge courses and events.
  - 6.2.1.4.4. Holding regular District Team meetings to maintain communication with the Regional Team Members.
- 6.2.1.5. Undertake whatever else the RC might reasonably require of the DC in the best interests of SSA.
- 6.2.1.6. DCs are appointed by the Chief Commissioner on the recommendation of the Regional Commissioner.
- 6.2.1.7. The Procedure for the appointment of a District Commissioner shall be as follows:

- 6.2.1.7.1. The RC will issue a request for applications for the vacant position to all Groups in the Region. The request for applications will include the role description, functions and responsibilities and requirements of applicants as well as the time frame for applications;
- 6.2.1.7.2. Applications for the vacant post can be made by any member of SSA;
- 6.2.1.7.3. The RC will review all applications to remove any that do not meet the advertised criteria.
- 6.2.1.7.4. The applicants who meet the criteria will be interviewed by a committee comprising:
  - 6.2.1.7.4.1. RC
  - 6.2.1.7.4.2. At least two SGL members from the district to which the DC is to be deployed.
- 6.2.1.7.5. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Commissioner for Appointment.
- 6.2.1.8. The successful nominee will be appointed for five years with a possible two year extension at the end of this period subject to a satisfactory outcome of a performance review of the incumbent by the RC.

## **6.2.2. Vacancy of District Commissioner**

- 6.2.2.1. Where the office of DC is vacant, the RC will either depute a suitably trained Scouter to act in the role, or personally perform the functions.

## **7. Regions**

### **7.1. Organisational Structure**

#### **7.1.1. Geographic Structure**

- 7.1.1.1. To promote the organisation and effective working of SSA, the Country will be divided into Regions each of which comprises a number of Districts.
- 7.1.1.2. The extent and boundaries of the Regions are prescribed by the Exco in consultation with the Regional Team. The size of a Region will normally vary from three to ten Districts, and for reasons of span of control only in very exceptional circumstances may it exceed these limits.
- 7.1.1.3. The names and geographical boundaries of the currently recognised regions are maintained by SSA National office and are available on request or from the National SSA Website.

### **7.2. Regional Membership**

7.2.1. For the purpose of SSA, membership of a Region will include:

- a. All members of the groups;
- b. All District Commissioners;
- c. All Regional Development Officers;
- d. All Alumni Members;
- e. All regional team members;
- f. All Lone Rovers;

who operate within the boundaries of said Region as defined above.

7.2.2. All of the members defined in Rule 7.2. fall under the jurisdiction of the Regional Commissioner of that region.

### **7.3. Regional Team**

7.3.1. The Regional Team is made up of:

- 7.3.1.1. RC
- 7.3.1.2. DCs
- 7.3.1.3. Regional Development Officers
- 7.3.1.4. Regional Team Coordinators
- 7.3.1.5. Any other persons appointed by the RC in the interests of furthering the aims of Scouting.

### **7.3.2. Regional Commissioner**

- 7.3.2.1. For each Region SCOUTS South Africa will appoint a Regional Commissioner.
- 7.3.2.2. The Regional Commissioner is appointed by the Chief Commissioner with the approval of the Chief Scout.
- 7.3.2.3. The Procedure for the appointment of a Regional Commissioner shall be as follows:
  - 7.3.2.3.1. The CC will, via the National Office issue a request for applications for the vacant position. The request for applications will include the role description, functions and responsibilities and requirements of applicants as well as the time frame for applications.
  - 7.3.2.3.2. Applications for the vacant post can be made by any member of SSA.
  - 7.3.2.3.3. The CC will review all applications to remove any that do not meet the advertised criteria.
  - 7.3.2.3.4. The applicants who meet the criteria will be interviewed by a committee comprising:
    - 7.3.2.3.4.1. CS
    - 7.3.2.3.4.2. CC
    - 7.3.2.3.4.3. One other Exco member preferably drawn from the National Adult Support Team.
  - 7.3.2.3.5. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Commissioner for Appointment.
- 7.3.2.4. The successful nominee will be appointed for five years with a possible two year extension at the end of this period subject to a satisfactory outcome of a performance review of the incumbent by the CC.
- 7.3.2.5. The Regional Commissioner is authorised to:
  - 7.3.2.5.1. Deploy and relocate DCs and Regional Development Officers for the support of groups;
  - 7.3.2.5.2. Recommend the appointment of DCs and Regional Development Officers;

- 7.3.2.5.3. Recommend the Recognition or Suspension of recognition of any social partnership group in their region of operation;
  - 7.3.2.5.4. Suspend any adult or youth member in contravention of Members Code of Conduct;
  - 7.3.2.5.5. Recommend the appointment of adults to the national and district support teams;
  - 7.3.2.5.6. Sign leases after consultation with the Regional Property Representative.
- 7.3.2.6. The functions of the Regional Commissioner are generally to be responsible to the Chief Commissioner, whose representative he or she is, for the welfare and progress of the SSA members, in accordance with the Constitution, Organisation Rules, Policies and SSA literature within the Region. As the most senior representative of SSA in the Region, the Regional Commissioner through the Region's uniformed adult leaders is responsible for the effective implementation of the Movement's adult leader training programme and the youth programmes.
- 7.3.2.7. Specifically to act as the representative of SSA in the Region by:
- 7.3.2.7.1. Engaging with entities in the region, whether governmental, corporate, educational or NGO, for the support and growth of SSA;
  - 7.3.2.7.2. Reporting to the National Channel Coordinators on the progress in their channel and lessons learnt/best practices.
- 7.3.2.8. Supporting the activities and operation of the groups in the region by:
- 7.3.2.8.1. Coordinating joint activities in the region between districts;
  - 7.3.2.8.2. Establishing and supporting regional teams for regional events;
  - 7.3.2.8.3. Management of DCs in the region;
  - 7.3.2.8.4. Facilitating access to the resources of the Regional Support Teams for the groups and districts in the region through the appropriate regional team coordinator;
  - 7.3.2.8.5. Being responsible for the performance of the regional team;
  - 7.3.2.8.6. Recommending Adults for the position of Regional Team Coordinators.

- 7.3.2.9. Protecting the reputation and standing of SSA in the region by:
  - 7.3.2.9.1. Instituting and carrying out disciplinary procedures for SSA Members in the districts within the region.
  - 7.3.2.9.2. Reviewing and recommending the acceptance, continuation or cancellation of partnership agreements with groups.
- 7.3.2.10. Encouraging the growth of Scouting in the Region through the:
  - 7.3.2.10.1. Management of the Regional Development Officers in the region;
  - 7.3.2.10.2. Reviewing the performance of the Regional Team and the DC's on an annual basis and mentoring as required;
  - 7.3.2.10.3. Holding of regular Regional Team meetings to maintain communication with the Regional Team Members.
- 7.3.2.11. Undertaking whatever else the CC might reasonably require of the RC in the best interests of SSA.

### **7.3.3. Vacancy of Regional Commissioner**

- 7.3.3.1. Where the office of RC is vacant, the CC will either depute a suitably trained Scouter to act in the role, or personally perform the functions.

### **7.3.4. Regional Development Officer**

- 7.3.4.1. The Regional Development Officer is appointed by the Regional Commissioner in consultation with the DCs in the Region.
- 7.3.4.2. The Regional Development Officer is responsible for:
  - 7.3.4.2.1. Engaging with interested parties to investigate and develop and carry out strategies for the formation of new units in existing Groups and new Groups for SSA;
  - 7.3.4.2.2. Forming new groups and new units in existing groups;
  - 7.3.4.2.3. Fostering new groups until they are operational and sustainable. Such fostering shall include:
    - 7.3.4.2.3.1. Active involvement in running of the groups/units and the start-up thereof;
    - 7.3.4.2.3.2. Hands on mentoring and training for the adult and youth leadership;

- 7.3.4.2.3.3. This period of fostering should not exceed twelve months from the first date of registration in the new group or unit.
- 7.3.4.2.4. Ensuring that once a group is operational and sustainable that the group transfers successfully to the appropriate District Commissioner for support, who shall be selected in consultation with the RC.
- 7.3.4.2.5. Being assigned by the RC on the DC's request to cooperate with specific groups to assist said nominated groups in distress.

## **8. National**

### **8.1. Appointment of Chief Scout**

8.1.1. In the selection and appointment of a Chief Scout, the following process will be followed:

8.1.1.1. The SSA Board will agree the criteria for the selection of a suitable Chief Scout.

8.1.1.2. Based on the agreed criteria, the Board is responsible for identifying and interviewing potential candidates for the role of Chief Scout.

8.1.1.3. A quorum of the Board will, by simple majority, elect one of the identified and interviewed candidates who will then be appointed in the role of Chief Scout.

8.1.1.4. In the event that no simple majority is achieved in this voting, the Chairperson of the Board will have a deciding vote.

### **8.2. Retirement of Chief Scout**

8.2.1. Any member of the Board may, at any time, call for a vote of no confidence in the Chief Scout. The Board will be required to hold an emergency meeting within a month of any such call to consider the matter.

8.2.2. If a quorum of the Board supports the vote of no confidence by simple majority, then:

8.2.2.1. The Chief Scout shall be notified in writing by the Board of the decision and the position of Chief Scout will be vacant as of that time.

8.2.2.2. At that time the Board will be responsible for the appointment of a new Chief Scout. In the interim, the management of SCOUTS South Africa will be delegated to a nominee agreed by the Board and drawn from their membership, or another person selected by a two thirds majority of the Board.

8.2.2.3. The Board is required to complete the process of appointment detailed in 8.1 within six calendar months of the decision in 8.2.2.

### **8.3. Scout Board Nominations and Elections**

8.3.1. The two ultimately accountable bodies in SSA are the Scout Board and the Scout Executive Committee, which reports via the CS to the Board, as described and authorised in the SSA Constitution.



8.3.2. The Election of the Members of these bodies, as defined in the SSA Constitution, is given below.

8.3.3. For the avoidance of doubt, any of the elections referred to below may be carried out either as physical meetings with voting, or as postal or as electronic voting, or a combination thereof, as allows for the best expression of the will of constituency being served.

#### **8.3.4. Election of Alumni Representatives**

8.3.4.1. The nomination process for the two representatives should, wherever possible, not take place at the same time, to support continuity on the Board of the Alumni Representatives. In the event that both representatives' roles are vacant simultaneously, the process described on 8.3.4.3 shall be utilised. However, 8.3.4.3.5 shall in that case be interpreted to mean "the **two** elected members will be selected on the basis of the two nominees ...." who will then both become elected members.

8.3.4.2. Any candidate to be nominated by the Alumni must meet the stipulations set by the Board for the role to be filled.

8.3.4.3. The Election Process for a Candidate is as follows:

8.3.4.3.1. The availability of the Board role is to be advertised to all Alumni Members. The advertisement will include the Board stipulations for the role, the required response informant and the time frame for nominations to be submitted which will not be less than two months.

8.3.4.3.2. The Nominations are to be submitted to the CEO. Individuals may be nominated by themselves or a third party.

8.3.4.3.3. The CEO and CC will jointly review all nominations for compliance with the board stipulations and will reject any non-compliant nominations.

8.3.4.3.4. The CEO will issue a list of Nominees who meet the stipulations to all Alumni Members for voting.

8.3.4.3.5. The elected member will be selected on the basis of that nominee receiving the highest number of votes received by the advertised closing date.

8.3.4.4. The extension of the Alumni Representative's term, as allowed for in the SSA Constitution is subject to the satisfaction of the Alumni and the Board with the candidate's performance.

### **8.3.5. Election of Exco Representatives**

- 8.3.5.1. The nomination process for the two representatives should, wherever possible, not take place at the same time, to support continuity on the Board of representation of the Exco Representatives. If both representatives' roles are vacant simultaneously, the process described on 8.3.5.3 shall be utilised. However, 8.3.5.4 shall in that case be interpreted to mean "the **two** elected members will be selected on the basis of the two nominees ...." who will then both become elected members.
- 8.3.5.2. Any candidate to be nominated by the Exco must meet the stipulations set by the Board for the role to be filled.
- 8.3.5.3. The Election Process for a Candidate is as follows:
- 8.3.5.3.1. The availability of the Board role is to be advertised to all Exco Members. The advertisement will include the Board stipulations for the role, the required response informant and the time frame for nominations to be submitted which will not be less than two months.
  - 8.3.5.3.2. The Nominations are to be submitted to the CS. Serving Members from Exco may not be nominated.
  - 8.3.5.3.3. The CS will review all nominations for compliance with the board stipulations and will reject any non-compliant nominations.
  - 8.3.5.3.4. The CS will issue a list of Nominees who meet the stipulations to all Exco Members for voting.
  - 8.3.5.3.5. A quorum for the election of a nominated individual to the Board will be fifty percent (50%) plus one of the Exco membership.
- 8.3.5.4. The elected member will be selected on the basis of that nominee receiving the highest number of votes from a quorate number of votes.
- 8.3.5.5. The extension of the Exco Nominee's term, as allowed for in the SSA Constitution is subject to the satisfaction of the Exco and the Board with the candidate's performance. At the time of renewal, the Board will require a written confirmation of the Exco's support for the candidate's renewal from the CS

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### **8.3.7. Election of Group Representatives**

- 8.3.7.1. The nomination process for the two representatives should, wherever possible not take place at the same time, to support continuity on the Board of representation of the Group Representatives. In the event that both representatives' roles are vacant simultaneously, the process described on 8.3.7.3 shall be utilised. However 8.3.7.3.5. shall in that case be interpreted to mean "the **two** elected members will be selected on the basis of the two nominees..." who will then both become elected members.
- 8.3.7.2. Any candidate to be nominated by the Groups must meet the stipulations set by the Board for the role to be filled.
- 8.3.7.3. The Election Process for a Candidate is as follows:
- 8.3.7.3.1. The availability of the Board role is to be advertised to all Groups. The advertisement will include the Board stipulations for the role, the required response informant and the time frame for nominations to be submitted which will not be less than two months.
  - 8.3.7.3.2. The Nominations are to be submitted to the CEO. Individuals may be nominated by themselves or a third party.
  - 8.3.7.3.3. The CEO and CC will jointly review all nominations for compliance with the Board stipulations and will reject any non-compliant nominations.
  - 8.3.7.3.4. The CEO will issue a list of Nominees who meet the stipulations to all Groups for voting.
  - 8.3.7.3.5. The elected member will be selected on the basis of that nominee receiving the highest number of votes from the groups in good standing voting.
- 8.3.7.4. The extension of the Group Representative's term, as allowed for in the SSA Constitution, is subject to the satisfaction of the Groups and the Board with the candidate's performance.

## **8.4. Appointment of Scout Executive Committee Members**

### **8.4.1. Chief Executive Officer**

- 8.4.1.1. The CEO shall report and be responsible to the Chief Scout.
- 8.4.1.2. In the event of there being no CEO at any time or during the absence or inability to act as the CEO, the Chief Scout may personally

act or may appoint one of the Executive Committee pro tem with the agreement of the Board.

- 8.4.1.3. The SSA CEO is responsible for the following functions in SSA:
- 8.4.1.3.1. The management, appointment and oversight of all paid employees and administrative volunteers. This shall include the responsibility for the execution of any disciplinary actions necessary against said paid employees or administrative volunteers;
  - 8.4.1.3.2. The management of the National Office and Regional administrative functions to ensure the continued smooth operation of SSA;
  - 8.4.1.3.3. Project and fundraising administration;
  - 8.4.1.3.4. The sourcing, distribution and management of SSA branded supplies such as, but not limited to, uniforms, badges and books;
  - 8.4.1.3.5. Maintaining good relationships with WOSM and the Africa Regional Office and other NSOs;
  - 8.4.1.3.6. Liaising with a network of Non-Governmental Organisations that strive for the same aim as SSA;
  - 8.4.1.3.7. Liaising with relevant Government departments;
  - 8.4.1.3.8. Any other reasonable functions requested by the Board or Chief Scout.
  - 8.4.1.3.9. The administrative volunteers referred to in clause 8.4.1.3.1 shall include:
    - a. Chairperson of the National Property Committee
    - b. Chairperson of the National Finance Committee
    - c. Chairperson of the National Marketing Committee
    - d. Chairperson of the National Fundraising Advisory Committee
    - e. Chairperson of the National IT Advisory Committee
    - f. Chairperson of any other committee or working group established by the EXCO and allocated to the CEO's control by that body.
    - g. The paid employees referred to in clause 8.4.1.3.1 shall include any staff funded and appointed by

SSA nationally, whether deployed in the National Office or remotely in the regions.

- 8.4.1.4. The CEO shall be delegated the following authorities on behalf of SSA:
- 8.4.1.4.1. The appointment, promotion, retrenchment and dismissal of paid employees of SSA;
  - 8.4.1.4.2. The right to place orders with suppliers; enter into contracts or incur other expenditure within the approved budget;
  - 8.4.1.4.3. Expenditure against extra budget items that have been approved in writing by the Finance committee;
  - 8.4.1.4.4. The right to attend any meeting or event of any SSA group, district or region;
  - 8.4.1.4.5. Any other authorities delegated temporarily by the CS or Scout Board.
- 8.4.1.5. The CEO shall be contracted as a permanent position with SSA in accordance to the Labour laws of the country.
- 8.4.1.6. The CEO will be required to complete an annual performance review of the performance of the incumbent by the Chief Scout and Chief Commissioner.
- 8.4.1.7. The Appointment of a CEO will follow the procedure defined below:
- 8.4.1.7.1. The Chief Scout will, through the offices of the National Office, advertise the vacancy both internally and externally of SSA.
  - 8.4.1.7.2. Applications will be submitted to National Office for the post.
  - 8.4.1.7.3. A committee will be formed comprising the following members:
    - 8.4.1.7.3.1. Chief Scout
    - 8.4.1.7.3.2. Chief Commissioner
    - 8.4.1.7.3.3. One of the Board Members drawn from the two Group Representatives.

- 8.4.1.7.4. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Scout for employment.

#### **8.4.2. Chief Commissioner**

- 8.4.2.1. The CC shall report and be responsible to the Chief Scout.
- 8.4.2.2. In the event of there being no Chief Commissioner at any time or during the absence or inability to act of the CC, the Chief Scout may personally act or may appoint one of the Executive Committee pro tem with the agreement of the Board.
- 8.4.2.3. The CC is responsible for the following functions in SSA:
- 8.4.2.3.1. The management, appointment and oversight of all operational volunteers. This shall include the responsibility for the execution of any disciplinary actions necessary against said volunteers;
  - 8.4.2.3.2. The management of the National Office operational functions to ensure the continued smooth operation of SSA;
  - 8.4.2.3.3. The approval of any SSA Awards made to members of SSA;
  - 8.4.2.3.4. Keeping good relationship with international Scouting and other NSOs;
  - 8.4.2.3.5. Any other reasonable functions requested by the Board or Chief Scout.
- 8.4.2.4. The operational volunteers referred to in clause 8.4.2.3.1 shall include:
- 8.4.2.4.1. The National Youth Programme Chairperson
  - 8.4.2.4.2. The Young Leaders Representative
  - 8.4.2.4.3. Channel Coordinator: Scouting in Schools
  - 8.4.2.4.4. Channel Coordinator: Community Scouting
  - 8.4.2.4.5. Channel Coordinator: NGOs and Churches
  - 8.4.2.4.6. National Adult Support Chairperson
  - 8.4.2.4.7. Chairperson of any other committee or working group established by the EXCO and allocated to the CC's control by that body or the CS.

8.4.2.4.8. The CC shall be delegated the following authorities on behalf of SSA:

8.4.2.4.8.1. The Appointment and retirement of the Regional and District Commissioners;

8.4.2.4.8.2. The right to accept, extend or terminate the registration of Groups;

8.4.2.4.8.3. The right to attend any meeting or event of any SSA group, district or region;

8.4.2.4.8.4. The right to discipline any member of SSA for non-compliance with or contravention of the Constitution, Organisational Rules or any standing Policy of SSA;

8.4.2.4.8.5. Any other authorities delegated temporarily by the CS or Board.

8.4.2.5. The CC shall be appointed for a five year term. This appointment may be extended for a further two years subject to the satisfactory outcome of a performance review of the performance of the incumbent by the Chief Scout and Chief Executive Officer.

8.4.2.6. The Appointment of a CC will follow the procedure defined below.

8.4.2.6.1. The Chief Scout will, through the offices of the National Office, advertise the vacancy internally of SSA.

8.4.2.6.2. Applications will be submitted to National Office for the post.

8.4.2.6.3. A committee will be formed comprising the following members:

8.4.2.6.3.1. Chief Scout

8.4.2.6.3.2. Chief Executive Officer

8.4.2.6.3.3. One of the Board Members drawn from the two Group Representatives.

8.4.2.6.4. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Scout for Appointment.

### **8.4.3. Appointment of Exco Administrative Representatives**

8.4.3.1. The Procedure for the appointment of Administrative volunteers to serve on Exco shall be as follows:

- 8.4.3.2. The National Office will issue a request for nominations for the vacant position. The request for nominations will include the role description, functions and responsibilities and requirements of applications as well as the time frame for nominations.
- 8.4.3.3. Nominations for the vacant post can be made by any member of SSA, including the person being nominated.
- 8.4.3.4. The CEO will review all nominations to remove any that do not meet the advertised criteria.
- 8.4.3.5. The nominees who meet the criteria will be interviewed by a committee comprising:
- 8.4.3.5.1. CS
  - 8.4.3.5.2. CEO
  - 8.4.3.5.3. One other Board member preferably drawn from the two group representatives on the Board.
- 8.4.3.6. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Scout for Appointment.
- 8.4.3.7. The successful nominee will be appointed for the period defined in the SSA Constitution, subject to a satisfactory outcome of an annual performance review of the incumbent by the CS and CEO.

#### **8.4.4. Appointment of Exco Operational Representatives**

- 8.4.4.1. The Procedure for the appointment of Operational volunteers to serve on Exco shall be as follows:
- 8.4.4.1.1. The National Office will issue a request for nominations for the vacant position. The request for nominations will include the role description, functions and responsibilities and requirements of applications as well as the time frame for nominations.
  - 8.4.4.1.2. Nominations for the vacant post can be made by any member of SSA, including the person being nominated.
  - 8.4.4.1.3. The CC will review all nominations to remove any that do not meet the advertised criteria.
  - 8.4.4.1.4. The nominees who meet the criteria will be interviewed by a committee comprising:
    - 8.4.4.1.4.1. CS



8.4.4.1.4.2. CC

8.4.4.1.4.3. One other Board member preferably drawn from the two group representatives on the Board.

8.4.4.1.5. This Committee will interview the applicants, and by simple majority recommend the successful applicant to the Chief Scout for appointment.

8.4.4.2. The successful nominee will be appointed for the period defined in the SSA Constitution, subject to a satisfactory outcome of an annual performance review of the incumbent by the CS and CC.

#### **8.4.5. Appointment of Young Leaders Representative to Exco**

8.4.5.1. The appointment of the Young Leaders Representative to serve on Exco shall be done as follows:

8.4.5.1.1. National Office will publish an advertisement to all Groups of the vacancy, detailing the role, responsibilities and requirements for any nominee (aged between eighteen and twenty-three).

8.4.5.1.2. Nominations for the vacant post can be made by any member of SSA between the ages of sixteen and twenty-six, including the person being nominated.

8.4.5.1.3. Any member of SSA under the age of twenty-six may nominate any natural person to the vacancy.

8.4.5.1.4. The CC will review the nominees to ensure that they comply with the criteria issued by National Office for the vacancy.

8.4.5.1.5. The nominees meeting the criteria will be listed and circulated to all SSA members between the ages of sixteen and twenty-six.

8.4.5.1.6. Voting for the nominees will be done either via a postal or online forum and the two nominees receiving the highest number of the votes by the advertised closing date will be selected for an interview as detailed in clause 8.4.5.1.7.

8.4.5.1.7. The nominees identified in clause 8.4.5.1.6 will be interviewed by a committee comprising:

8.4.5.1.7.1. CS

- 8.4.5.1.7.2. CC
- 8.4.5.1.7.3. Incumbent Young Leaders' Representative.
- 8.4.5.1.8. This Committee will interview the applicants, and by simple majority recommend to the CC a nominee for appointment.
- 8.4.5.1.9. The successful nominee will be appointed for the period defined in the SSA Constitution, subject to a satisfactory outcome of an annual performance review of the incumbent by the CC.
- 8.4.5.1.10. The appointed Nominee shall be responsible for the following functions:
  - 8.4.5.1.10.1. Representing the interests and views of the SSA Members between the ages of sixteen and twenty-six at all Exco Meetings;
  - 8.4.5.1.10.2. Establishing, maintaining and ensuring the existence of an effective network of communication between the Young Leaders of SSA;
  - 8.4.5.1.10.3. Communicating matters of concern to the SSA members between the ages of sixteen and twenty-six in the Regions;
  - 8.4.5.1.10.4. Assessing the appropriateness of Youth Involvement in the various teams within SSA;
  - 8.4.5.1.10.5. Assisting the chairpersons or national team leaders in the identification and selection of Young Leaders for the National Teams;
  - 8.4.5.1.10.6. Mentoring and Supporting the Young Adults in the National Teams;
  - 8.4.5.1.10.7. Ensuring adherence to the Youth Involvement Policy.
- 8.4.5.2. The National Young Leaders' Representative will have the following authorities:
  - 8.4.5.2.1. To establish Regional Young Leaders Events;
  - 8.4.5.2.2. To attend any SSA Young Leaders meeting anywhere in the country;
  - 8.4.5.2.3. In consultation with the Regional Commissioner, to select, appoint and replace a single Regional Young Leaders

Representative in each Region. This selection will be based on an application procedure, which will be agreed in consultation with the Regional Commissioner.

## **8.5. National Teams and Committees**

- 8.5.1. The National Teams and Committees are virtual teams of suitably qualified individuals with proven performance.
- 8.5.2. As virtual teams, the members can and should remain active in their regions, preferably with operational groups.
- 8.5.3. Membership of the national teams is voluntary and any member of SSA can apply to, or be nominated for, membership of any team.
- 8.5.4. SSA Members can belong to multiple teams subject only to the approval of the Chairpersons of those committee or teams.
- 8.5.5. Application or Nomination to the national teams can be made by any SSA member including the volunteer themselves.
- 8.5.6. The decision on accepting an application for membership rests with the Chairperson, Coordinator or representative of the national team or committee concerned.
- 8.5.7. Applications that are declined by the Chairperson can be appealed to either the CEO or the CC, according to the reporting line to which the team or committee belongs.
- 8.5.8. National team members are encouraged to coordinate their activities locally with the assistance and support of the Regional Commissioner.
- 8.5.9. The Regional coordination of the teams' activities will be achieved through the office of the Regional Team Coordinator. This person will be answerable to the Regional Commissioner for the allocation and to the National Team Chairperson for the performance of the Regional Support Team Members. The reporting lines and job descriptions are detailed in the SSA Adult Support Policy.
- 8.5.10. All national team members in a region report to the regional team coordinator of their team and are ultimately answerable to the national Chairperson or Coordinator etc. of the team on which they serve.
- 8.5.11. Those Team Members in a region will be designated as Regional Support Team members for that region and will be responsible for the support of the activities of the groups in the districts in that region that fall under the purvey of their team.

- 8.5.12. The Regional Support Team members support groups in a number of districts, subject to their resources and available time. The allocation of resources will be agreed between the RC and the Regional Team coordinator for that region and team.
- 8.5.13. The Chairpersons of the National Cub and Scout Programme Teams, together with the national Youth Programme chairperson, will form the National Youth Programme Committee. The Chairperson will represent the interests of the Youth Programmes on Exco.
- 8.5.14. At this time the following national teams and committees exist:
- 8.5.14.1. National Cub Programme Team
- 8.5.14.1.1. This team is responsible for:
- 8.5.14.1.1.1. Preparation of programme material for Cubs and adult leaders of the Cub Programme;
  - 8.5.14.1.1.2. Collaboration with the Adult Support Chairperson on the development of training material for adults engaged in the delivery of the Cub Programme to youth;
  - 8.5.14.1.1.3. Assessment of National Level Awards as described in the current SSA Scout literature;
  - 8.5.14.1.1.4. Coordination and identification of external partners for the training of youth members in areas of specialisations relevant to the Cub Programme;
  - 8.5.14.1.1.5. Assessment of the Star Pack Award Programme.
- 8.5.14.1.2. To serve on the National Cub Programme Team, a volunteer must meet the following criteria:
- 8.5.14.1.2.1. be active or have been active in the past five years with a Cub Pack;
  - 8.5.14.1.2.2. hold the Cub Wood Badge;
  - 8.5.14.1.2.3. have more than two years' experience as an adult with a Pack.
  - 8.5.14.1.2.4. For the appointment of a Team member between the ages of eighteen and twenty-six requirement 8.5.14.1.2.2 will be dropped to having completed their Wood Badge Training, but the appointment of such members will be subject to them completing the

requirements for their Wood Badge at their earliest possible opportunity.

#### 8.5.14.2. National Scout Programme Team

##### 8.5.14.2.1. This team is responsible for:

8.5.14.2.1.1. Preparation of programme material for Scouts and adults for the Scout Programme;

8.5.14.2.1.2. Collaboration with the National Adult Support Chairperson on the development of training material for adults engaged in the delivery of the Scout Programme to youth;

8.5.14.2.1.3. Assessment of National Level Awards as described in the current SSA Scout literature;

8.5.14.2.1.4. Coordination and oversight of regional and national leadership training at the PLTC and PLTU levels;

8.5.14.2.1.5. Assessment of the Star Patrol and Troop Award Programme;

8.5.14.2.1.6. Coordination and identification of external partners for the training of youth members in areas of specialisations relevant to the Scout Programme;

8.5.14.2.1.7. Appointing qualified examiners to test the wearer of any Interest Badge in knowledge of the subjects of the requirements, and have power to withdraw the badge if, in the opinion of the examiner, the knowledge shown is insufficient according to the requirements laid down. The youth member should be given an early opportunity, after the withdrawal of the badge, to demonstrate that he or she has subsequently attained the required standard, in which case the SGL may restore the badge.

##### 8.5.14.2.2. To serve on the National Scout programme team, a volunteer must meet the following criteria:

8.5.14.2.2.1. be active or have been active in the past five years with a Scout Troop;

8.5.14.2.2.2. hold the Scout Wood Badge;

8.5.14.2.2.3. have more than two years' experience as an adult with a Troop.

8.5.14.2.2.4. For the appointment of a Team member between the ages of eighteen and twenty-six requirement 8.5.14.2.2.2 will be dropped to having completed their Wood Badge Training, but the appointment of such a members will be subject to them completed the requirements for their Wood Badge at the earliest possible opportunity.

### 8.5.14.3. National Adult Support Team

8.5.14.3.1. This team is responsible for:

8.5.14.3.1.1. Developing, maintaining and assisting in the application of the SSA Adult Support Policy;

8.5.14.3.1.2. Preparation, and presentation of training and training materials and assessment of training for adult members of SSA;

8.5.14.3.1.3. Assessment and granting of recognition of planned training interventions;

8.5.14.3.1.4. Identification of training needs and development of strategies and strategic training interventions to support groups and adult members;

8.5.14.3.1.5. Development and implementation of plans to meet SSA training requirements;

8.5.14.3.1.6. Identification and coordination with external experts for the provision of training of the volunteers of SSA;

8.5.14.3.1.7. Certification of trainers;

8.5.14.3.1.8. Certification of training courses and material.

8.5.14.3.2. To serve on the National Adult Support Team, a volunteer must meet the following criteria:

8.5.14.3.2.1. It is preferable that a volunteer to serve on the team be active or have been active in the past five years with an operational group;

8.5.14.3.2.2. Be a certified Leader Trainer according to the current SSA Adults Support Policy;

8.5.14.3.2.3. Hold a Wood Badge in any branch of SSA;

8.5.14.3.2.4. Have more than four years active experience with a group in any branch.

#### 8.5.14.4. National Rover Programme Team

8.5.14.4.1. This team is part of the Adult Support team

8.5.14.4.2. This team is responsible for:

8.5.14.4.2.1. Preparation of programme material of the Rover Programme;

8.5.14.4.2.2. Preparation of training material for Scouters and Committee Members engaged in the delivery and support of the Rover Programme;

8.5.14.4.2.3. Assessment of national level Award as described in current SSA Scout literature;

8.5.14.4.2.4. Co-ordination of Rover activities across South Africa, including liaison and partnerships with external organisations;

8.5.14.4.2.5. Development of recommendations in respect of policy with regard to Rovers in SSA;

8.5.14.4.2.6. Providing a forum for Rover issues to be discussed at national level.

8.5.14.4.3. To serve on the National Rover Programme Team, a volunteer must meet the following criteria:

8.5.14.4.3.1. It is preferable that a volunteer who would serve on the team either be active or have been active in the past five years with a Rover Crew;

8.5.14.4.3.2. Have completed the training as a Rover Chairman.

#### 8.5.14.5. National Property Committee

8.5.14.5.1. The National Property Committee is comprised of volunteer members of SSA.

8.5.14.5.2. The Committee shall have Regional Property Representatives.

8.5.14.5.3. The Committee is responsible to the CEO via the chairperson of the National Property Committee who shall be elected annually by the Committee from the serving members of the Committee.

8.5.14.5.4. The Committee has the following responsibilities, which it may delegate to its members to exercise locally, but over which it must retain an oversight to ensure compliance:

8.5.14.5.4.1. Management and oversight of all Scout owned properties and estates nationally;

8.5.14.5.4.2. Management and oversight of all properties leased to SSA nationally;

8.5.14.5.4.3. Ensuring that all estates and properties whether leased or owned have a functional management team or committee who oversee the day to day operations and maintenance of the properties;

8.5.14.5.4.4. The committees referred to in 8.5.14.5.4.3 shall report to the regional property committee representative;

8.5.14.5.4.5. Preparation of an annual property budget for SSA;

8.5.14.5.4.6. Adherence to the SSA Property policy;

8.5.14.5.4.7. Executing any other property related task that may be reasonably delegated by the CEO.

8.5.14.5.5. The Regional Property Representative shall report to the RC and the Chairperson of the national Property committee in respect of the properties in the region.

8.5.14.5.6. The National Property committee, acting in consensus, has the following delegated authorities:

8.5.14.5.6.1. To recommend to the CEO the purchase or non-purchase of properties or improvements to properties;

8.5.14.5.6.2. To recommend the extension or termination of leases for properties leased to SSA;

8.5.14.5.6.3. To recommend funding for improvements, maintenance or renovations on leased or own properties;

8.5.14.5.6.4. To approve subletting of SSA properties;

8.5.14.5.6.5. Any other temporary property related authorities delegated by the CEO in writing from time to time.

8.5.14.6. National Finance Committee

8.5.14.6.1. The National Finance Committee is comprised of at least four volunteer members of SSA.



- 8.5.14.6.2. The Committee shall have a Regional Finance Representative from each region, and said representative should be physically based in the region they represent.
- 8.5.14.6.3. The committee is responsible to the CEO via the Chairperson of the National Finance Committee who shall be elected annually by the committee from the serving members of the committee.
- 8.5.14.6.4. The Committee has the following responsibilities, which it may delegate to its members to exercise locally:
- 8.5.14.6.4.1. Management and oversight of all SSA funds and finances except those within groups;
  - 8.5.14.6.4.2. On request from the RC or DC, support to review group finances and budgets;
  - 8.5.14.6.4.3. Preparation of an annual budget for SSA;
  - 8.5.14.6.4.4. Monitoring expenditure against the budget line items and making recommendations on any required adjustments to the CEO;
  - 8.5.14.6.4.5. Adherence to the SSA Finance, Fundraising and Administration policy;
  - 8.5.14.6.4.6. Any other finance related task that may be reasonably delegated by the CEO.
- 8.5.14.6.5. The Regional Finance Representative shall report to the RC in respect of the finances in the region.
- 8.5.14.6.6. The National Finance committee, acting in consensus, has the following delegated authorities:
- 8.5.14.6.6.1. To recommend to the CEO the purchase or non-purchase of approved budget line items;
  - 8.5.14.6.6.2. To approve expenditure by the CEO on extra budget items;
  - 8.5.14.6.6.3. To recommend approval of funding requests from groups, districts or regions;
  - 8.5.14.6.6.4. Any other temporary finance related authorities delegated by the CEO in writing from time to time.

#### 8.5.14.7. National Marketing committee

8.5.14.7.1. The National Marketing Committee is comprised of at least four volunteer members of SSA.

8.5.14.7.2. The Committee shall have a Regional Marketing Representative from each region, and said representative should be physically based in the region they represent.

8.5.14.7.3. The committee is responsible to the CEO via the Chairperson of the National Marketing Committee who shall be elected annually by the committee from the serving members of the committee.

8.5.14.7.4. The Committee has the following responsibilities, which it may delegate to its members to exercise locally:

8.5.14.7.4.1. Development of Marketing Strategy;

8.5.14.7.4.2. Creation and Procurement of Marketing Material;

8.5.14.7.4.3. On request from the RC or DC, support to assist group marketing initiatives;

8.5.14.7.4.4. Preparation of an annual budget for SSA marketing;

8.5.14.7.4.5. Preparation and review of marketing or publicity statement for SSA;

8.5.14.7.4.6. Assessing the impact of marketing and publicity initiatives and making recommendations on any required adjustments to the CEO;

8.5.14.7.4.7. Adherence to the SSA Marketing Policy;

8.5.14.7.4.8. Any other marketing or publicity related task that may be reasonably delegated by the CEO.

8.5.14.7.5. The Regional Marketing Representative shall report to the RC in respect of the marketing activities in the region.

8.5.14.7.6. The National Marketing Committee, acting in consensus, has the following delegated authorities:

8.5.14.7.6.1. To recommend to the CEO the development and initiation of Marketing programmes or activities;

8.5.14.7.6.2. To recommend approval of marketing support requests from groups, districts or regions;

- 8.5.14.7.6.3. Any other temporary marketing or publicity related authorities delegated by the CEO in writing from time to time.

## 9. Channels

- 9.1. For the purpose of meeting the needs of the various communities of members that SSA serves, SSA recognises three distinct categories of groups that have differing degrees of existing management structures, resources and support in place when engaging with SSA. These categories are defined as the Scouting Channels and are:
- 9.1.1. **Community Groups** which are those groups which are drawn from the community and are supported exclusively by the efforts and resources of the parents and guardians of the youth members involved.
- 9.1.2. **School Groups** which are those groups who are closed to membership from persons outside of the school, and who are supported through the efforts of the School Governing Body and the parents of the youth members.
- 9.1.3. **NGO or Church Sponsored Groups** which are those groups who are substantially dependent on the support and infrastructure of the NGO or church organisation which is responsible for said group. These groups may be closed to membership from outside of the sponsoring body, or not as agreed between the sponsor and SSA.
- 9.2. All Groups shall, under terms of the social partnership agreement with that group or sponsoring organisation, be assigned to one of the channels defined above.
- 9.3. All groups in all channels shall be responsible for the implementation of the same programme materials as defined in *The Cub, Scout and Rover Trails*, but it is acknowledged that the model of implementation may be varied as agreed in the SPA.
- 9.4. The Channel Chairperson shall:
- 9.4.1. Be responsible to gather best practice for the development and support of the specific groupings;
- 9.4.2. Liaise with the RC and advise on best practice and support the activities of the groupings in the Channel;
- 9.4.3. Address the specific needs of the Channel;
- 9.4.4. Explore opportunities for growth with the Department of Education, Department of Social Development, Churches and other likeminded NGOs, relevant to the Channel.

## **10. Property and Finances**

### **10.1. Properties**

- 10.1.1. All real property acquired by any Group, Region, or any part of SCOUTS South Africa (SSA), is to be vested in SSA in its full legal title.
- 10.1.2. When land or buildings are to be sold or otherwise disposed of prior consent must be obtained from the National Property Committee. The detail of the procedures and requirements are in the SSA Property Policy.
- 10.1.3. The property of a Group, or any part of SSA which ceases to exist, will automatically pass to the National Property Committee as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary. In the distribution thereof, priority will be given, in consultation with the Regional Commissioner, to groups in greatest need and closest proximity to the Group that ceased to exist as described in the SSA Property Policy.
- 10.1.4. For all matters related to properties see that the guidelines in the SSA Property Policy are met.

### **10.2. Finances**

- 10.2.1. Accounting records produced in the name of, or on behalf of SCOUTS South Africa (previously South African Scout Association) must be accounted for by way of standard accounting practice.
- 10.2.2. Only the SSA National Office may issue a Section 18A certificate. Should a group receive funding where the funder requires a PBO Number or Section 18A certificate then such funds need to be channelled via SSA National Office, i.e. receipted by SSA and transferred on to the individual Scout group. Detailed accounting for the funds received will be required annually.
- 10.2.3. All bank accounts opened, must be opened in the name of SCOUTS South Africa, followed by the name of the Group. These bank accounts must be reported to the National Finance Committee on an annual basis, by the 31st of October of each year, setting out the account name, number, balance at year-end and the purpose for which that specific account is held.
- 10.2.4. All bank accounts shall be operated by at least two signatories.

## 11. Policies and Policy Procedures

- 11.1. SSA has published the policies detailed in the table below. These policies are to be read with OR and are binding on the SSA Members.
- 11.2. The Policies may be amended from time to time by the consensus of support by simple majority of the Responsible Body for said policy as given in the table below.
- 11.3. Any such changes adopted in respect of rule 11.2 will be adopted immediately, subject to ratification by the Ratification Body at the next scheduled meeting of the Ratification Body, where such a ratification body exists for that policy. The ratification of the amendments will be by simple majority of a quorum of the Ratification Body. Where an amendment is rejected by the Ratification Body, the proposed changes to the policy will be immediately reversed and the proposal will be returned to the Responsible Body to be reworked and resubmitted or abandoned.
- 11.4. Once the amendments have been agreed to by the Responsible Body, or Ratification Body where required, they will be published as a revision to the relevant SSA Policy and electronic notification sent to all groups nationally.
- 11.5. Any member of SSA, either as an adult volunteer or youth member may submit a proposal in writing for an amendment to any of the SSA Policies for consideration by the Responsible Body.
- 11.6. The Responsible Body must respond in writing to all proposals submitted for its consideration giving the decision of the Responsible Body and motivation therefore.
- 11.7. Decisions of the Responsible Body on any proposal may be appealed to the relevant Appeal Body listed below, whose decision on the matter will be final. Any such appeal should contain a motivation and response to the points raised in the Responsible Body's motivation for the decision taken.

<b>Policy Name</b>	<b>Contains</b>	<b>Responsible Body</b>	<b>Ratification Body</b>	<b>Appeal Body</b>
SSA Adult Support Policy	The regulations and protocols for the application, admission recognition and training of Adult members	National Adult Support Team	Exco	CC

<b>Policy Name</b>	<b>Contains</b>	<b>Responsible Body</b>	<b>Ratification Body</b>	<b>Appeal Body</b>
SSA Members Code of Conduct and Disciplinary Policy	The Regulations and Protocols for disciplinary matters including both Adult and Youth Disciplinary offences	National Adult Support Team	Exco	CS
SSA Child Protection Policy	The Regulations, Procedures and Protocols to be adopted in respect of Child Protection matters	Exco	Not Applicable	CS
Youth SSA Youth Programme Policy	The Regulations and Procedures for the Advancement within the Youth Programme	National Youth Programme Team	Exco	CS
SSA Rover Programme Policy	The Regulations and Procedures for the Advancement within the Rover Programme	National Adult Support Team	Exco	CC
SSA Safe Scouting Policy	The Regulations, Guidelines and Protocols relating to the carrying out of outdoor all activities under the SSA Youth Programmes	National Youth Programme Team	Exco	CC
Youth Involvement Policy	The Regulations, Guidelines and Protocols relating to the promotion of youth involvement from a Troop level to Exco level	Young Leaders Representative team	Exco	CC

<b>Policy Name</b>	<b>Contains</b>	<b>Responsible Body</b>	<b>Ratification Body</b>	<b>Appeal Body</b>
SSA Uniform Policy	The Uniform regulations of SSA	Exco	Not Applicable	CS
SSA Finance, Fundraising and Administration Policy	The regulations for the fundraising activities, control of finances and financial reporting and specific administration requirements	National Finance Committee	Exco	CEO
SSA Property Policy	The regulations for the administering and responsibilities around the management and facility management of properties	National Property Committee	Exco	CEO
SSA Marketing and Branding Policy	The regulations relating to the use of Branding and SSA marketing materials and Public Relations Activities	National Marketing Committee	Exco	CEO



## **12. Relationships with other National Youth Organisations**

- 12.1. Subject to the provisions of the laws of the country, and while striving to maintain the most co-operative relationships, neither SSA or any of its units is subject to the control of any department of the government of the Republic of South Africa, or of any Regional government, or of any Metropolitan Council, or local authority.
- 12.2. SSA desires friendly relations with other national organisations of a non-political nature with similar aims. Wherever possible, and bound by the constraint of the SSA Constitution, these will be accommodated either in the SPA established with groups associated with these national organisations, or directly with the national organisations.
- 12.3. While close co-operation is maintained with mutual representation at various levels, the SSA Constitution, organisation, and finance of SSA are entirely separate from those of the Girl Guides Association.

## 13. Warrants

- 13.1. A Warrant, Appointment or Permit is the evidence of the holder's authority to perform the functions of the rank specified therein and no other function may be performed without separate authority.
- 13.2. While there is a recognised seniority for the purpose of organisation and discipline in the Association, there is no promotion in the accepted sense of the term. The policy governing appointments is that the rank for which the Warrant, Appointment or Temporary Permit is issued is decided by the experience, capabilities, and qualities of the Scouter, who is appointed to a position for which he or she seems best suited.
- 13.3. After selection by the Scout Board, a Warrant is issued to the incoming Chief Scout over the signatures of the Chairperson of the Board.
- 13.4. After appointment by the Chief Scout, a Warrant is issued to the Chief Commissioner over the signature of the Chief Scout.
- 13.5. Warrants are issued at the discretion of the Chief Commissioner with the approval of the Chief Scout and over their signature, to Scouters in the following positions:
  - 13.5.1. Exco Members
  - 13.5.2. Regional Commissioners
  - 13.5.3. National Team Members.
- 13.6. Warrants as National Team Members are issued at the discretion of the Chief Commissioner and over his signature, to those members who do not hold a Warrant for some other position.
- 13.7. Warrants are issued at the discretion of the Chief Commissioner and over their signature and that of the Regional C, to Scouters in the following positions:
  - 13.7.1. District Commissioners
  - 13.7.2. Regional Development Officer
  - 13.7.3. Volunteer Regional Development Officer
  - 13.7.4. Regional Support Team Members.
- 13.8. Appointments are issued at the discretion of the CEO and over their signature and that of the Regional Commissioner to:
  - 13.8.1. Regional Property Committee Representative
  - 13.8.2. Regional Finance Committee Representative

- 13.9. Warrants, Appointments and Temporary Permits are issued at the discretion of the Regional Commissioner for a Region and CC, and over the signature of the Regional Commissioner, to Group SCOUTERS (SGL; PS; APS; TS; ATS; RS).
- 13.10. Positions for Which Warrants Are Not Issued:
- 13.10.1. Honorary ranks conferred by the Chief Scout or by the Regional Commissioner or by the DC;
- 13.10.2. Any designated rank as defined in OR Rule 14.1.
- 13.11. A person may not hold two or more warrants, and/or other offices, except in the case of member of Regional or National support teams and unless he or she has the time and ability to carry out satisfactorily the duties involved and in every case subject to the approval of the DC, and/or the Regional C.
- 13.12. Members of Regional and National Support teams, who already hold warranted positions, will be given appointment to the Regional or National Support teams, and those who do not, will be given warrants.
- 13.13. Warrants, Appointment or Permits shall specify the sphere, for which they are valid.
- 13.13.1. Regional C - for the Region of [Regional name]
- 13.13.2. Regional Committee Representative- for the Region of [Regional name]
- 13.13.3. National Team Members- for South Africa or Regional Support Team Members for the Region of [Regional name]
- 13.13.4. DC- for the District of [District name]
- 13.13.5. Group SCOUTERS - for the [Group name] Group.
- 13.14. The procedure of Application, Withdrawal, Cancellation and Issue of Warrants, Appointment and Permits is given in the SSA Adult Support Policy, Admission Subsection.
- 13.15. Where it appears desirable in the interest of the Movement, the holder of a Warrant/Appointment or Honourable Charge may be suspended as follows:
- 13.15.1. Chief Scout by the Board;
- 13.15.2. Chief Commissioner by the Chief Scout;
- 13.15.3. National Team Members and Regional Commissioners by the Chief Commissioner;

- 13.15.4. DC's and SGL by the Regional Commissioner;
- 13.15.5. Group SCOUTERS by the DC.
- 13.16. A person thus suspended must for the time being:
  - 13.16.1. Surrender his or her Warrant to SSA;
  - 13.16.2. Refrain from participation in any activity connected with the Movement; and
  - 13.16.3. Cease to wear uniform and badges.
- 13.17. Any rank in the Movement held by a person under suspension is considered to be vacant. Any difficulty arising under this Rule should be referred to the Regional Commissioner, or the Chief Commissioner, as appropriate.
- 13.18. A Regional Commissioner who recommends the suspension of any Commissioner in the Region must immediately report the case with full details to the Chief Commissioner.
- 13.19. A DC who has suspended any Scouter or Scouters in the District must immediately inform the Regional Commissioner.
- 13.20. Suspension is to be regarded as a purely temporary measure to be followed as soon as possible by a full enquiry. In the case of Group SCOUTERS such enquiry shall be conducted by the DC, and in the case of District Commissioners the enquiry shall be conducted by the Regional Commissioner. At higher levels the procedure shall be at the discretion of the Chief Scout. The Scouter involved shall be entitled to be present at any such enquiry.
- 13.21. Following any such enquiry, the suspension must either be withdrawn, or a recommendation must be made through the normal channels for the withdrawal of the Warrant. In either case, a full report must be submitted to the Regional Commissioner, or the Chief Commissioner, as appropriate.
- 13.22. Cancellation of Warrants
  - 13.22.1. The Warrants of National Team Members and Regional Commissioners are cancelled by the Chief Commissioner in conjunction with the Chief Scout at their sole discretion.
  - 13.22.2. In all other cases, a recommendation for cancellation should be made following an enquiry as outlined in Rules 13.20 and 13.21 as follows:
    - 13.22.2.1. District Commissioners in a Region: recommendation by the Regional Commissioner to the Chief Commissioner for cancellation.

- 13.22.2.2. Group Scouters: recommendation by the DC to the Regional Commissioner.
- 13.22.3. Membership of the Movement is terminated upon the cancellation of the Warrant or Temporary Permit.
- 13.22.4. Any Commissioner or Scouter whose Warrant is cancelled after enquiry shall have the right of appeal through correct channels to the next higher body right up to the Exco and CS.
- 13.22.5. On resignation or on termination of membership by the Exco, or where the validity of a Warrant is allowed to expire no enquiry need be held.
- 13.22.6. In the case of a sponsored Group, the sponsoring authority is entitled to be heard by the DC in any matter concerning the cancellation of the Warrant of any Scouter of the Group, or the dismissal of any SCOUT.
- 13.22.7. Where the sponsoring authority of a church Group expresses itself dissatisfied with a Scouter of the Group, the DC shall give effect to its views, provided that the objection is based solely on the grounds that the Scouter is not fulfilling the appropriate religious duties. Where, however, any other questions such as moral character or technical efficiency is involved, the matter must be dealt with in terms of Rules 13.15 and 13.22.6.
- 13.22.8. All Warrants remain the property of the Association and must be returned to SSA National Office on suspension in terms of Rule 13.15, or at any time on demand by the Chief Commissioner. There is no obligation on the part of SSA, nor any of its Scouters, to state the reason for the demand to the former holder of the Warrant. However, after cancellation, a Warrant may be returned to the holder at the discretion of the Regional Commissioner provided that the holder's service has been satisfactory.
- 13.22.9. In the circumstances detailed below, Warrants must be returned for cancellation or, where appropriate, renewal, whether demand is made or not, in any of the following circumstances:
- 13.22.9.1. On the Warrant ceasing to be effective due to change in the sphere of validity, or because of expiry of the period of validity;
- 13.22.9.2. Because of a recommendation made in terms of Rule 13.22.1;
- 13.22.9.3. On resignation of the Warrant holder;

13.22.9.4. During a period of suspension (Rule 13.15).In this case the Warrant is retained by the Chief Commissioner or the Regional Commissioner, as the case may be, until the matter is finalised.

13.22.10. Warrants are returned by:

13.22.10.1. Commissioners in the Region: to the Regional Commissioner who in turn will forward the Warrant to SSA National Office.

13.22.10.2. Group SCOUTERS: to the DC for transmission to the SSA National Office.

13.22.11. A DC, on returning the Warrant of any District or Group SCOUTER, must attach a report and, where the circumstances are such that the person concerned is in any way undesirable as a member of SSA, or is unfit to have charge of SCOUTS, the report must be sent to SSA National Office through the Regional Commissioner.

13.22.12. The Regional Commissioner on returning a Warrant to SSA National Office, must attach a report and, where the circumstances are such that the person concerned is in any way undesirable as a member of SSA, or is unfit to have charge of SCOUTS, the report must be sent to SSA National Office.

13.22.13. If in any question relating to a Warrant, the DC and SGL are unable to agree, the matter must be referred to the Regional Commissioner who will decide the question.

13.23. Rules 13.15 to Rule 13.22.13 apply equally to Appointment or temporary Permits.

## **14. Honorary Positions and Designated Ranks**

14.1. The following appointments are known as Designated ranks:

14.1.1. Appointments made by the DC:

14.1.1.1. Junior Assistant Troop Scouter

14.1.1.2. Pack Helpers

14.1.1.3. Instructor

14.1.1.4. Badge Examiner.

14.2. Designated rank may be conferred on the holder of any other post with the approval of the Regional Commissioner in consultation with the CC.

14.3. These ranks do not carry Warrants, but the procedure to be observed and the precautions to be adopted by the DC, and where the occasion arises

by the RC in all matters connected therewith and, in particular, in regard to general qualifications, appointment, suspension, and retirement, are the same in every respect as in the case of District or Group SCOUTERS under the SSA Adult Support Policy except that:

14.3.1. Notification of appointment or retirement will not be sent to SSA National Office unless under circumstances adversely affecting the character or efficiency of the person, with the exception of any affected members under the age of eighteen;

14.3.2. In addition to general qualifications as above and the special qualifications laid down for each Rank, a person to receive Designated rank must be at least eighteen years of age, except in the case of JATSS and PHs who must be at least sixteen years of age.

#### **14.4. Designated Rank - Instructor**

14.4.1. The Designated rank of Instructor may be conferred upon a person who has expert knowledge of some subject suitable for SCOUTS, and who has successfully instructed SCOUTS in the Region for at least three months.

#### **14.5. Designated Rank - Badge Examiner**

14.5.1. A person having expert knowledge of any subject necessary for a SCOUT Interest Badge may be appointed as an Examiner.

#### **14.6. Designated Rank - Pack Helper**

14.6.1. The Designated rank of Pack Helper may be conferred by the DC on a person who is not eligible for appointment as a Cub Instructor and who is recommended by the PS and the SGL.

14.6.2. Such appointment shall be made by the issue of a Certificate of Appointment by the SSA National office over the signature of the RC.

14.6.3. A PH, on investiture, makes the Scout Promise.

14.6.4. A PH shall be willing to avail him/herself of any training facilities appropriate to his/her rank.

14.6.5. A PH shall be entitled to wear uniform as in the SSA Uniform Policy as appropriate.

14.6.6. No previous experience is required, but a probationary period should be served before appointment.

#### **14.7. Designated Rank - Junior Assistant Troop Scouter**

14.7.1. The Designated rank of JATS may be conferred on a Scout who is recommended by the TS and the SGL. The approval of the DC is required. The qualifications for the rank are:

14.7.1.1. That the candidate shall be, or have been an active Scout, and shall have attained at least the Adventurer Badge and be at least sixteen years of age. The appointment lapses when the holder of the rank turns eighteen years old and becomes eligible for the rank of ATS;

14.7.1.2. That the candidate shall have a general knowledge of OR, Policies and current SSA Scout literature;

14.7.1.3. That the JATS shall be a member of the Troop SCOUTER team with duties assigned by the TS with the approval of the SGL;

14.7.1.4. That the JATS wears uniform as defined in the SSA Uniform Policy.

#### **14.8. Honorary Ranks in the District**

14.8.1. The DC may confer the corresponding Honorary rank on a person ceasing to hold a Warrant as a Group SCOUTER and not having any other rank in SSA.

### **15. Amendments to Organisational Rules**

15.1. The Organisational Rules may be amended from time to time by the consensus of support by simple majority of the Exco and ratified by the Board.

15.2. Any such changes adopted in respect of rule 15.1 will be adopted immediately, subject to ratification by the Board at the next scheduled meeting. The ratification of the amendments will be by simple majority of a quorum of the Board. Where an amendment is rejected by the Board, the proposed changes to the Organisational Rules will be immediately reversed and the proposal will be returned to the Exco to be reworked and resubmitted or abandoned.

15.3. Once the amendments have been agreed to by the Exco, they will be published as a revision to the SSA Organisational Rules and electronic notification sent to all groups nationally.

15.4. Any member of SSA, either as an adult volunteer or youth member may submit a proposal in writing for an amendment to the Organisational Rules for consideration by the Exco via the CEO of the SSA National Office.

15.5. The Exco must respond in writing to all proposals submitted for its consideration giving the decision of the Exco and motivation therefore.



- 15.6. Decisions of the Exco on any proposal may be appealed to the Board, whose decision on the matter will be final. Any such appeal should contain a motivation and response to the points raised in the Exco's motivation for the decision taken.