



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 615385, 622584-85 FAX : 660734

ਨੰ:ਪੀ.ਐਸ.ਬੀ./ਆਈ.ਟੀ./15/896

ਮਿਤੀ: 10.3.16

ਸੇਵਾ ਵਿਖੇ

ਪ੍ਰਿੰਸੀਪਲ/ਮੁੱਖ ਅਧਿਆਪਕ,
ਸਮੂਹ ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਸੰਸਥਾਵਾਂ /ਇਸਤਰੀਆਂ ਲਈ ਸੰਸਥਾਵਾਂ,
ਪੰਜਾਬ।

**ਵਿਸ਼ਾ: Endorsement of recognition to Hindustan Scouts/Guides by in the state
Govt./Deptt. of Sports, Youth affairs and Education.**

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮਾਨਯੋਗ ਚੇਅਰਮੈਨ ਸਾਹਿਬ ਜੀ ਵਲੋਂ ਪ੍ਰਾਪਤ ਹੋਏ ਹੁਕਮਾਂ ਦੇ ਸਨਮੁੱਖ ਪੰਜਾਬ ਰਾਜ ਦੀਆਂ ਸਮੂਹ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਸੰਸਥਾਵਾਂ ਨੂੰ Hindustan Scouts ਅਤੇ Guides Punjab State ਦੇ ਪੱਤਰ ਨੰ:-21PB/16-17/103 ਮਿਤੀ:-01-03-2016 (ਨਾਲ ਨੱਥੀ) ਵਿੱਚ ਦਰਜ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੈਂਪ ਅਯੋਜਿਤ ਕਰਨ ਦੇ ਆਦੇਸ਼ ਜਾਰੀ ਕੀਤੀ ਜਾਂਦੇ ਹਨ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੂਹ ਸੰਸਥਾਵਾਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸੰਸਥਾ ਵਿਖੇ Hindustan Scouts ਅਤੇ Guides Punjab State ਵਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਕੈਂਪ ਅਯੋਜਿਤ ਕਰਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਸ ਨੂੰ ਅਤਿ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ ਜੀ।

ਨੱਥੀ:-ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ(ਆਈ.ਟੀ.)

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਜੀ ਨੂੰ ਜਾਣਕਾਰੀ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ(ਆਈ.ਟੀ.)

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"Our Motto-Serve man to reach god"



हिन्दुस्तान स्काउट्स एवं गाइड्स पंजाब राज्य

Hindustan Scouts & Guides Punjab State

(RECOGNISED BY MINISTRY OF YOUTH AFFAIRS & SPORTS GOVT. OF INDIA)



State Head Quarters : Bhawan's SL Public School, Opp. Shivala Mandir, Amritsar, Punjab

Dated...01-03-16

Ref. No. 21.P.B.16-17/03

To

The Chairman,
The Punjab state Board Of Technical Education & Industrial Training,
Punjab.

Subject :- Endorsement of recognition to Hindustan Scouts / Guides by In the State Govt./Deptt. of Sports, Youth affairs and Education.

Ref: Restoration of recognition by Ministry of Youth Affair and Sports, Govt. of India Vide Order No. F.11014/1/2012-NSS/ NPYAD dated 26th September 2013 (Copy attached for ready reference)

Sir,

We take this opportunity to write you this Letter regarding grant of recognition Hindustan scouts & Guides in Your State. In this connection, it is submitted that Hindustan Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, Principals & methods conceived by the Founder Lord Baden Powel (Founder Of World Scouting) In 1907 & Pt. Madan Mohan Malviya ji as patron & Pt. Sri Ram Vajpei, the Founder Of Indian Scouting In 1928.

The Hindustan Scouts & Guides Association is dedicated to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individual, as responsible citizens and as members of local, National and International community's keeping in view of the increasing population of India and to avoid monopoly of Bharat Scouts & Guides, the recognition initially granted to Hindustan Scouts & Guides on 07-03-2001 has now been resorted by the Ministry of Youth Affairs & Sports Govt. Of India on 26th September 2013.

Now it has been running under the dynamic President ship of Hon'ble Sh. Puroshtram Rupala Ji *(Sr. Vice President of All India B.J.P) and Affiliated to World Federation of Independent Scouts, Germany (One of the six World Association approved by U.N.O)

It is pertinent to mention here that there is an intense need to entail more than one Organization in the field of Scouting & Guiding keeping in view of present scenario of increasing numbers of Polytechnics and ITI's In Punjab, We request you to instruct all Polytechnics and ITIs under you for conduct of scouting camps.

In view of the above, We request your honour to kindly grant recognition to Hindustan Scouts & Guides in your State to enable us to provide utmost services to the youth of Punjab

With Thanks

Yours Faithfully

(Mr. Nitin Chaudhary)
State Secretary

Hindustan Scouts / Guides Punjab state

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HINDUSTAN SCOUTS & GUIDES

STATE ASSOCIATION

45. There shall be a State Branch for each State/ Union Territory in the Indian Union and other well defined organizations may be determined to be treated as Branch State Association by National Executive Committee from time to time provided in special cases the National Executive Committee may directly register/ affiliate and administer the Groups in any area or areas who subscribe to the aims & objects of the Association.
46. The State Association shall be a part/ Branch of National Association. It shall pay Affiliation fees and General membership fees (Quota Money) to the National Head Quarters Yearly as may be fixed by the National Executive Committee and approved by the National Council from time to time.
47. **Membership** :- The Membership of the Association is open to the citizens of India who subscribe to the Aims and Objects of the Association and residing or working within the area. The Membership of the Association shall be:-
- a) General Members
 - b) Ordinary Members
 - c) Life Members
 - d) Institutional Members
 - e) Honorary Members
- (a) **General Members** :- The General Members are only beneficiaries and they shall be as per rule No. 4 (a) i.e. Shishu Chetana, Cubs, Bulbuls, Scouts, Guides, Rovers and Rangers
- (b) **Ordinary Members** :- The Ordinary Members are those persons who subscribe to the Aims and objects to the Association and pay such Annual Subscription as may be fixed by State Executive Committee from time to time, may be enrolled as Ordinary Members of the Association subject to the approval of the State Executive Committee.
- (c) **Life Members** :- The life members are those persons who subscribe to the aims and objects of the Association and pay such amount as may be determined by the State Executive Committee of the Association and are enrolled as Life members and approved by the State Executive Committee.
- (d) **Institutional Members**:- All institutions and open groups of Scouts and Guides affiliated to the State Association and who pay the Annual Affiliation fees as prescribed by the State Govt. and/or by the National Executive Committee from time to time may be enrolled as Institutional Members to Association and approved by the State Executive Committee.

(C)

- (e) **Honorary Members**:- The Executive Committee of the State Association may co-opt 5 Honorary members who have rendered meritorious services for the Association / Scout / Guide movement for the term of the State Council.
47. (B) Annual Affiliation fees and Quota Money (Gen. Membership fees) can only be revised by the National Executive Committee according to the need of the time.
48. **Rights and Privileges** :- Any School, Institution, College, University, group of Schools or Clubs or Industries may be affiliated to National Head Quarters, to State Head Quarters to Dist. Head Quarters and/ or to Regional or Zonal Head Quarters. There rights and privileges are as under :-
- (a) **GENERAL MEMBERS**:- As already explained under rule No. 4 (a) that the General members shall be beneficiaries and as such they have no rights to cast vote, and hold office of the Association.
- (b) **ORDINARY MEMBERS**:- The Ordinary members of the Association shall hold a meeting after 3 years before 40 days of the election of the State Council and will elect one delegate for every twenty Ordinary Members, who will represent in the State Council but not more than five.
- (c) **LIFE MEMBERS** :- The life members of the Association shall hold a meeting after 3 years but before 40 days of the election of the State Council and will elect one member for every 10 life members who will represent in the State Council but not more than five.
- (d) **INSTITUTIONAL MEMBERS** :- The institutional members of the Association shall hold a meeting after three years but 40 days before the election of the State Council and will elect one delegate for every 20 institutional members who will represent in the State Council but not more than five members.
- (e) **HONORARY MEMBERS** :- All the Honorary members shall be the members of the State Council not more that five at a time. They will be co-opted by the State Council for 3 Years in its 1st meeting after elections.
- (f) **Note** :- The State Secretary will conduct the elections of Ordinary members, life members and Institutional Members for the State Council 40 days before the Triennial Elections of State Association.
- (g) Where as every members who will represent in the State Council shall have the right to vote in the meeting of State Council, to hold office in the State Council and in the Executive Committee.
- (h) And where as every such members, who represent the State council shall also have the right to take part in Rallies, Seminars, Meetings, Lectures, Discussions and Conference etc. of the Association.
- (i) And where as, shall also have the right to use the library and to receive ex-gratia copy of publications such as news letters, news papers, magazines, journals etc. brought out by the Association.

49. WITHDRAWAL OF MEMBERSHIP :- Any member of the Association can withdraw from membership by express desire to do so through a letter addressed to the Chairperson/ Secretary of the Executive Committee of the State Association. National or State Executive Committee can withdraw the membership of a person due to his/ her continuous absence in three meetings of the Association or illegal or anti Scout / Guide spirit activities.

50. (i) CHIEF PATRON :- The Hon'ble Governor of the State should be invited to be the Chief Patron of the State Association. If she/he doesn't agree, The State Executive committee shall do the needful.

(ii) PATRON :- Hon'ble Chief Minister of the State should be invited to be the Patron of the State Association. If he/she doesn't agree, the State Executive Committee shall do the needful.

(iii) VICE PATRON :- There may be one or more Vice – Patrons. V.I.P's may be requested to be the Vice – Patron of the Association or the criteria may be fixed by the State Executive Committee from time to time.

51. STATE COUNCIL

1. The President
2. The Vice- Presidents - 4 (Minimum One Lady must)
3. The State Chief Commissioner-cum-Chairperson of the State Executive Committee
4. The State Commissioners (Scout & Guide)
5. The State Treasurer
6. The State Secretary
7. The Joint State Secretaries (Scout & Guide)
8. The State Head Quarters Commissioners (Scouts & Guides) 4+4
9. The Assistant State Commissioners (Scouts & Guide) 4+4
10. The State Organizing Commissioners (Scouts & Guides)
11. The State Training Commissioners (Scouts & Guides)
12. The Assistant State Organizing Commissioners (Scouts & Guides)
13. The Assistant State Training Commissioners (Scouts & Guides)
14. All Dist. Commissioners
15. All L.T.S & A.L.T.S residing in the State
16. Elected Dist. representatives –2 Scouters, 2 Guiders, One non – scouter and one non – guider (6) from each District subject to the minimum 1000 Scouts & Guids per Dist. otherwise one Scouter + One Guider per Dist.
17. Ordinary members representatives @ 1/20 but not more than 5 elected by and from them selves.
18. Life members Representatives one or more but not more than 5 members @ 1/20 of ordinary members elected from amongst themselves
19. Institutional members Representatives one or more but not more than 5 members @ 1/20 of Institutional members elected from amongst themselves.

Note : No. of nominated/ appointed members shall be less than elected members.

52. (A) DURATION OF THE STATE COUNCIL :- The State Council shall continue for three years from the date of its election meeting.

Provided that the duration of the State Council may be extended for six months at a time but not more than twelve months on the recommendation of the State Executive Committee, by a decision of 2/3 majority of members present at a special meeting of the State Council called for the purpose, notice of which shall be given to every members of the State Council by the State Secretary, not less than one month prior to the meeting subject to the approval of the National Executive Committee

(B) POWER AND FUNCTIONS OF THE STATE COUNCIL (GENERAL BODY)

1. The State Council shall be the Supreme Body of the State Association. Its decision in all state matters not expressly provided for in these Rules and the Bye-laws shall be final.
2. To implement the policy of the National Association regarding Scout / Guide movement
3. To elect when due the office – bearers of State Association and the members of the State Executive Committee in accordance with the Rules and Bye-laws of the Association
4. To consider and approve the annual report and the annual audited statement of accounts and balance sheet of the State Association approved copies should be sent to the NHQ
5. To implement the Rules of the State Association, the District or Divisional Association and the Local Association and Group Organizations as laid down by National Council and suggest additions, deletions, amendments and alterations there to subject to the approval of National Executive Committee
6. To lay down the bye-laws of the State Association and to make additions, deletion, amendments and alterations there to subject to the approval of the National Executive Committee
7. To acquire, hold, administer, pledge, mortgage elimination and dispose of property movable and immovable on the recommendation of the Trust subject to the approval of National Executive Committee
8. To lend and borrow with or without security and to raise funds and invest money for any of the purpose of the State Association, information shall be sent to the National Association.
9. To appoint auditors and fix their remuneration

10. To do all other things as are required for the furtherance of the Aims and Objects of the Association.

53. (A) MEETING OF THE STATE COUNCIL

The Ordinary Annual Meetings:-

- a) The State Council shall ordinarily meet once every year not later than 31st July or on such date or dated as may be decided by the State Executive Committee/ consultation with the President of the State Association.
- b) Notice of such meeting with time date and place shall be sent to the members at least 30 days before the date of meeting and the Agenda be sent at least 15 days before the date of the meeting.
- c) State Council Members may Notice their resolutions duly proposed and seconded for the consideration of the State Council shall reach the State Secretary 20 days before the date of the meeting. Such resolutions and subjects are admitted by the President in consultations with the State Chief Commissioner shall be Communicated to the members of the State Council 15 days before the date of the meeting.
- d) The Quoram for the meeting shall be one – tenth of the total number of members of the State Council or 25 members whichever is less.
- e) All questions before the State Council shall be decided by a simple majority of votes. In case of equal number of votes, the President of the meeting shall have a casting vote. in addition to his own vote.
- f) The President shall preside over the meeting of the State Council. In the absence of the President, one of the Vice – President Senior by age shall preside over the meeting. In the absence of the President and the Vice – Presidents, the Chairperson of the Executive Committee may also preside over the meeting, if the President, Vice – Presidents and Chairperson are absent one of the member elected by the house shall preside over the meeting

B. THE ADJOURNED ORDINARY ANNUAL MEETING

If within half an hour after the time fixed for the meeting a quoram is not present, the meeting shall stand adjourned to one hour at the same day and at such adjourned meeting not withstanding want of quorum, the members present may transact the business tabled for the meeting but no other business

C. SPECIAL MEETING

- a) A Special meeting of the State Council under Section 12 of the Societies Registration Act may be convened by the Chairperson of or the State Executive Committee in consultation with the president for transaction of specified business
- b) A special meeting of the State Council shall also be convened on receipt of a written requisition by atleast one – fifth of the members of the State Council or 20 members whichever is less for the transaction of the business specified in the requisition
- c) Notice of such special meeting go other than & Special meeting for the purpose under section 12 of Societies Registration Act with the date, place. time and the Agenda shall be given not less than 20 days before the date of the meeting.

- 4) To Quorum for any such special meeting shall be one – fifth of the members of the State Council or 20 members whichever is less and the provisions of Rules 53 (d) shall not apply to such special meeting.

54. THE OFFICE BEARERS OF THE STATE ASSOCIATION

- 1) The President
- 2) The Vice - Presidents
- 3) The State Chief Commissioner –cum-chair person of Executive Committee
- 4) The State Commissioners (Scouts & Guides)
- 5) The State Treasurer
- 6) The State Secretary
- 7) The Joint Secretaries (Scouts & Guides)
- 8) The State Training Commissioners (Scouts & Guides)
- 9) The State Organizing Commissioners (Scouts & Guides)
- 10) The State Head Qtrs. Commissioners (Scouts & Guides)
- 11) The Assistant State Commissioners (Scouts & Guides)
- 12) The Assistant State Training Commissioners (Scouts & Guides)
- 13) The Assistant State Organizing Commissioners (Scouts & Guides)
- 14) State Quarter Master

55. THE PRESIDENT

1. The President elected by the State Council from among the citizens of India who subscribe to the Aims and Objects of the Association and are residents of the State.
2. The President shall hold office for three years or for duration of the State Council as the case may be provided however He/ She shall continue to hold the office until his/ her successor is elected.
3. The President shall preside over the meetings of the State Council
4. In the event of vacancy in the office of the President, the Vice President senior by age shall act as President until a new President is elected for the remainder of the term.

56. THE VICE PRESIDENTS

1. There shall one or more but not more than six Vice – Presidents and two of them shall be women.
2. The Vice – Presidents shall be elected by the State Council from among the members of the State Association.
3. The Vice President shall hold office for three years or for the duration of the State Council as the case may be
4. When the President is not present one of the Vice Presidents senior by age may preside over the ordinary and special meetings of the State Council

57. THE STATE CHIEF COMMISSIONER – CUM – CHAIRPERSON OF THE EXECUTIVE COMMITTEE

There shall be a State Chief Commissioner who shall also act as Chair person of State Executive Committee. He / She shall be elected in the First meeting of State Executive Committee after the Election of State Council from among the members of the newly constituted State Executive Committee

57. (a) **The Election of the State chief Commissioner – cum – Chairperson** may be held on the floor by show of hands but if the Membership of the State Executive Committee consists of more than fifty members then it shall be held by the ballot papers. The Election shall be conducted by the Returning officer appointed by the National Executive committee according to the byelaws approved by the National Executive Committee. His / Her warrant of honour will be issued by National Chief Commissioner as per report of the returning after

58. FUNCTION AND POWERS OF THE STATE CHIEF COMMISSIONER – CUM – CHAIRPERSON:-

- (a) The State Chief Commissioner – cum - Chairperson shall preside over all the meetings of the Executive Committee and shall be head of the Executive Committee.
- (b) He / She will be one of the bank operator with the Treasurer and State Secretary
- (c) In equality of votes in any meeting he/she may tender the casting vote
- (d) To sanction expenditure as per budget
- (e) To administer or cause to be administered the finance and properties movable or immovable of the State Association.
- (f) To preside over the meetings of the planning committee, and such other committees of which he may be member and chairperson.
- (g) To appoint the State Commissioners (Scouts & Guides), Assistant State Commissioners (Scouts & Guides) and State Head Qtrs. Commissioners (Scouts & Guides) in consultation with the State President
- (h) To appoint other field staff in consultation with the State Executive Committee
- (i) He may invite any person to attend meetings & Seminars and may request him / her to address.
- (j) To issue warrants to the State level Commissioners and Dist. Commissioners (Scouts and Guides) and withdraw their warrants
- (k) To advise the Dist. Commissioners for better administration of the Dist. Association
- (l) To suspend and cancel the warrant which he/ she has issued
- (m) When there is break down of the administration of Dist. Association and the State Chief Commissioner is of the opinion that there is a serious break down of aims and objects, Rules & bye-laws have taken place in the affairs of Dist. Association, with the approval of the State Executive Committee, he/ she may suspend and cancel appointment of Dist. Commissioners, Dist. Secretary and other office bearers of the Dist. and also dissolve the Dist. Association and arrange and appoint Administrator if necessary with the approval of State Executive Committee.
- (n) To organize and implement or cause to be implemented the work of the State Association
- (o) To secure and enforce adherence to the Aims and Objects, rules and bye-laws of the Association.
- (p) To enquire into and given decision on all matters referred to him and report the same to the State Executive Committee

- (q) To confer awards in consultation with the concerned Dist. Commissioners and the State Executive Committee in accordance with the Rules.

59. THE STATE COMMISSIONERS (SCOUTS & GUIDES)

- 1) The State Commissioner of Scouts and the State Commissioner of Guides shall be appointed by the State Chief Commissioner in consultation with the State Executive Committee from among the members of the Association. Their warrants will be issued by the National Head Qtrs.
- 2) The State Commissioner of Scouts and the State Commissioner of Guides may be appointed for a calendar year but not more than three years at a time or co-terminus with the terms of the State Council. He and She should be trained in Scouting and Guiding if not, they shall have to go under training within 6 months
- 3) The functions of the State Commissioners (Scouts) and the State Commissioner (Guides) as the head of their respective wings and the respective Scouts and Guides sub-committees shall be to advise and assist, the State Chief Commissioner in the performance of his/ her duties and in the administration of the Scout and Guide wings respectively
- 4) All matters in respect of the Scout wings shall be routed to the State Chief Commissioner through the State Commissioner of Scouts and all matters in respect of the Guide wing shall be routed to the State Chief Commissioner through the State Commissioner of Guides

60. A. THE STATE TREASURER:-

- a) The State Treasurer shall be elected by the State Executive Committee from among the members of the Association in its first meeting of Executive Committee after the election of State Council.
- b) The State Treasurer shall hold office for a period of three years or for duration of the State Executive Committee as the case may be provided however that he shall continue to hold office until his successor is elected.
- c) In the event of a vacancy in the office of the State Treasurer a person appointed by the Chairperson from among the members of the State Association shall perform the functions of the State Treasurer till He/ She or the other is elected by the State Executive Committee for the remainder of the term.

B. THE FUNCTION OF THE STATE TREASURER:-

- a) He / She shall keep and maintain the accounts of the State Association
- b) He / She shall be responsible to the State Council, the State Executive Committee and the Chairperson for the proper expenditure and maintenance of funds and accounts.
- c) He / She shall be responsible to arrange for the Annual Audit and preparation of Balance sheet.

- 1) To act as Returning Officer to conduct the State Elections and to assist the National observer who will perform the duty of providing officer in the Elections of State Council and State Executive Committee.

62. JOINT SECRETARIES :

- a) Joint Secretaries honorary or stipendary will be appointed by the State Executive Committee in its first meeting after the election of State Council on the recommendation of the Chair Person – Cum – State Chief Commissioner with the consultation of National Secretary or his representative. One of the Joint Secretary shall be a woman who will look after the work of Guides section. If they are honorary their terms shall be Co-terminous with the terms of State Council.
- b) In the event of the vacancy in the office of State Secretary the Joint Secretary senior by age will act as State Secretary until a new State Secretary is appointed for the remainder of the term.
- c) The function of the Joint Secretaries shall be to assist the State secretary all in his/her day to day working, performing their duties for their respective wings accordingly.

63.A THE STATE ORGANISING COMMISSIONERS (SCOUTS & GUIDES) :-

They will be appointed by the State Chief Commissioner in consultation with the State Executive Committee in accordance of services rules if stipendary on the terms and conditions contained in the letter of appointment. If honorary his/her term shall be co-terminus with the State Council. They should be qualified trained Scouters / Guiders.

B. FUNCTIONS OF THE ORGANISING COMMISSIONERS (SCOUTS & GUIDES) :-

- a) They are responsible for organizing all State events of their respective wings and implements & evaluate the plan/ priorities. He / She will also guide the D.O.Cs. time to time.
- b) They will lead their respective wing and will chalk out the programme of State events, rallies and State Programmes such as conference, seminars, workshop, youth forums, adventure and Social Service Programmes and other courses.
- c) They will help and work in co-ordination with State Training Commissioners in the matter of training of Scouters and Guiders

64. A. THE STATE TRAINING COMMISSIOENRS (SCOUTS & GUIDES):-

They shall be appointed by the State Chief Commissioner in consultation with the State executive committee in accordance of service rules if stipendiary on the terms and conditions contained in the letter of appointment. If honorary his/ her term shall be co-terminus with the state council. He /She should not less than H.W.B trained

B. FUNCTIONS OF THE STATE TRAINING COMMISSIONERS (SCOUTS & GUIDES):-

- a) They are the heads of the training of their respective wings in the State Association
- b) They will guide and help the Dist. Training Commissioners (S) & (G) in training programme and will chalk out the annual training programme
- c) To train adult leaders and leaders of adults
- d) To promote and conduct all type of trg. camps & courses for Adult leaders
- e) To keep the scheme of training up dated
- f) To prepare and guide the members of training team
- g) To recommend the qualified persons of the State Association for issuing honorable charges and awards
- h) To help and implement the state level training programme in the State and Dist. also

65. THE STATE HEAD QUARTER COMMISSIONERS:-

The State Headquarter Commissioners not more than eight (4+4) for both Scouts and Guides wings may be appointed for a period of calendar year but not more than three years at a time by the State Chief Commissioner in consultation with the concerned State Commissioners and the State Executive Committee for specific functions. They shall perform such functions as may be assigned to them by the State Chief Commissioner/ State Commissioner such as head Quarter Commissioner for cubs / bulbul / Scouts / Guides / Rovers / Rangers / Social / Publication etc.

66. THE ASSISTANT STATE COMMISSIONERS (SCOUTS & GUIDES):-

- 1. The Assistant State Commissioner not more than eight (4+4) for both Scouts and Guides wings may be appointed for a period of a Calendar year but not more than three years at a time by the State Chief Commissioner in the consultation with the concerned State Commissioners and the State Executive Committee for specific area. (Dist.) of State
- 2. The functions of Assistant State Commissioner (Scouts & Guides) shall be to aid and assist the State Commissioners (Scouts & Guides) in the administration and to advise the Dist. Organization of specific Areas for better implementation of policies

67. State Qtr. Master – A Qtr. Master shall be appointed by the State Executive Committee stipendiary or honorary on the recommendation of State Chief Commissioner to look after the movable / immovable property of the State Association. He / She shall keep the record of the same and report to the State Chief Commissioner time to time. He / She should also maintain the stock registers for every purchase of consumable or non-consumable items in camps or at State head quarters and also in the equipment section.

67. A. THE STATE EXECUTIVE COMMITTEE:-

- 1. The State Chief Commissioner
- 2. The State Commissioners (Scouts & Guides)
- 3. The State Treasurer
- 4. The State Secretary

(11)

5. The Joint State Secretaries (Scouts & Guides)
6. The State Headquarter Commissioners (Scouts & Guides) – 4+4
7. The Assistant State Commissioners (Scouts & Guides) – 4+4
8. State Organizing Commissioners (Scouts & Guides)
9. State Training Commissioners (Scouts & Guides)
10. Assistant State Organizing Commissioners (Scouts & Guides)
11. Assistant State Training Commissioners (Scouts & Guides)
12. Two Dist. Commissioners (Scouts) & Two District Commissioners (Guides) elected by from among themselves
13. One Scouter and One Guider from each District elected by and from among themselves
14. One representative of the life members and one representative of the ordinary members elected by and from among themselves
15. State Qrt. Master
16. One representative of the L. Ts (Scouts) & One representative of the L. Ts (guides) elected by and from among themselves
17. Two representatives of the Institutional members (one woman & one man) elected by and from among themselves
18. Two members co-opted by the State Executive Committee

B. TERM:-

- The term of the State Executive Committee shall be three years or co-terminus with the term of the State Council
- Provided any member of the State Executive Committee who is member by virtue of his office shall cease to hold such office.
- Provide further the State Executive Committee shall have power to act with standing any vacancy in the membership

C. The State Executive Committee shall meet at least twice every year and as often as necessary for transaction of business

D. The State Chief Commissioner shall preside over the meeting of the State Executive Committee. In the absence of State Chief Commissioner. The State Commissioner senior by age, will preside over the meeting. The State Secretary shall be the Secretary of State Executive Committee

68. POWER AND FUNCTIONS OF THE STATE EXECUTIVE COMMITTEE:-

- a) To affiliate the District Associations
- b) To form and reform District Associations and Zonal Associations
- c) To implement the National Policy with regard to the General Scheme of training of the adult leaders and for advancement of Cubs, Scouts, Rovers, Bulbuls, Guides and Ranges on the recommendations of the Rules Committee and the Samadhaan with the approval of National Executive – Committee
- d) To determine the membership of a persons

- (2)
5. The Joint State Secretaries (Scouts & Guides)
 6. The State Headquarter Commissioners (Scouts & Guides) – 4+4
 7. The Assistant State Commissioners (Scouts & Guides) – 4+4
 8. State Organizing Commissioners (Scouts & Guides)
 9. State Training Commissioners (Scouts & Guides).
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- d) To determine the membership of a persons

- (8) A nomination which is not in the prescribed form or which does not reach the State Secretary before the time and date prescribed or which is not signed by the proposer or seconder or the candidate who is not eligible to be nominated to the office or of a person as proposer or seconder who is not eligible to propose or second shall be invalid.
- (9) The State Secretary who is the Returning officer shall scrutinize the nomination on the date appointed for scrutiny and declare the nominations valid or invalid
- (10) The State Secretary shall prepare a list of valid nominations and publish it on the Notice Board of the State Headquarters
- (11) Any candidate may withdraw his candidature by written intimation signed by him and delivered to the State Secretary either in person or by registered post within the time and date fixed for withdrawal
- (12) On the expiry of the time and date fixed for withdrawal, the State Secretary shall prepare a list of contesting candidates and publish it on the Notice Board of the State Headquarters.
- (13) If the number of candidates duly nominated is equal to the number of vacancies, the State secretary shall declare the candidate duly elected; if the number of candidates duly nominated is less than the number of vacancies, the State Secretary shall declare the candidates duly elected and arrange for fresh election for the remainder of the vacancies and shall fix the time and dates for receipt of nomination scrutiny withdrawal and poll, if necessary.
- (14) If the number of duly nominated candidates is more than the number of vacancies, an election shall take place at the meeting place and the election shall be by ballot
- (15) Every member shall have only one vote; where the number of vacancies is more than one, each member shall have as many votes as there are vacancies, provided, however, no member shall cast more than one vote for each candidate; no vote shall be given by proxy.
- (16) The ballot paper shall be in form II (appendix) and shall contain the names of the candidates in the alphabetical order.
- (17) The ballot paper shall bear the official mark of the presiding officer deputed by the National Head Quarters along with the State Secretary.
- (18) The Presiding officer and State Secretary jointly shall declare the time for poll and issue the ballot papers to the members and the returning officer shall enter the names of the members to whom ballot papers have been issued in a Separate Register kept for the purpose. The member who receives the ballot paper shall go to desk provided for the purpose puts a tick mark with a pencil provided for the purpose against the name of the candidate for whom he decides to cast his vote, folds the ballot paper and puts it in the ballot box.

- (19) On expiry of the time fixed for poll the presiding officer and shall arrange to collect the ballot papers and count the votes for which purpose. The Presiding officer as many persons, not being candidates as a necessary to assist him.
- (20) A ballot paper shall be invalid
 - (a) If it is not in the prescribed form and does not bear the official mark of the Returning officer;
 - (b) If it bears the signature of the voter or any mark by which the voter becomes recognizable; or
 - (c) If it does not contain the tick mark against any candidate or if it contains the tick mark more than one candidates, in case where only one person is to be elected or if it contains more tick marks than the number of candidates to be elected to the office; or
 - (d) If it is not clear as to the person in whose favour the vote is cast
- (21) The person who secures the largest number of votes shall be declared elected to the office; in case the election is for more than one vacancy, the persons who secure the largest number of votes in the order of number of vacancies shall be declared elected to the offices;
- (22) In the event of equality of votes the decision shall be determined by drawl of lot.
- (23) Election of President, Vice - President and for the third and subsequent consecutive terms, - the same person shall not a candidate for the same office of the President or Vice – President or Vice – Presidents for the third and subsequent consecutive term. There shall be a change of the post or gap of the term.
- (24) Provided further that the State Council, being the supreme Body has power to reelect the same person for the same post of the President, Vide – President for the third and subsequent consecutive term, if there is no nomination obtained for the post of President / Vice – President.

74. (B) ELECTION OF THE STATE CHIEF COMMISSIONER AND STATE TREASURER:-

- (1) The State Executive Committee shall elect the State Chief Commissioner & State Treasurer from among the members of the State council in the first meeting of the State Executive Committee after the elections.
- (2) The presiding officer of the elections shall call for the nomination for the office of the State Chief Commissioner and Treasurer, the nominated shall be made from the floor, there shall be a proposer and a seconder and if there is only one nomination the person nominated then there shall be election by ballot and the person who secures the largest number of votes shall be declared elected.

- (3) In no case the same person can stand for the election to same office of the State Chief Commissioner /Treasurer for more than two consecutive terms of three years each.

Provided further that the State Executive Committee has the power to reelect the same person unanimously for the same post for third and subsequent consecutive term, if there is no other person is nominated for the post of the State Chief Commissioner and or treasurer.

74. (C) ELECTION OF STATE SECRETARY AND JOINT SECRETARIES

- (a) State Secretary and two Joint Secretaries, one of them shall be a women, shall be appointed constituted State Executive Committee in its first meeting after the Elections of State Council. Notice for which may be sent by the returning officer with the same notice of Elections of State Council which may be held at the same place and date just after the elections of the State council at per the time fixed by the returning officer.
- (b) After the Election of the State Chief Commissioner – cum – chairperson and the treasurer, the newly elected the State Commissioner shall recommend the names of the State Secretary and the Joint Secretary with the consultation of the National Secretary or his / her representative present in the meeting as National observer to act as Presiding Officer to hold the Elections of the State Executive Committee. If there is any deference of opinion there shall be an Election on the floor for the post recommended different names and the decision shall be by simple majority.

75. LEGAL MATTERS : - Any matter regarding State affairs will be sued and to be sued by the State secretary.

76. SORCES OF INCOME AND UTILIZATION OF FUNDS

The income of the Association shall consist of income from the properties of the Association, if any, Grant- in - Aid from Government and other agencies, affiliation fees, renewal fees. General Membership fees (Quota Money) training fees, subscriptions, donations and contributions, special funds raised from time to time, group registration fees and other sources. The funds shall be utilized for conduction camps, training programs, rallies, conferences, social services and any other matter which promotes the aims and objects of the Association subject to the approval executive committee. **The financial year of the Association shall be from 1st April to 31st March.**

S. N. S. (S.N.S. Secy)
National Secy

HINDUSTAN SCOUTS & GUIDES ASSOCIATION

DISTRICT ORGANIZATION

95. There shall be a District Association in each Educational/ Revenue District and registered & affiliated to State Branch of Hindustan Scouts & Guides Association / National Head Quarters. District Association shall pay such Annual Registration free/ Affiliation fee and Quota money as may be fixed by the State Executive Committee and approved by National Executive Committee. In default of this State Executive Committee can dissolve the District Association. National Organization has also special power to form, reform or dissolve the same.
96. **Membership** :- The Membership of the Association is open to the citizen of India who subscribe to the Aims and Objectives of the Association and are residing or working within the District. The Membership of the District Association shall be:-
- (a) **General Members** :- The General Members of the District Associations are only beneficiaries and they shall be (1) Cubs (+5 to 11 years old boys), (2) Scouts (+11 to 16 years old boys) (3) Rovers (+16 to 25 years old boys), (4) Bulbuls (+5 to 11 years old girls), (5) Guides (+11 to 16 years old girls), (6) Rangers (+16 to 25 years old girls) of affiliated groups in the District.
- (b) **Ordinary Members** :- The Ordinary Members who subscribe to the Aims and objects to the Association and paid ordinary membership fee in time. Such annual subscription as may be fixed by District Executive Committee from time to time with the consultation of State / National Head Quarters
- (c) **Life Members** :- The life members who subscribe to the aims and objectives of the Association and paid life membership fee such amount as may be fixed by District Executive Committee from time to time with the consultation of state / National Head Quarters
- (d) **Institutional Members**:- All institutional and open groups of Girls and Boys who have paid the annual affiliation fee and Quota money may be enrolled as Institutional Members. An institution/ open Group may be represented by 2 members as under:-
- I. The Head of the institution/ the President of open group
 - II. Scouters/ Guiders who are the incharges of Scouts/ Guides groups of the institutions / open groups.
 - III. Note They will have voting right in Dist. Elections
- (e) **Annual affiliations fees** may be fixed as sanctioned by the State Govt. or it may be as under :- (i) Pry. School - 50/- yearly (ii) Middle / Jr. High School - 100/- yearly (iii) High School (up to 10th Class) - 150/- yearly, (iv) Sr. Sec. / Intermediate Colleges - 200/- yearly and Degree College - 250/- yearly and Open groups - 500/- yearly *or passed by Dist. Executive Committee and approved by S.H.Q. / N.H.Q.*
- (f) **Quota money** Rs. 5/- P.H yearly to be sent to National Head Quarters to directly.
- (g) **Honorary members** : Honorary members are those who are admitted as such by the District Executive Committee for their meritorious service to the Scout/ Guide movement but not more than 5 members with consultation of State/ National Head Qtrs.

97. A

DISTRICT COUNCIL

1. The President

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- (b) A special meeting of the Council may be convened by the President / Executive Committee for specified Agenda
 - (c) The Quorum of meeting of the District Council shall be 1/5th of the total strength
 - (d) Notice of such meeting with time, date and place shall be sent by the District secretary to all members of District Council not less than fifteen days before the date of meeting along with Agenda.
 - (e) If a Quorum is not completed, meeting shall stand adjourned to half an hour at the same day & place
2. The President shall preside over the meetings of the District Council and in the absence of the President one of the Vice - President, Senior by age, shall preside, over the meeting of Dist. Council in the absence of the President & Vice President, one of the members, senior by age shall preside over the meeting of the Dist. Council

98. THE PRESIDENT & VICE PRESIDENTS

- I. The President shall be elected by the District Council from among the citizens of India who are residents in the area and subscribe to the Aims and objectives of the Association.
- II. The Vice - Presidents shall be elected by the Dist. Council from among the members of Associations. There shall be four Vice - Presidents at least 1 of them shall be woman
- III. The President and Vice - Presidents shall hold office for three years or for the duration of the District Council

99. CHAIRMAN OF EXECUTIVE COMMITTEE - CUM DISTT. CHIEF COMMISSIONER

- (A) There shall be a Chairman of the Dist Executive Committee who shall be elected at the first meeting of the Dist. Executive Committee after the election of District Council from among the members of the Dist. Association. He / She will also act as District Chief Commissioner. Dist. Chairman shall hold office for three years or the duration of the District Council and he/she shall continue to hold office until his/her successor is elected

In the event of a vacancy in the office of the District Chairman, the District Commissioner Senior by age shall act as Chairman until a new Chairman is elected for the remainder of the term.

(B) THE FUCTIONS OF THE CHAIRMAN OF DISTRICT EXECUTIVE COMMITTEE

- (a) To preside over the meetings of the District Executive Committee
- (b) To recommended the names to the State Chief Commissioner for the appointment of District Commissioner and Asst. Dist. Commissioner Scouts & Guides with the consultation of District Executive Committee
- (c) To sanction expenditure as per the budget
- (d) To recommend to District Executive committee for the appointment of District Secretary and Joint Secretary with the consultation of SHQ / NHQ

100. (A) THE DISTRICT COMMISSIONERS (SCOUT & GUIDE):-

The District Commissioner (S&G) may be appointed by the State or National Chief Commissioner with the consultation of the Dist. President and the Dist. Chief Commissioner or the Chairman of the District Executive Committee for such specified period mentioned in the appointment letter but not more than 3 years. National Head Qrts. will issue the warrant to District Commissioner (Scout & Guide)

4-

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(B) THE FUNCTION OF DISTRICT COMMISSIONERS (SCOUT & GUIDE)

1. The District Commissioners of Scouts and Guides in respect of their respective wings shall work for the welfare and progress of the movement and encourage the formation of Groups.
2. He/ She be responsible to achieve the State Target & State priorities with in District
3. He/ She may be incharge of all camps, rally and conference
4. He/ She may appoint Hony. Dist. Officers of Scouts and Guides wings with the consultation of District/ State/ National Head Qrt.
5. He/ She may arrange to test the wearer of any proficiency badges.
6. He / She will organize concerned wing's training team with the help of Dist. Training Commissioner and D.O.C.

101. THE ASSISTANT DISTRICT COMMISSIONERS OF SCOUTS & GUIDES

- I. The assistant District Commissioners not more than 4 for each of the Scout and Guide Wings shall be appointed, for not more than 3 years, by the District Chairman in consultation with the District Executive Committee. Their warrants will be issued by State Chief Commissioner/N.H.Q.
- II. The functions of the Assistant District Commissioners shall be to aid and assist concerned District Commissioner in the area of job assigned to them


102. THE DISTRICT HEAD QUARTERS COMMISSIONERS OF SCOUTS & GUIDES

The District Head Quarters Commissioners not more than 4 for each of the Scout & Guide wing shall be appointed for not more than 3 years by the District Chief Commissioner with the District Executive Committee for specific purpose. Their warrants will be issued by State Chief Commissioner/N.H.Q.

103. THE DISTRICT TREASURER:-

1. The Dist. Treasurer shall be elected by the Dist. Executive Committee from among the members of Dist. Association in its first meeting after the election of District Council.
2. (a) The Functions of the District Treasurer shall be to receive all money on behalf of the Dist. Association and to responsible to the chairman and District Executive Committee.
(b) He maintains the income and expenditure in Cash Book and Ledger and operate the Bank accounts. He prepares the Annual Balance Sheet and Annual Budget.
3. Bank account will be operated by Chairman, Secretary and Treasurer. All cheque and withdrawal slip shall be signed by the Treasurer and Chairman or Secretary

104. THE DISTRICT SECRETARY AND JOINT SECRETARY:-

- I. The Dist. Secretary and a Joint Secretary, one of whom shall be a woman can be appointed by the National Head Qrts. directly or they may be appointed by the District Executive Committee on the recommendation of The Chairman in consultation with the SHQ/ NHQ, whose representative is present in the meeting. The Secretary & Joint Secretary shall be The Secretary and Joint secretary of the District Council and District Executive Committee.
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Note : In critical circumstances National Head Quarter may directly appoint the District Secretary and Joint Secretary subject to the approval of the National Executive Committee.

2. The District Secretary shall be responsible for the due and effective administration of District Association and shall be incharge of the day to day administration and secretarial work of the District Association.
3. The District Secretary shall be incharge of all the correspondence and communications of District Association.
4. The secretaries should under go the Secretaries course within a year after appointment
5. The District Secretary shall appoint salaried members of the Staff in accordance with the service rules subject to the approval of the District Executive Committee
6. The District Secretary shall keep and maintain registers, books, papers and records of the District Association.
7. The District Secretary shall prepare the Annual Report and census of Scout & Guides
8. The District Secretary shall prepare the agenda for the meetings of the District Council, the District Executive committee and other committees and issue notice of meeting. Notice of the meetings shall be sent to the State Headquarters and National Head Qtrs. for information.
9. The District Secretary may advise, aid and assist the groups in administrative and connected matters.
10. He/ she will prepare the Annual report of activities, census, Annual Program and audit statement and send them to SHQ and NHQ every year upto May.

105. THE DISTRICT ORGANISING COMMISSIONERS (SCOUTS & GUIDES)

1. District Organizing Commissioners of Scouts and Guides stipendiary or honorary will be appointed by the State Chief Commissioner with the consultation of National Head Quarter Distt. Executive Committee. If they are stipendary they will be appointed as per service rules. They have to undergo with in six months Organizers Training camp.
2. The functions of the Dist. Org. Commissioner (Scouts & Guides) - (a) to be responsible for the organization of the Dist. in respect of their respective wings, (b) to establish new groups, (c) to organize Rallies, Camps and Conference, (d) to advice aid and help in training programmes, (e) to be responsible for the preparation of plan and activities for boys and girls and implementation of the programmes and supervise the work of scouters and guiders, (f) to encourage the formation of open & college groups, (g) to organize competitions in Scout Guide craft and to celebrate important days and events according to the Annual Program of S.H.Q and N.H.Q.

106. THE DIST. TRAINING COMMISSIONER (SCOUTS & GUIDES)

1. Dist. Training Commissioners Scouts and Guides will be appointed by the State Chief Commissioner on the recommendation of the concerned State Training Commissioner or National Head Quarters and District Executive Committee. It will be better if He/ She is a D.T or A.L.T or H.W.B.
2. The functions of the Dist. Training Commissioners - (a) to be responsible for training of scouts and guides of the Dist. of their respecting wings (b) to keep himself/ herself updated and provides opportunities to unit leaders for progressive training (c) To prepare a team of trainers at District & zonal level. (d) To look after the training system of institutions (e) to encourage to prepare a good number of Rajya or President awarded Scouts & Rovers / Guides & Rangers (f) to hold Zonal and District Competitions in Scout Guide craft

107. THE DISTRICT EXECUTIVE COMMITTEE

1. The District Chairman – cum – District Chief Commissioner
2. The District Commissioners (Scouts & Guides)

3. The District H.Q Commissioners (Scouts & Guides) - 4+4
4. The Asst. District Commissioners (S&G) - 4+4
5. The District Treasurer
6. The District Secretary
7. The District Joint Secretary
8. The District Training Commissioners (S&G)
9. The District Organizing Commissioners (S&G)
10. L.T & A.L.T (1+1) residing in District
11. Institutional members (Heads) (1+1)
(Elected by the Institutional members of District Council)
12. Life member (1)
(Elected by the life members of District Council)
13. Ordinary members (1)
(Elected by the Ordinary members of the District Council)
14. Scouter (1)
(Elected by the Scouters of District Council)
15. Guider (1)
(Elected by the Guiders of District Council)
16. Co-opted members (2)
(By the District Executive Committee)

The term of the Dist. Executive Committee shall be coterminous with the term of the District Council.

108. THE POWERS AND FUNCTIONS OF DISTRICT EXECUTIVE COMMITTEE

- a) To elect the Chairman, Treasurer and District representatives of scouters & guiders for the State Council and appoint the Secretary and Joint Secretary, when due.
- b) To convene the meeting of the District Council for approval and adoption of the Budget, Balance sheet and Annual Report
- c) To initiate and promote the all activities of Scouts and Guides of District for achieving the National / State target and State Priorities
- d) To recommend to District Council the Bye - laws framed and any amendments, deletion, additions and alternations
- e) To recommend Scouters, Guiders and others in the District for awards as per rule
- f) To appoint Scout and Guide sub - committees, Planning committee, Finance committee, Badge Committee and trustees, when due.
- g) To form and reform, registration and renewal of Zonal Association and groups
- h) To determine the membership of a person and to deal with all other matters connected with the District Association
- i) To fix the Membership fees, Affiliation fees, Individual Registration fees and any type of fees with the consultation of SHQ/ NHQ.

109. MEETING OF THE EXECUTIVE COMMITTEE

- a) The quorum for the meeting shall be 1/5 or 7 members of the Executive Committee and out of which 4 elected members
- b) Notice of the meeting with time, date and place and the agenda shall be sent to the members not less than 15 days before the date of the meeting

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- e) The chairman shall preside over the meeting. In the absence of Chairman one District Commissioners senior by age will preside over the meeting
- d) The District Executive Committee shall meet at least once in every six months and has often as may be decided by the Chairman
- c) If within half an hour after the time fixed for the meeting the quorum is not present, the meeting shall adjourned for half an hour to the same day and place and as such the meeting not withstanding want to quorum

110. THE DISTRICT BADGE COMMITTEE

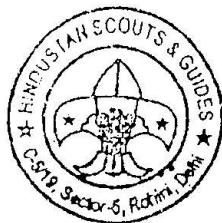
1. There shall be a District Badge Committee for Scouts and Guides wing appointed by the District Executive Committee. It shall consist Chairman, Dist. Commissioners (S&G), Dist. Organizing Commissioners (S&G), Dist. Training Commissioner (S&G), Secretary, Qtr. Master, Joint Secretary and two members should be H.W.B appointed by the DCs. The Badge Committee should ordinarily meet twice in a year and as and when necessary. District Secretary shall be the Secretary of the Badge Committee
2. The Functions of Badge Committee are:-
 - (a) To recommend suitable persons as Instructors and Examiners of various proficiency badges.
 - (b) To obtain the badges from the State H.Q/ National Head Quarters and issue them as per requirements.

111. THE DISTRICT PLANNING COMMITTEE

1. There shall be a District Planning Committee. It shall consist Chairman of District Executive committee, the Treasurer, the District Commissioners (S&G), the District Organizing Commissioners (S&G), the District Training Commissioners (S&G), the Secretary and joint Secretary and two persons elected by the District Executive Committee. The Chairman shall be the Chairperson of the Planning Committee, the District Secretary and joint Secretary shall be the Secretary and Joint Secretary of the Planning Committee
2. The District Planning Committee shall prepare a District Annual Programme for Scouts and Guides and plan for long and short terms in condolence with the State plans and priorities. The Planning Committee shall meet by the April every year and furnish its plan to the State Association/N.H.Q..

112. THE FINANCE COMMITTEE

1. There shall be a finance Committee. It shall consist Chairman of District Executive Committee, the District Commissioners (S&G), the Treasurer, Secretary, Joint Secretary District Qtr. Master and five members elected by the District Executive Committee. The Chairman shall be the Chairman of the Finance Committee and Treasurer shall be the Secretary of the Finance Committee
2. The Functions of the Finance Committee shall be to raise the funds and formulate the Budget, the annual Statement of Accounts and Balance Sheet.



for

- e) The chairman shall preside over the meeting. In the absence of Chairman one District Commissioners senior by age will preside over the meeting
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