

# **PAKISTAN BOY SCOUTS ASSOCIATION**

(Affiliated with the World Organization of Scout Movement)

(Incorporated by Federal Government Ordinance No. XLIII-1959)

## **POLICY ORGANIZATION RULES P.O.R**



(Altered / Amended till 2013)

National Headquarters,  
Pakistan Boy Scouts Association  
Sumbol Park, Garden Avenue,  
Islamabad (Pakistan).

## QUAID-E-AZAM'S EVERLASTING MESSAGE



Scouting can play a very vital role in forming the character of our youth, promoting their physical, mental and spiritual development and making them well-disciplined, useful and good citizens. We are living in a far from perfect world. Despite the progress of civilization, the law of the jungle, unfortunately, still prevails. Might is considered right and the strong do not refrain from exploiting the weak. Self advancement, greed and lust for power sway the conduct of the individuals, as that of nations. If we are to build a safer, cleaner and happier world, let us start with the individual, catch him young and inculcate in him the Scout Motto of Service before self and purity in thought, word and deed. If our young people learn to be friend all, to help other people at all times and subordinate personal interests to the welfare of others, eschew violence of thought, word and action, I am sanguine that the attainment of universal brotherhood will be possible and within our reach. I wish you GOD speed.

Muhammad Ali Jinnah

M. A. Jinnah  
Chief Scout



KARACHI PAKISTAN  
1st. DECEMBER, 1947

**W**e the representatives of the Scouts of the Dominion of Pakistan, including the States that have acceded thereto, do hereby constitute the Pakistan Boy Scouts Association to be affiliated to the Boy Scouts International Bureau, London, in pursuance of the Constitution (hereafter named the Policy, Organisation and Rules) framed & adopted by the Association and hereunder affix our signatures this First Day of December, in the year One Thousand Nine Hundred & Forty Seven.



Shamul Toor  
P. P. P. P. P.  
Mahmood Hassan  
S. H. Shaid  
Harry Holland  
L. J. J. J.  
M. K. Khattak  
G. S. S. S.  
V. N. N. N.

S. M. M. M.  
S. M. M. M. Khan  
C. T. T. T.  
H. H. H. H.  
S. M. M. M. M.  
S. M. M. M. M.  
S. M. M. M. M.  
S. M. M. M. M.

Fazlul Hasan  
Chief Scout



# **The Gazette of Pakistan**

**EXTRA ORDINARY  
PUBLISHED BY AUTHORITY**

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**KARACHI, TUESDAY, JULY 27, 1993**

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## **Part II**

**Statutory Notifications containing Rules and Orders issued by all  
Ministries and Divisions of the Government of Pakistan and their Attached  
and Subordinate Offices and the Supreme Court of Pakistan**

GOVERNMENT OF PAKISTAN  
**MINISTRY OF EDUCATION**

**ORDINANCE NO. XL III OF 1959  
AN  
ORDINANCE**

to incorporate the Pakistan Boy Scouts Association and to provide for certain matters connected therewith.

WHEREAS it is expedient to incorporate the Pakistan Boy Scouts Association and to provide for certain matters connected therewith.

1. Short title extend and commencement. – (1) This Ordinance may be called the Pakistan Boy Scouts Association Ordinance, 1959.

(2) It extends to the whole of Pakistan.

(3) It shall come into force on such date as the Central Government may, by notification in the official Gazette, appoint.

2. Incorporation of Association – Notwithstanding anything in the Societies Registration Act, 1860 (XXI of 1860), or in any other law, the Pakistan Boy Scouts Association, for the time being registered thereunder, and shall be deemed to be a body corporate, by the name of the Pakistan Boy Scouts Association (hereafter in this Ordinance referred to as the Association), having perpetual succession and a common seal, with power, subject to the rules made or deemed to

have been made under section 3 to acquire, hold, and dispose of property, moveable or immoveable, for the purposes of the Association, and shall by the said name use and be sued.

**3. Constitution, powers and functions of Association:**

The constitution, powers and function of the Association shall not withstanding anything in the Companies Act, 1913 (III of 1913), be such as may be prescribed by rules to be made by the Association, with the previous approval in writing of the Central Government, and until such rules are made, the rules of the Pakistan Boy Scouts Association registered under the Societies Registration Act, 1860 (XXI of 1860), and in force immediately before the commencement of this Ordinance, shall continue in force and be deemed to have been made under this section.

**4. Exclusive right to titles, uniforms, badges etc:**

The Association shall have the sole and exclusive right to have and to use all emblems, badges, uniforms and decorations, descriptive or designation marks and titles, now or here to fore used by the Association, and also the title "Boy Scout" or (saving the title of any unit of the Armed Forces of title containing the word "Scouts" or any grammatical variation thereof, and shall also have the sole and exclusive right to manufacture, have or use any emblem, badge, decoration, uniform, descriptive or designating mark or title hereafter adopted by the Association for carrying out its objects.

**5. Penalty, etc. - (1)** whoever contravenes any provision of section 4 shall be punishable with fine.

(2) If, such contravention is committed by a company, association or body of individuals, every member thereof who is knowingly a party to the contravention shall be deemed to be guilty of such contravention.

**6. Saving –** Nothing in this Ordinance shall affect the right of any person to continue to use for a period of two months from the commencement of this Ordinance any sign which it was not unlawful for him to use immediately before the commencement of this Ordinance.

**MUHAMMAD AYUB KHAN  
GENERAL,  
PRESIDENT**

**KARACHI :**  
The 27<sup>th</sup> July, 1959

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**DILAWAR HUSSAIN,**  
Deputy Secretary

**PAKISTAN BOY SCOUTS ASSOCIATION**  
**POLICY – ORGANIZATION – RULES**  
**NOTIFICATION**  
**ISLAMABAD, THE 14<sup>TH</sup> DECEMBER, 2013**

**PART – 1**  
**PRINCIPLES AND POLICIES**

**SRO 140 (KE) / 93:**

In exercise of the powers conferred by Section - 3 of the Pakistan Boy Scouts Association Ordinance 1959 (XLIII of 1959), the Pakistan Boy Scouts Association with the previous approval in writing of the Federal Government, is pleased to make the following rules, namely:

**1. Short title and commencement:**

- (1) These rules may be called the Pakistan Boy Scouts Association Rules 1992, as amended in 2003 & 2013.
- (2) They shall come into force at once.

**2. Definitions:**

- (1) "Association" means the Pakistan Boy Scouts Association;
- (2) "Chief Commissioner" means the Chief Commissioner of Pakistan Boy Scouts Association appointed under rule 28;
- (3) "Council" means the National Council constituted under rule 14;
- (4) "Movement" means the Boy Scouts Movement;
- (5) "Secretary" means the Secretary of the Council; and
- (6) "Treasurer" means the Treasurer of the Association

- 3. Fundamentals:** The Pakistan Boy Scouts Association is a voluntary, non-political, non-governmental and educational movement for young people, open to all, without distinction of origin, race or creed, in accordance with the purpose, principles and method conceived by the Founder of the Movement.

- (1) Purpose: The purpose of the Association shall be:-
- (a) to develop good citizenship among the youth by forming their character;
  - (b) promote their spiritual, intellectual, physical, emotional and social development;
  - (c) train them in habits of observation, obedience and self-reliance;
  - (d) teach them service, useful to the public and vocational training useful to themselves;
  - (e) make them useful and helpful in community development and to help them irrespective of race, creed or colour, to become good citizens of the Islamic Republic of Pakistan, reverencing Allah, subordinating their personal interests to the welfare of others and abstaining from violence of thought, word and action.
- (2) Principles: The scout movement is based on the following principles:
- (a) Duty to God:  
Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.
  - (b) Duty to Others:
    - (i) Loyalty to Pakistan in harmony with the promotion of local, national & international peace, understanding and co-operation.
    - (ii) Participation in the development of society with recognition and respect for the dignity of one's fellow-men and for the integrity of the natural world.
  - (c) Duty to Self:  
Responsibility for the development of oneself.



- (3) The Method: The Scout Method is a system of progressive self-education through:
- (a) Scout Promise & Law
  - (b) Learning by doing
  - (c) Patrol System
  - (d) Progressive Programme System through Trained Adult Leadership

4. **Promise:** On investiture, a Scout shall make any of the following promise:

- (1) The Shaheen Scout Promise shall be:  
I promise that I will do my best:
  - To do my duty to Allah
  - To become a true Pakistani, and
  - Helpful to others.
- (2) The Boy Scout Promise shall be:  
I promise that I will do my best:
  - To do my duty to Allah,  
Muhammad Rasool Ullah, Sal-Lal-Laho-Alai-Hay-E-Wa-Sallam and Pakistan,
  - To help others, and
  - To keep the Scout Law
- (3) The Rover Scout promise shall be the same as for Boy Scout.
- (4) Girls in Scouting will make the same promise according to their sections.
- (5) The Adult Scout Leader promise shall be the same as for Boy Scout.
- (6) Non Muslims shall make the scout promise with following variations:  
To do my duty to my religion and Pakistan.
- (7) Foreign Scouts make the scout promise with following variations:  
To do my duty to God and to Pakistan, the country in which I am residing.

5. **The Scout Law:**

- (1) The Shaheen Scout law shall be:

- (a) Shaheen performs good deed.
- (b) A shaheen obeys the elders
- (2) The Boy Scout Law shall be:
  - (a) A scout is trustworthy
  - (b) A scout is loyal and obedient
  - (c) A scout is courteous and helpful
  - (d) A scout is a friend to all and a brother to every other scout.
  - (e) A scout is kind and courageous
  - (f) A scout is thrifty
  - (g) A scout is clean and cheerful
- (3) The Rover Scout Law shall be the same as for the "Boy Scout" except that for the word "Scout", the words "Rover Scout" shall be substituted.
- (4) Scout Law for Girls in Scouting shall be the same as for Shaheen, Boy and Rover Scouts, however, the word "Brother" will be substituted with the word "Sister".

**6. Religious Policy:**

- (1) The Association believes in religion but is non-sectarian and it is expected of every scout to put into daily practice the precepts of the religion to which he belongs, respecting the faith of others.
- (2) Where a group is composed of members of one-particular religion, the scout leader may arrange such denominational religious observance and instructions as he, in consultation with the appropriate religious authority, may consider the best.
- (3) Where a group or unit consists of scouts of various religions, it shall be ensured that each one attends the services of his own denomination.

**7. Political Policy:** The Association is non-political and is not connected with any political body. Its members are not allowed to take part in any meeting, gathering or activity of political nature in Scout Uniform.

**8. Emergency Public Service Policy:** The association may render emergency public services as and when deemed expedient and

necessary, on the request of the lawful authorities, and in such cases Group Scout Leader, with the consent of the District Scout Commissioner, may offer the assistance of any Boy Scout or Rover Scout Unit.

**9. Financial Policy:**

- (1) The Association is a voluntary body and depends on public support, government grants, fund raising enterprises, dues and subscription collected from its members; and all such moneys shall be exempted from payment of income tax vide Ministry of Finance (Revenue Division) Notification No. 41/C. No. 71(32) ITP/54, dated the 22<sup>nd</sup> October, 1954.
- (2) The spirit of the Movement is that, on the part of the youth, the funds required for scout purposes may be earned and not solicited.
- (3) Members of the Association, acting as such, shall not countenance or be concerned with any public method of raising funds which:
  - (a) is contrary to the law of the land;
  - (b) would make youth indulge in corruption and immoral practice; or
  - (c) may be construed as using the name of the Association for commercial purposes.
- (4) The Balance Sheet and income and expenditure statements of the Association shall be published in the annual report.
- (5) Scouts may assist in fund-raising drives launched by kindred societies or for respective District or Provincial Scout purposes with the permission of the respective branch of the Association, provided that they do not handle money themselves except that in the case of sale of coupons of fixed value, they may use sealed containers for depositing cash collections.
- (6) No endorsement for the use of name, emblem, badge etc., of the Association shall be given to any commercial enterprise which may result in financial gain to such enterprise.
- (7) Where a Group or the District Association is responsible for raising a reasonable part of its funds, the acceptance of

grant-in-aid shall not be considered contrary to the financial policy of the Association. Applications from Groups or District Associations for grants from local authorities or other bodies may be supported by the District Scout Commissioner of the area of the Association. Acceptance of grant-in-aid shall, in no way, bind the members of the Association to any control from the grant-issuing authority,

- (8) Groups, Districts and Provincial Associations are expected to support themselves locally, but no Unit may make any appeal for funds, or otherwise attempt to raise money, in any area outside its own jurisdiction.

**10. General Policy:**

- (1) The Association is a body corporate not controlled by any Government Department and it has no connection, in any way, with the Armed Forces of the country.
- (2) The Association desires friendly relations with other National Organizations of non-political character, having similar aims and objects for the welfare of the youth.
- (3) The co-operation between the "Association and the Pakistan Girl Guides Association" shall be encouraged generally but Girl Guides and Boy Scouts shall not be trained together, provided that the joint activities of Shaheen Scouts & Junior Guides in schools and other institutions may be allowed in exceptional cases by the District Scout Commissioner and the Guides Commissioner concerned.

## **Part II**

### **ORGANISATION**

- 11. Affiliation with the World Scout Bureau:** Pakistan Boy Scouts Association is the only national association for Boy Scouts of Pakistan, duly affiliated with the World Scout Bureau and is member of the World Organization of the Scout Movement.
- 12. Membership of the Association:**
- (1) The following shall be the member of the Association namely:
    - (a) Shaheen Scouts, Boy Scouts, Rover Scouts & Girls in Scouting;
    - (b) Scout Leaders;
    - (c) Persons holding non-executive or honorary ranks;
    - (d) Members of Group Committees, District, Provincial and National Association
    - (e) Members of the Training Team; and
    - (f) Patrons, Life Members and Associate members of the Association, having reputable social standing.
  - (2) Foreign nationals may be admitted as scout members of the Association subject to the approval of the Chief Commissioner.
  - (3) Foreign nationals, who wish to form their own Scout Unit, affiliated to the Association of the country of their origin, or wear their own national scout uniform in Pakistan, may do so with the approval of Chief Commissioner.
  - (4) Overseas Pakistanis Scout Groups/Units, registered with NHQ of the Association.
- 13. Financial Obligation of the Members:** The following shall be the financial obligation of a member of the Association, namely:-
- (1) a Patron shall donate one lac rupees.
  - (2) a Life Member shall donate fifty thousand rupees.
  - (3) an Associate Member shall donate ten thousand rupees; and
  - (4) a Shaheen Scout, a Boy Scout, a Rover Scouts, a Girl in Scouting, a Scout Leader, a member of Pakistan Scout &

Guide Fellowship and a Commissioner shall pay such fee as may be prescribed from time to time.

**14. National Council:** There shall be a National Council consisting of the following:

- (1) the Chief Scout of Pakistan who shall also be its President;
- (2) the Chief Commissioner;
- (3) the Deputy Chief Commissioner(s);
- (4) the International Commissioner;
- (5) the Honorary Treasurer;
- (6) the Director Adult Training;
- (7) the Director Youth Programme;
- (8) the Secretary;
- (9) the Provincial Commissioner(s);
- (10) the Provincial Secretaries;
- (11) one representative to be nominated by the Pakistan Scout & Guide Fellowship;
- (12) one representative of Pakistan Girl Guides Association
- (13) one representative of the Associate Members of the Association, to be nominated by the Chief Commissioner,
- (14) two representatives of the Life Members of the Association, to be nominated by the Chief Commissioner;
- (15) three representatives of the Patrons of the Association, to be nominated by the Chief Commissioner;
- (16) Best Rover Scout of the Year (membership for one year)
- (17) representatives of the branch associations, to be appointed according to the following criteria:-
  - (a) In addition to the Provincial Commissioner & Provincial Secretary, every branch association shall be represented by two members to be nominated by the Provincial Boy Scouts Association out of which one should be public man up to the census of 10,000 uniformed registered members;
  - (b) In addition to the above, every branch Association shall have one additional seat for every 10,000 uniformed registered members, However, in any case, the maximum representation of any branch association shall not exceed ten, out of whom at

least two should be public men and they should not be Govt. servant or employee of the branch association.

- (c) the branch associations shall nominate their representatives to the Council for a term of three years. However, if the circumstances so require, the Provincial associations may substitute their representatives for the term and inform the National Headquarters accordingly but not after issuance of the Notice of National Council Meeting.
- (18) members of the Council shall have the status of Commissioner and shall wear uniform and badges after their investiture as may be prescribed in P.O.R.
- (19) The Secretary shall be the Secretary of the Council.

**Note:** Members specified in clauses (1) to (10) shall be ex-officio member,

**15. Terms of member of the Council:**

- (1) The term of the members of the Council except the ex-officio members, shall be three years.
- (2) member of the Council shall cease to be its member;
  - (a) if he is found to be a lunatic or insane;
  - (b) if by notice in writing to the Association, he resigns his office;
  - (c) if the Council, by a majority of 2/3rd of its members, present at a meeting, duly convened for the purpose, resolve that such member must retire; or
  - (d) if he is convicted by a court of law for a criminal offense involving moral turpitude.

**16. Functions of the Council: The functions of the Council shall be:**

- (1) To act in conjunction with the Chief Scout for the promotion of the Movement in Pakistan and to arrange harmonious co-operation among the branch associations and like-minded organizations for this purpose in consonance with the principles and policies of the Association;

- (2) to act in conjunction with the Chief Commissioner in all matters connected with finances and properties of the Association, Pakistan Scouts Cadet College, Batrasi, Pakistan Scouts Foundation & other subsidiaries, the appointment and retirement of the Secretary and Director Training & Programme in accordance with the Service Rules;
- (3) to take decisions on matters of policy, by-laws, registration, cancellation and suspension etc. of the branch associations and to ensure adherence to the provisions of Policy Organization and Rules by the branch associations;
- (4) to formulate the regulations relating to the disciplinary proceedings and actions against the members of the Association;
- (5) to approve the nominations of the members of the Executive Committee from amongst its members;
- (6) to nominate office bearers and members of the Finance Committee from amongst its members.
- (7) To adopt the audited accounts.
- (8) to appoint auditors;
- (9) To fill the vacancies in the Council from time to time;
- (10) to approve the nominations amongst the members of National Council, PBSA for National Adults in Scouting Sub-Committee.
- (11) to determine the membership of any person in case of any dispute;
- (12) to approve Service Rules for the employee and Financial Rules of the Association and its subsidiaries;
- (13) to make, amend and alter the rules and regulations of the Association, Pakistan Scouts Cadet College, Pakistan Scouts Foundation and other subsidiaries being supreme body of the Association.
- (14) To approve the annual budget of the Association.
- (15) To consider and approve the recommendation of the sub-committees constituted by the Council.

**17. Meetings of the Council:**

- (1) The Council shall meet at least once a year at a place where summoned by the Chief Scout of Pakistan or by the Chief



Commissioner or on the requisition of 1/3 of the total members of the Council.

- (2) Matters of urgent nature, determined by the Chief Commissioner, may be referred to the members of the Council by correspondence including electronic media for their decision and the matters will be decided by simple majority of the members.
- (3) Notice of every meeting exclusive of the day on which notice is served but inclusive of the day for which the meeting is called, specifying therein the place, day and hour of the meeting, shall be sent by Registered Post / Courier Service or by Fax to every member of the Council, at least thirty days prior to the meeting.
- (4) An extraordinary meeting may be called when required by the Chief Scout or the Chief Commissioner with seven days notice in writing or by the quickest means available to deal with the specific issues.

**18. Quorum:**

- (1) 1/3rd of the total members of the Council shall constitute quorum for a meeting of the Council.
- (2) If within half an hour after the time fixed for the meeting there is no quorum, the meeting shall stand adjourned for one hour and thereafter the meeting shall again be held whereupon 1/5<sup>th</sup> of the members of the Council shall form the quorum.

**19. President of the Council meeting.** The President or in his absence the Chief Commissioner shall chair the Council meeting. If neither the President nor the Chief Commissioner is present within thirty minutes after the time fixed for a meeting, one of the Deputy Chief Commissioners in order of seniority shall take the chair and in the absence of the Deputy Chief Commissioner also, the members present shall elect one from amongst themselves to take the chair.

**20. Voting procedure:**

- (1) Every question submitted to a meeting shall be normally decided by a show of hands unless a secret ballot is demanded.

- (2) Every member of the Council present shall have one vote. Voting by proxy shall not be permitted. In case of a tie of votes, the President of the meeting shall have a casting vote.

21. **Disagreement:** If the Chief Commissioner and the Council are unable to agree in any particular case, the decision of the Council shall be deemed final if the members present in the meeting resolve the case by a 2/3<sup>rd</sup> majority.

22. **Adjournment of a meeting:** The chairman of the meeting may, with the consent of the members, adjourn it for short periods and if, necessary may shift it to another venue.

23. **Nomination:** No person shall be proposed for election unless the consent of the person to be nominated has been previously obtained by the proposer and submitted to NHQ within 10 days after receipt of the Notice for National Council Meeting for further circulation to branch associations.

24. **Amendments:**

- (1) These rules may, at any time and from time to time be altered or amended by a resolution of a two-third majority at a meeting of the Council for which forty five days notice shall be given to all the members.
- (2) The proposed amendments in these rules shall be circulated along-with the agenda, which shall accompany the notice. No alteration or amendment shall be made at an emergent meeting.
- (3) In the event of any conflict between the rules and the Policy Organization and Rules, the provisions of the later shall prevail.

25. **Trustees:**

- (1) The Honorary Treasurer, Director Adult Training / Director Youth Programme and the Secretary of the Association shall be the trustees of the moveable and immovable property of the Association and its subsidiaries. However,

all their decisions shall be subject to the prior approval of the Council.

- (2) The trustees shall have the power to sign; execute, deliver or take in possession, all legal instruments, securities, bonds, title deeds etc., for and on behalf of the Association, its subsidiaries and ensure their safe custody.
- (3) In case of vacancy caused by in capacitation, resignation, death, removal or retirement of any trustee the Chief Commissioner may appoint any member of the Association until the next Council Meeting wherein the vacancy shall be filled in accordance with the provision of these Rules.
- (4) The appointment of the trustees or any change in the office of the trustees as provided herein above, shall be communicated to the authorities concerned by the Secretary.

**26. National Headquarters:**

- (1) The National Headquarters shall be the central office of the Association responsible for implementing the policies and decisions of the Council, its Committees and the Chief Commissioner.
- (2) The functions of the Headquarters shall be:
  - (a) to ensure that Scouting remain non-military, non-political and non-commercial;
  - (b) to ensure that the branch associations carry on Scouting according to the principles laid down in the Policy, Organization and Rules;
  - (c) to formulate and ensure the execution of development plans of the Association;
  - (d) to arrange training of Scout Leaders;
  - (e) to control and co-ordinate training and to provide trainers to the Provincial Associations when their services are required;
  - (f) to publish the "Policy, Organization and Rules" of the Association when necessary;
  - (g) to publicise scout matters;
  - (h) to deal with matters relating to the World Scout Bureau;

- (i) to organize national scout events e.g., Conferences, Moots, Re-unions, Rallies, Jamborees, Camporees, Seminars, Workshops etc;
- (j) to circulate necessary information and literature regarding scouting to the branch associations;
- (k) to advise the Provincial Associations regarding new publications and questions of copyright;
- (l) to implement the decisions of the Chief Scout with regard to Awards, Decorations, Medals and Certificates;
- (m) to design, manufacture and issue scout badges and
- (n) to publish the annual report

### **APPOINTMENT OF OFFICE BEARERS**

- 27. Chief Scout:** the President of the Islamic Republic of Pakistan shall be the Chief Scout of Pakistan to be invested by the Chief Commissioner.
- 28. Chief Commissioner:**
- (1) There shall be a Chief Commissioner of the Association who shall be appointed through Certificate of Appointment signed by the Chief Scout of Pakistan on the recommendation of the Council after his /her election. His /Her appointment shall be for a period of two years commencing from the date of election and shall be eligible for re-appointment in the same manner. The contesting candidate for the position of Chief Commissioner shall be a member of the Council.
  - (2) In the event of the Chief Commissioner's office falling vacant or incommunicado due to any reason before the expiry of his term, Senior Deputy Chief Commissioner shall act as the Chief Commissioner pending appointment of the new Chief Commissioner. The acting Chief Commissioner in case of vacant position shall convene the meeting of the Council to elect the Chief Commissioner within a period of sixty days from the date of occurrence of vacancy.

- (3) In case the election of Chief Commissioner is not held on or before the last date of his tenure the International Commissioner will take over the charge and shall convene the meeting of the Council, with the concurrence of the Chief Scout, to elect the Chief Commissioner within a period of sixty days from the date of occurrence of the vacancy.

**29. Deputy Chief Commissioner (s):** There shall be Deputy Chief Commissioner(s) ***not exceeding three***, appointed by the Chief Scout of Pakistan on the recommendation of the Chief Commissioner and with the approval of the Council, to assist the Chief Commissioner in the discharge of his / her duties. The nominee for the position of Deputy Chief Commissioner shall be a member of the council. *The order of the seniority of the Dy. Chief Commissioners shall be determined by the Chief Commissioner at the time of their appointment.*

**30. International Commissioner:**

- (1) There shall be an International Commissioner of the Association who shall be appointed ***through*** Certificate of Appointment signed by the Chief Scout of Pakistan on the recommendation of the Council after his election. His appointment shall be for a period of two years commencing from the date of election and shall be eligible for re-appointment in the same manner. The contesting candidate for the position of International Commissioner shall be a member of the Council.
- (2) In the event of the International Commissioner office falling vacant due to any reason or expiry of his tenure, the Chief Commissioner may assign this duty to the Secretary till election of International Commissioner

**31. Honorary Treasurer:** There shall be an Honorary Treasurer of the Association appointed by the Council on the recommendation of the Chief Commissioner for a period of two years. He may be re-appointed on the expiry of his tenure.

32. **Director Adult Training:** There shall be a Director Adult Training appointed by the Council in accordance with the service rules of the Association on the recommendations of the Chief Commissioner.
33. **Director Youth Programme:** There shall be a Director Youth Programme appointed by the Council in accordance with the service rules of the Association on the recommendations of the Chief Commissioner.
34. **Deputy Director(s):** There shall be one or more Deputy Directors, appointed by the Chief Commissioner, in accordance with the Service Rules of the Association.
35. **Secretary:** There shall be a Secretary appointed by the Council *in* accordance with the Service Rules of the Association on the recommendation of the Chief Commissioner and subject to the approval of the Chief Scout of Pakistan.
36. **Deputy Secretary(s):** The Chief Commissioner may appoint one or more Deputy Secretaries *ies* in accordance with the Service Rules of the Association.

### **FUNCTIONS OF OFFICE BEARERS**

37. **Chief Scout:** The Chief Scout shall:
- (1) act as President of the Association
  - (2) preside over the meetings of the Council;
  - (3) patronize and promote the Scout movement in the country.
  - (4) appoint the Chief Commissioner, on the recommendation of the Council;
  - (5) Summon emergent meeting for any special purpose(s) as and when required;
  - (6) approve and sign the Certificates of Appointment as prescribed in the Policy Organisation and Rules.
  - (7) approve, confer and sign the Scout Awards; and

- (8) approve and sign the Award for the President's Gold Medal for the Best Boy Scouts.

**38. Chief Commissioner:** The Chief Commissioner shall:

- (1) Summon and preside over the Meetings of the National Council with the Consent of the Chief Scout of Pakistan.
- (2) be responsible to the Chief Scout of Pakistan for the welfare and progress of the Association. He / She shall be Chief Executive of the Association and will ensure overall planning and development of the scouting in the country;
- (3) promote the organization and ensure effective working of the Association in Pakistan;
- (4) act in conjunction with the Council in all matters including administration, finance, property and in the appointment and retirement of the Treasurer;
- (5) appoint scout executive / staff in accordance with the service rules of the Association.
- (6) secure the services of persons suitable for the welfare and promotion of Scout movement in various capacities and appoint them in the ranks of Commissioner with their job descriptions in consultation with National Adults in Scouting Sub-Committee of the Association;
- (7) delegate such of his/her powers to Deputy Chief Commissioners as he/she may deem fit;
- (8) promote the organization and ensure effective working of the branch associations;
- (9) give decision on matters referred by the Branch Associations;
- (10) deal with the matters relating to Awards and make recommendations to the Chief Scout of Pakistan for the grant thereof;
- (11) approve and sign the certificates of President Rover Scouts, Chief Commissioner Award, Parchments and Honourable charges etc;
- (12) nominate representatives of the members of the Association on the Council in accordance with rule 13;
- (13) chair the meetings of the National Executive and other Committees;

- (14) approve the delegations attending foreign events;
- (15) initiate proceedings and take disciplinary actions against members of the Association when required in accordance with the Rule 15(4); **and**

39. **Deputy Chief Commissioner(s):** The Deputy Chief Commissioner(s) shall perform such duties as may be assigned to them by the Chief Commissioner.

40. **International Commissioner:** The International Commissioner shall:

- (1) deal with matters and correspondence with the Boy Scouts Associations in other countries, the World Scout Bureau and Asia Pacific Region on behalf of the Association;
- (2) get approval of the contingents from the Chief Commissioner;
- (3) invite applications from the members of the movement through the Provincial Associations for participation in the event abroad;
- (4) co-ordinate matters relating to arrangements, selection and participation of the contingents with the Provincial Associations;
- (5) arrange Government clearance, visas etc.; well in time, for the members selected for tours abroad; and
- (6) issue International Letters of Introduction to members of the Association going abroad.

41. **Honorary Treasurer:** The Honorary Treasurer shall:

- (1) be the custodian of all funds of the Association and its subsidiaries. He will operate the accounts in accordance with the procedure and financial rules and shall ensure that all withdrawals and payments are covered under proper sanctions, authenticated by supporting documents and are strictly in accordance with necessary codal formalities;
- (2) place before the Council a report on the financial state of the Association and its subsidiaries along with the audited statement of accounts;



- (3) operate the bank accounts in the name of the Association in accordance with Rule No. 54; and
- (4) advise and recommend measures to the Chief Commissioner for stream lining the financial control of the funds and for improving the financial state of Association.

**42. Director Adult Training:** The Director Adult Training shall:

- (1) plan and co-ordinate at national level whole scheme of training and programme for the Association;
- (2) establish, maintain and improve standards of training and programme for the Association;
- (3) train and guide the members of the Training Team;
- (4) ensure that the policies and procedures of the Association are properly communicated and explained through training and programme;
- (5) promote unity in Scouting through training by close co-operation with other countries, Directors of Training / National Training Commissioners, Directors of Programme / National Programme Commissioner of other countries, the Regional Training / Programme Sub-Committee and World Training / Programme Sub-Committee, etc.
- (6) appoint suitable trained Scout Leaders as members of the Training Team and arrange the award of honourable charges;
- (7) be the Incharge of the National Training Centre (s);
- (8) provide assistance to the branch association when required by such association in their training courses and issue recognition certificates for Wood Badge Course and approve results of such courses;
- (9) keep record of all certificates and parchments, Honourable Charges, issued by the National Headquarters, and of all members of the Training Team and Wood Badge Courses conducted at the Provincial and National levels;
- (10) Prepare and present Training and Programme plan with financial implications every year for inclusion in the annual budget.
- (11) make recommendations for Awards to the members of the National Training Team; and

- (12) be responsible for all training and programme matters to the Chief Commissioner.

**43. Director Youth Programme:** The Director Youth Programme Shall:

- (1) plan and co-ordinate at national level whole scheme of programme for the Association.
- (2) establish, maintain and improve standards of programme for the Association;
- (3) ensure that the National Youth Programme Policy and System of the Association is properly communicated and implemented at all levels;
- (4) promote unity in scouting through programme by close co-operation with the Director of Programme / National Programme Commissioners of other countries, the Regional Programme Sub Committee and World Programme Sub-Committee, etc.
- (5) Prepare and present programme plan with financial implications every year for inclusion in the annual budget.
- (6) be responsible for all matters pertaining to programme to the Chief Commissioner; and
- (7) make recommendations for Awards for Scout Leader(s) & youth.

**44. Deputy Director Adult Training:** The Deputy Director Adult Training shall assist the Director **Adult** Training in the performance of his duties.

**45. Dy. Director Youth Programme:** The Dy. Director Youth Programme shall assist the Director Youth Programme in the performance of his duties.

**46. Secretary:** The Secretary shall:

- (1) be responsible to the Chief Commissioner for all matters pertaining to day to day administrative matters of the National Headquarters.
- (2) be the Drawing and Disbursing Officer of the National Headquarters and shall maintain books of accounts and

- Stock Registers of Scout Shop and General inventory of the Association's property;
- (3) be responsible for implementation of the decisions of the Council, Chief Commissioner and the National Executive Committee;
  - (4) deal with the work connected with the meetings, proceedings and activities of the Council, the National Executive Committee and other Committees.
  - (5) Correspond with the branch associations, World Scout Bureau, Ministries, Government Departments and Non Governmental Organizations
  - (6) get manufactured the prescribed Scout Badges, Awards, Equipment, etc. and to see that no prescribed badge or scout material is manufactured and used by unauthorized persons;
  - (7) arrange all types of publications with the approval of the Chief Commissioner;
  - (8) ensure timely audit of the accounts of the Association and see that all papers relating to the account are presented to the auditors.
  - (9) act as Secretary of the Council and National Executive Committee;
  - (10) arrange issuance of Awards and Certificate of Appointments etc.
  - (11) be responsible for scout shop and scout publications.

**47. Deputy Secretary(s):** The Deputy Secretary(s) will assist the Secretary in the performance of his duties as assigned.

**48. Channel of Communication:**

- (1) All official communications to the National Headquarters except those pertaining to Training, Programme and International Division shall be addressed to the Secretary by designation. In case of Training, Programme and International Division, correspondence will be addressed to the Director Training & Programme and International Commissioner respectively.

- (2) All correspondence will normally follow the lines indicated in the organization chart and vice-versa except where directed otherwise, or in special cases in matters of extreme urgency.
- (3) Correspondence relating to scout matters shall not be addressed to the Chief Scout, the World Scout Bureau or to any Scout Association abroad, or to any Government Department, including the Headquarters of Army Navy and Air Force, or to any Foreign Mission at home or abroad, except through the National Headquarters.

**49. National Executive Committee:** There shall be an Executive Committee of the Council to manage its affairs which shall consist of the following:

- (1) the Chief Commissioner who shall also be its Chairman;
- (2) the Deputy Chief Commissioner(s);
- (3) the International Commissioner;
- (4) the Treasurer;
- (5) the Director Adult Training;
- (6) the Director Youth Programme;
- (7) the Secretary;
- (8) Provincial Commissioner or Provincial Secretary to be nominated by each Provincial Association for a period of three years.

**50. Functions of the National Executive Committee:** The Committee shall:

- (1) transact and deal with day-to-day business of the Council;
- (2) consider and recommend the annual accounts for submission to the Council.
- (3) have powers to appoint any Sub-Committee to deal with any particular matter as and when necessary;
- (4) in case of a vacancy on account of death or resignation or on any other account, co-opt any member till the next Meeting of the Council.
- (5) to consider and approve the recommendations of Finance Sub-Committee.

- (6) consider and approve the recommendations of the National Adults in Scouting Sub-Committee, National Adult Training Sub-Committee and National Youth Programme Sub-Committee.

**51. Meeting of National Executive Committee:**

- (1) The Executive Committee shall meet at-least twice a year at a place where summoned by the Chief Commissioner.
- (2) 1/3rd Members of the committee shall form the quorum for its meeting.
- (3) Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be sent by registered post / courier service or by Fax to every member of the committee, at least 15 days prior to the meeting.

**52. Finance Sub-Committee:** There shall be a Finance Sub-Committee of the **Association** consisting of the following:

- (1) One of the Deputy Chief Commissioner to be nominated by the Chief Commissioner who shall be the Chairman of the Committee;
- (2) the Treasurer;
- (3) the Director Adult Training
- (4) the Director Youth Programme
- (5) the Secretary; and
- (6) four members to be nominated by the National Council from amongst the members, other than the members of the National Executive Committee for a term of two years.

**53. Functions of the Finance Sub-Committee:** The Finance Sub-Committee shall:

- (1) from time to time, consider matters relating to finance and property of the Association, including finding ways and means to enhance its finance;
- (2) scrutinize and recommend the Annual Budget of the Association **to** the National Executive Committee for

consideration and recommendation to the National Council.

- (3) review and recommended the audited statement of accounts to the National Executive Committee for consideration and recommendation to the National Council.
- (4) be empowered to co-opt any person, for special assistance and advice, and
- (5) through the Treasurer, place before the Council, a report on the financial state of the Association, Pakistan Scouts Cadet College and other subsidiaries;

**54. Meeting of the Finance Sub-Committee:**

- (1) The Finance Sub-Committee shall meet at-least twice a year at a place where summoned by the Chairman of the Committee.
- (2) The recommendations of the Finance Sub-Committee shall be subject to the clearance of the National Executive Committee.
- (3) 1/3rd of total members of the Committee present shall form the quorum for its meeting.
- (4) Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be send by registered post / courier service or by Fax to every member of the committee, at least 15 days prior to the meeting.
- (5) In case of a vacancy on account of death, resignation or on any other reason, a suitable person may be appointed by the Chief Commissioner for the remaining period.

**55. Operation of accounts:** All funds shall be kept in scheduled banks under the advice of the Finance Sub-Committee and the accounts shall be operated by the office bearers in the following manner:-

- (1) The Treasurer jointly with the Secretary;

- (2) in the absence of any one of them or both, by such other person or persons as may be nominated by the Chief Commissioner; or
- (3) in such other manner as may be provided in the Financial Rules of the Association.

**56. National Training Team:**

- (1) The National Training Team shall be a body of Leader Trainers and Assistant Leader Trainers, appointed for the training of adults.
- (2) Honourable Charge signed by the Chief Commissioner and the Director Training & Programme, shall be issued to the Leader Trainers and Assistant Leader Trainers on their appointment for a period of two years subject to renewal.

**57. Withdrawal of Honourable Charge:** The Honourable Charge may be withdrawn by the Chief Commissioner on the recommendation of the Provincial Commissioner concerned in consultation with the Director Training and Programme whenever such action is called for.

**58. National Adults in Scouting Sub-Committee:-** There shall be a National Adults in Scouting Sub-Committee consisting of the following:-

- (1) One of the Dy. Chief Commissioner, to be nominated by the Chief Commissioner who shall be the Chairman of the Committee
- (2) One National Commissioner nominated by the Chief Commissioner
- (3) Director Adult Training
- (4) Director Youth Programme
- (5) two members nominated by the Chief Commissioner from amongst the members of National Council having knowledge of WAISP;
- (6) The Secretary as Secretary

**59. Functions of National Adults in Scouting Sub-Committee:**

The National Adult in Scouting Sub-Committee of the PBSA, shall be responsible for providing technical expertise in the management of

Adults in Scouting, (except trained Scout Leaders) to boost up the image and visibility of Scouting in the country.

**60. National Adult Training Sub-Committee:** There shall be a National Adult Training Sub-Committee comprising of the following:

- (1) The Director Adult Training who shall be the Chairman of the Sub-Committee;
- (2) one suitable member of the National Training Team, to be nominated by each Provincial association;
- (3) the Chairman may co-opt any member of the National Training Team with the concurrence of branch association.
- (4) The Secretary of the Sub-Committee will be appointed by the Director Adult Training for a period of two years.

**61. Functions of the National Adult Training Sub-Committee:**

The National Adult Training Sub-Committee shall:

- (1) review, amend and update the National Training Policy and system whenever required for the approval of the National Executive Committee.
- (2) discuss and plan affairs of Adult Training
- (3) prepare and update the literature for Adult Trainings

**62. National Adult Training Conference:** The National **Adult** Training Conference will be held biannually and presided over by the Director **Adult** Training.

**63. Functions of National Adult Training Conference:** The National Adult Training Conference shall:

- (1) Discuss and evaluate prevailing Adult Training Policy and System.
- (2) Prepare recommendations about Adult Training for National **Adult** Training Sub-Committee.

**64. National Youth Programme Sub-Committee:** There shall be a National Youth Programme Sub-Committee comprising of the following:



- (1) The Director Youth Programme who shall be the Chairman of the Sub-Committee;
- (2) one active Scout Leader have direct link with the scout unit from each Provincial Association.
- (3) the Chairman may co-opt any active scout leader with the concurrence of branch association.
- (4) The Secretary of the Sub-Committee will be appointed by the Director Youth Programme for a period of two years.

**65. Functions of the National Youth Programme Sub-Committee:**

The National Youth Programme Sub-Committee shall:

- (1) review, amend and update the National Youth Programme Policy and system whenever required for the approval of the National Executive Committee.
- (2) discuss and plan affairs of youth programme
- (3) prepare and update the literature for youth programme

**66. National Youth Programme Conference:** The National Youth Programme Conference will be held biannually and presided over by the Director youth programme.

**67. Functions of National Youth Programme Conference:**

The National Youth Programme Conference shall:

- (1) Discuss and evaluate prevailing Youth Programme Policy and System.
- (2) Prepare recommendations about Youth Programme for National Youth Programme Sub-Committee.

**68. Tenure of Commissioners:** All appointments in the rank of Commissioners with Certificate of Appointment will be for a period of two years The Investiture Ceremony of the Commissioners may, however, be arranged subsequently in the respective Council's Meeting.

**69. Census / Annual Report:-** The Secretary shall ensure that the annual report and census of the branch associations should reach the National Headquarters by the 30th of September every year and be consolidated by the 30th October of that year.

**70. Attendance:** In case any member of the Council, National Executive Committee or Finance Sub-Committee fails to attend two consecutive meetings without intimation of any genuine reason, his seat may be declared vacant by the Chief Commissioner, the vacancy may be filled in for the remaining period in the same manner and in accordance with rules.

**71. Provincial Secretaries Committee:** There shall be a Provincial Secretaries Committee comprising of the following:

- (1) One of the Dy. Chief Commissioners to be nominated by the Chief Commissioner who shall be the Chairman of the Committee;
- (2) The Director Training & Programme;
- (3) The Provincial Secretary of each Provincial Association;
- (4) The Secretary as Secretary of Provincial Secretaries Committee;

**72. Functions of the Provincial Secretaries Committee:**

- (1) The Functions of the Provincial Secretaries Committee shall be to:
  - (a) Consider and recommend the Annual Training & Programme Plan;
  - (b) Consider and recommend criteria, procedure and quota for selection of eligible Scout Leaders for Hajj Duty in Saudi- Arabia;
  - (c) Consider any other assignment given by the Chief Commissioner;
- (2) The Provincial Secretaries Committee will place its recommendations before the Chief Commissioner for final approval.

**PART III**  
**PROVINCIAL ASSOCIATIONS**

**73. PROVINCIAL ASSOCIATIONS**

- (1) There shall be a Provincial Boy Scouts Association in each Province which shall be a branch of the Association. The Azad Jammu & Kashmir BSA, Islamabad BSA, Pakistan International Airlines BSA, Pakistan Railways BSA, Gilgit Baltistan BSA, FATA BSA and others when approved by the Council shall be deemed to be the Provincial Boy Scouts Associations for the purpose of these rules.
- (2) Every Provincial Association may, subject to the approval of the Council, frame its own Bye-Laws not repugnant to the rules contained in Policy Organization and Rules.
- (3) All Provincial Associations shall conform to the Rules of the Association made from time to time and follow the Policy Organisation and Rules in all their activities. in the case of any inconsistency between the Bye-Laws of the Provincial Association and Rules contained in the Policy Organisation and Rules the later shall prevail.
- (4) The Provincial Association shall have complete administrative freedom within their own areas, with the exception of such duties or functions as are specifically assigned to the National Headquarters.
- (5) To safeguard, protect and administer the properties and assets of a Provincial Association, the Provincial Council concerned shall constitute and appoint a Board of Trustees, which will include one representative of the National Headquarters. In the event of the Provincial Association becoming ineffective, the properties and assets of such Provincial Association shall automatically vest in the Association till another Provincial Association is constituted in its place. Acquisition of the Boy Scouts Properties, Assets, Holdings etc. or any part thereof by the Government/autonomous / semi autonomous bodies for any purpose shall not be allowed.
- (6) Areas which do not enjoy the status of a Province may be administered for scouting purposes by the respective

adjoining Provincial Associations in such manner as may be prescribed by the Council. They may be accorded Provincial status by the Council in case their strength exceeds 10,000 members.

- (7) In the event of an administrative unit of Pakistan being divided by an Act of Parliament or where two or more civil units of Pakistan be merged into one or two units by an Act of Parliament, there shall be an Administrative Council composed of the Provincial Commissioners of the Provinces or Units concerned with the Chief Commissioner as the Chairman, to devise ways and means for redistribution of jurisdiction and necessary assets and liabilities until such time that a properly constituted council for the Province is established by the said Administrative Council.

- 74. Affiliation:** Every properly constituted Provincial Association shall be affiliated to the Association and shall pay an affiliation fee annually as may be fixed by the Council from time to time.
- 75. Census:** Every affiliated Provincial Association shall collect census of its members as on 30th June, every year and communicate the same to the National Headquarters by 30th September at the latest.
- 76. Annual Registration:** Every Provincial Association shall pay an annual registration fee as prescribed by the Council from time to time, for every uniformed member in accordance with its census, taken on 30th June, of that year, and the same shall be remitted to the National Headquarters not later than 31st December of the year.
- 77. Cancellation:** If a Provincial Association fails to remit the prescribed affiliation, registration and Council membership fee and furnish census after three reminders issued under postal registered cover at intervals of one month each, such Association shall forfeit the right of vote.

## PROVINCIAL COUNCIL

**78. Provincial Council:** There shall be a Provincial Council in each Province which may consist of the following namely:

- (1) The Chief Scout of the Province who shall also be President;
- (2) the Provincial Commissioner
- (3) Honorary Treasurer;
- (4) Assistant Provincial Commissioner(s)
- (5) Regional / Divisional Commissioners (where applicable);
- (6) Provincial Secretary;
- (7) District Commissioners;
- (8) Patron(s)
- (9) Life Member(s)
- (10) one representative of the National Headquarters, PBSA.
- (11) one representative nominated by each District Association;
- (12) one representative of the Education Department;
- (13) one representative of special Education sector, if any;
- (14) one representative of Hilal-e-Ahmer Society;
- (15) one representative of Leader Trainers;
- (16) one representative of Universities;
- (17) one representative of Pakistan Scout & Guide Fellowship
- (18) one representative of Pakistan Girl Guides Association, and
- (19) one Legal Adviser

**79. Functions of the Provincial Council:** The Provincial Council shall :-

- (1) act in conjunction with the Chief Scout of the Province for the development of Scouting in the Province;
- (2) recommend to the National Headquarters the name of the person for appointment as Provincial Commissioner;
- (3) act in conjunction with the Provincial Commissioner in all matters connected with the finances, properties and appointment and retirement of the Provincial Secretary in accordance with the Service Rules;
- (4) elect members to the Provincial Executive Committee or Committees as may be found desirable for special occasions;
- (5) implement the decisions of the Council and the Chief Commissioner;

- (6) frame, alter, amend, reconstruct any bye-laws with two third majority of its members attending a meeting convened according to by-laws of the Provincial Association;
- (7) safeguard the properties and assets of the Provincial Association;
- (8) consider recommendations for the improvement relating to the training and programme;
- (9) approve audited statement of accounts, budget and annual report;
- (10) nominate the Provincial Council members on the Council;
- (11) appoint auditors (Chartered Accountants) for the purpose of auditing the accounts of the Provincial Association;
- (12) frame, alter, amend, reconstruct, revise and relax the service rules and terms and conditions of the services of the paid employees of the Provincial Association; and
- (13) formulate the regulations relating to the disciplinary proceedings and actions against the members of the Provincial Association.

**80. Meeting of the Provincial Council:**

- (1) The Provincial Council shall meet at least once a year at any place as summoned by the Provincial Chief Scout or by the Provincial Commissioner.
- (2) Notice of every meeting of the Provincial Council, exclusive of the day on which notice is served but inclusive of the day for which the meetings called, specifying therein the place, day and hour of the meeting, and the nature of the business to be transacted, shall be sent by registered post, courier services or by fax to every member of the Provincial Council, at least twenty days prior to the meeting.
- (3) Matters of urgent nature, determined by the Provincial Commissioner, may be referred to the members of the Provincial Council by correspondence for their decision. A simple majority shall be necessary to authorize the Provincial Headquarters to implement the decisions on behalf of the Provincial Council.

- (4) An extraordinary meeting may be called when required by the Chief Scout of the Province or the Provincial Commissioner with seven days notice in writing or by the quickest means available to deal with the specific issues.

**81. Quorum:**

- (1) 1/3rd members of the total membership of the Provincial council shall constitute quorum for meeting of such Council.
- (2) If within half an hour after the time fixed for the meeting, there is no quorum, the meeting shall stand adjourned for one hour and thereafter the meeting shall again be held whereupon 1/5th members of the Provincial Council shall form the quorum.

**82. Chairman of the Provincial Council Meeting:** The President, or in his absence, the Provincial Commissioner, shall Chair the meeting. If neither the President nor the Provincial Commissioner is present within thirty minutes after the times fixed for such meeting, one of the Assistant Provincial Commissioners in order of seniority shall take the Chair, and in the absence of the Assistant Provincial Commissioner also, the members present shall elect one from amongst themselves to take the Chair.

**83. Voting Procedure:**

- (1) Every question submitted to a meeting shall be normally decided by a show of hands unless a secret ballot is demanded.
- (2) Every member of the Provincial Council present shall have one vote. Voting by proxy shall not be permitted. In case of a tie of votes, the Chairman of the meeting shall have a casting vote.

**84. Disagreement:** If the Provincial Commissioner and the Provincial Council are unable to agree in any case, the decision of the Provincial Council shall be deemed final if the members present in the meeting resolve the case by a 2/3<sup>rd</sup> majority.

85. **Adjournment:** The Chairman of the meeting may, with the consent of the members adjourn it for short periods and, if necessary, to another venue.
86. **Nomination:** No person shall be proposed for election unless the consent of the person to be nominated has been previously obtained by the proposer.
87. **Amendments to be proposed:** The Provincial Council may propose amendments in the rules to the Council if it is necessary to do so, provided that the proposed amendments have been approved by two third majority of members present at a meeting concerned for that purpose.

#### **APPOINTMENT OF OFFICE BEARERS**

88. **Chief Scout:** The Provincial Association shall invite the Governor, Head of the State (in case of Azad Jammun and Kashmir) or the administrative head of the Organization having the status of Provincial Association to accept the office of the Chief Scout of the Province, to be invested by the Chief Commissioner.
89. **Provincial Commissioner:**
- (1) There shall be Provincial Commissioner who shall be appointed through Certificate of Appointment signed by the Chief Scout of Pakistan on the recommendation of the Provincial Council after his / her election. His / Her appointment shall be for a period of two years commencing from the date of election and shall be eligible for re-appointment in the same manner. The Provincial Commissioner shall be a person resident within the area of the Province.
  - (2) When the office of the Provincial Commissioner is vacant and where there is no Assistant Provincial Commissioner to act until the vacancy is filled, the functions of that office shall be performed by a person appointed by the Chief Commissioner in consultation with the Chief Scout of the Province, until such time that a new Provincial Commissioner is appointed.



- (3) On receipt of intimation of election of a Provincial Commissioner, the National Headquarters will issue a Certificate of Appointment signed by the Chief Scout of Pakistan **and** the Chief Commissioner.
- (4) In the event of the office of Provincial Commissioner fallen vacant before the expiry of his / her term, the Senior Assistant Provincial Commissioner shall act as Provincial Commissioner pending appointment of the new Provincial Commissioner and shall convene the meeting of the Provincial Council to elect the Provincial Commissioner within a period of sixty days from the date of occurrence of the vacancy.
- (5) In case of the election of Provincial Commissioner is not held on or before last date of his tenure, the Senior Assistant Provincial Commissioner will take over the charge and shall convene the meeting of the Provincial Council with concurrence of Chief Scout , to elect the Provincial Commissioner within a period of sixty days from the date of occurrence of the vacancy.

**90. Assistant Provincial Commissioner(s):** Assistant Provincial Commissioner(s) shall be appointed by the Chief Scout of the Province on the recommendations of Provincial Commissioner. These appointments shall be made in accordance with rule 67, for the assistance of the Provincial Commissioner. The order of seniority of the Assistant Provincial Commissioner shall be determined by the Provincial Commissioner at the time of their appointment.

**91. Honorary Treasurer:** There shall be an Honorary Treasurer of the Provincial Association appointed by the Provincial Council on the recommendations of the Provincial Commissioner for a period of two years. He can be re-appointed on the expiry of his tenure.

**92. Provincial Secretary:** There shall be a Provincial Secretary appointed by the Provincial Council on the recommendation of the Provincial Commissioner and subject to the approval of the Chief Scout of the Province. He may, at the discretion of the Provincial Commissioner and Provincial Council be paid a salary or

honorarium or any allowance according to the Service Rules of the Provincial Association.

93. **Deputy Provincial Secretary(s) and Assistant Provincial Secretary(s):** The Provincial Commissioner may appoint Deputy Provincial Secretaries and Assistant Provincial Secretaries in accordance with the Service Rules of the Provincial Association.

### **FUNCTION OF OFFICE BEARERS**

94. **Chief Scout :** The Chief Scout of a Province shall:-
- (1) act as President of the Provincial Association;
  - (2) preside over the meeting of the Provincial Council;
  - (3) patronise and promote the scout movement in the Province;
  - (4) sign the Certificates of Quaid-e-Azam scouts and Certificates of Appointment; and
  - (5) approve the appointment of the Provincial Secretary in accordance with rule 91 of supra.
95. **Provincial Commissioner:** The Provincial Commissioner shall:-
- (1) be responsible to the Chief Scout of the Province for the welfare and progress of the Provincial Association;
  - (2) be the Chief Executive of the provincial Association and will ensure over all planning and development of the Scouting in the Province in accordance with the Policy Organization & Rules and instructions of the Chief Commissioner;
  - (3) be responsible for the finance, control and organisation of the movement in conformity with the Policy Organisation & Rules and may delegate his powers to the Assistant Provincial Commissioner or the Provincial Secretary and to the Treasurer so far as finances are concerned;
  - (4) make the recommendation, in conjunction with the Provincial Council for appointment and retirement of the Provincial Secretary:

- (5) promote the welfare and progress of the movement and effective working of local associations and deal with all matters arising there from.
- (6) summon and preside over the meetings of the Provincial Council, with the consent of Chief Scout of the Province;
- (7) chair the meeting of the Provincial Executive Committee;
- (8) deal with recommendations for Awards to the deserving members of the Provincial Association;
- (9) perform or otherwise arrange for the performance of the functions of the District Scout Commissioner in any District during a vacancy in that office.
- (10) give decision in all matters referred to him, or as directed in the Policy Organisation & Rules and in particular in the case of disagreement between a District Scout Commissioner and the District Association;
- (11) secure the services of the qualified scouters for appointment as Leader Trainers and Assistant Leader Trainers in all sections of scouting and provide necessary training facilities;
- (12) secure the services of persons suitable for the welfare and promotion of scout movement in various capacities and appoint them in the ranks of Commissioner with their job descriptions; and
- (13) recommend various Scout Awards.

**96. Assistant Provincial Commissioner (s):** The Assistant Provincial Commissioner (s) shall be appointed for the assistance of the Provincial Commissioner inter alia for the following purpose:

- (1) to be responsible for general duty for the entire Province;
- (2) to be responsible for general duty in a specific area of the Province; and
- (3) to be responsible for special duty e.g. Shaheen Scouts, Boy Scouts, Rover Scouts, Sea Scouts, Air Scouts, Special Scouts, Training etc.

**97. Provincial Treasurer:** The Provincial Treasurer shall:-

- (1) be the custodian of the account of the Provincial Association and responsible for proper accounting of

- income and expenditure of the funds of the Provincial Association.
- (2) if required and detailed by the Provincial Council, act as the Covener of the Finance Committee of the Provincial Association;
  - (3) advice the Provincial Council and the Provincial Commissioner on all financial matters;
  - (4) prepare yearly budgetory estimates of the Provincial Associations and present the same to the Provincial Council in a meeting fixed for this purpose;
  - (5) be responsible to get the accounts of the Provincial Association audited by the Chartered Accountant every year;
  - (6) in consultation with the Provincial Commissioner, invest the funds of the Provincial Association so as to derive maximum dividends;
  - (7) operate the accounts of the Provincial Association in accordance with the financial Rules of the Association; and
  - (8) ensure that all disbursements are made in accordance with the financial procedures as prescribed by the Association.
  - (9) act as one of the trustees of the Provincial Association's property.

**98. Provincial Secretary:** The Provincial Secretary shall:-

- (1) be responsible to the Provincial Commissioner for all the matters pertaining to day to day working and other administrative matters of the Provincial Headquarters.
- (2) act as Secretary of the Provincial Council, its Executive Committee and the Finance Committee;
- (3) be incharge of the Provincial Headquarters;
- (4) assist the Provincial Commissioner in smooth functioning of the movement in the Province;
- (5) be responsible for the implementation of the decisions of the Provincial Council, the Executive Committee and other Committees thereof;
- (6) deal with the work connected with the meetings, proceedings and activities of the Provincial Council, the Executive Committee and other Committees thereof;

- (7) be incharge of all correspondence with the National Headquarters, other Provincial and District Associations, Government Departments, non-governmental organisations and donor organisations.
- (8) perform such other duties as may be assigned to him by the Provincial Commissioner;
- (9) be responsible for maintaining books of accounts (Cash Book, Ledger, Journal and subsidiary Books, Stock register of Scout Shop and General Inventory) and shall be drawing and disbursing officer of the Provincial Headquarters;
- (10) act as one of the Trustees of the provincial Association's property.
- (11) prepare annual report of the Provincial Association; and
- (12) collect annual census of the Provincial Association and ensure its timely submission to the National Headquarters.

**99. Deputy Provincial Secretary(s) and Assistant Provincial Secretary(s):** The Deputy Provincial Secretary(s) and the Assistant Provincial Secretary(s) may be appointed to assist the Provincial Secretary in the performance of his duties as assigned.

**100. Provincial Executive Committee:** There shall be an Executive Committee of the Provincial Council to manage its affairs and shall consist of the following:

- (1) the Provincial Commissioner who shall also be its Chairman;
- (2) the Assistant Provincial Commissioner (s);
- (3) the Provincial Treasurer;
- (4) the Provincial Secretary;
- (5) six members to be nominated by the Provincial Council from amongst its members; and
- (6) One representative of the Leader Trainers

**101. Functions of the Provincial Executive Committee:**

- (1) The Provincial Executive Committee shall:-
  - (a) have powers to appoint any additional sub-committee to deal with any particular matter as and when necessary;

- (b) *Consider and recommend* the annual report, budget estimates, audited statements of accounts for submission to the Provincial Council;
  - (c) transact and deal with day-to-day business of the Provincial Council;
  - (d) act in conjunction with the Provincial Commissioner in all matters relating to finance and property;
  - (e) have powers to nominate Provincial Council members on the National Council in case of vacancy for the unexpired period;
  - (f) fill casual vacancies of the Provincial Council from amongst its members;
  - (g) *have powers to appoint any Sub-Committee to deal with any particular matter as and when necessary; and*
  - (h) nominate representatives of the Provincial Association on other bodies as and when required by them.
- (2) 1/3rd members of the Provincial Executive Committee shall form the quorum for its meeting.

**102. Meeting of Provincial Executive Committee:**

- (1) The Provincial Executive Committee shall meet at-least twice a year at a place where summoned by the Provincial Commissioner.
- (2) 1/3rd Members of the committee shall form the quorum for its meeting.
- (3) Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be send by registered post / courier service or by Fax to every member of the committee, at least 15 days prior to the meeting.

**103. Finance Committee:** There shall be a Finance Committee of the Provincial Association consisting of the following:

- (1) One of the Assistant Provincial Commissioner to be nominated by the Provincial Commissioner who shall be the Chairman of the Committee;
- (2) the Provincial Treasurer;
- (3) the Provincial Secretary; and
- (4) four members to be nominated by the Provincial Council from amongst the members, other than the members of the Provincial Executive Committee for a term of two years.

**104. Functions of the Finance Committee:** The Finance Committee of the Province shall:

- (1) from time to time, consider matters relating to finance and property of the Association, including finding ways and means to enhance its finance;
- (2) scrutinize and recommend the Annual Budget of the Provincial Association to the Provincial Executive Committee for consideration and recommendation to the Provincial Council.
- (3) review and recommended the audited statement of accounts to the Provincial Executive Committee for consideration and recommendation to the Provincial Council.
- (4) be empowered to co-opt any person, for special assistance and advice, and
- (5) through the Treasurer, place before the Provincial Council, a report on the financial state of the Association;

**105. Meeting of the Finance Committee:**

- (1) The Finance Committee shall meet at-least twice a year at a place where summoned by the Chairman of the Committee.
- (2) The recommendations of the Finance Committee shall be subject to the clearance of the Provincial Executive Committee.
- (3) 1/3rd of total members of the Committee present shall form the quorum for its meeting.

- (4) Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be send by registered post / courier service or by Fax to every member of the committee, at least 15 days prior to the meeting.
- (5) In case of a vacancy on account of death, resignation or any other reason, a suitable person may be appointed by the Provincial Commissioner from amongst the members of the Provincial Council for the remaining period.

**106. Provincial Adults in Scouting Sub-Committee:** There shall be a Provincial Adults in Scouting Sub-Committee, consisting of the following:-

- (1) one of the Assistant Provincial Commissioner to be nominated by the Provincial Commissioner who shall be its Chairman;
- (2) Two Members nominated by the Provincial Commissioner from amongst the members of Provincial Council having knowledge of WAISP;
- (3) Two representatives of Leader Trainers / Assistant Leader Trainers, nominated by the Provincial Commissioner;
- (4) Provincial Secretary as Secretary

**107. Functions of Provincial Adults in Scouting Sub-Committee:**

*The Provincial Adult in Scouting Sub-Committee shall be responsible for providing technical expertise in the management of Adults in Scouting, (except trained Scout Leaders) to boost up the image and visibility of Scouting in the province.*

**108. Provincial Training Sub-Committee:** The composition of Provincial Training Sub-Committee shall be as follows:-

- (1) Assistant Provincial Commissioner (Training) / Provincial Secretary as Chairman.
- (2) Provincial Secretary (in the presence of APC) as Vice Chairman
- (3) LTs /ALTs (maximum five)
- (4) Dy./Assistant Provincial Secretary



- (5) Chairman may co-opt LT/ALT from Province
- (6) Chairman may nominate any LT/ALT as Secretary of the Committee

**109. Functions of the Provincial Training Sub-Committee:** The Provincial Training Sub-Committee shall:-

- (1) Evaluate the performance of the Members of Training Team
- (2) Prepare annual calendar of Training
- (3) Assist / promote training in the districts

NOTE: Provincial Association may change the structure of the committee according to their needs and resources.

**110. Provincial Programme Sub-Committee:** The composition of Provincial Programme Sub-Committee shall be as follows:

- (1) Assistant Provincial Commissioner / Provincial Secretary as Chairman;
- (2) Provincial Secretary (in the presence of APC) as Vice Chairman
- (3) Scout Leaders (Wood Badge Beads holder)
- (4) Deputy/Assistant Provincial Secretary
- (5) Chairman may co-opt Scout Leader from the Province
- (6) Chairman may nominate Scout Leader of the Province as Secretary of the Committee

**111. Functions of the Provincial Programme Sub-Committee:**

The Provincial Programme Sub-Committee shall:-

- (1) To assist in planning youth programme at Provincial level
- (2) To assess implementation of youth programme at provincial level
- (3) To Assist districts in the affairs of implementation of youth Programme

NOTE: Provincial Association may change the structure of the Committee according to their needs and resources.

**PART – IV**  
**REGIONAL ORGANIZATION**

112. **Regional / Divisional Organization:** A Provincial Association may, according to its needs, have a Regional / Divisional set up and incorporate it in its bye-laws.

**PART V**  
**DISTRICT ORGANISATION**

113. **District Organization:** The Provincial Association may be divided into Scout Districts which may have their respective District Scout Councils.

**DISTRICT SCOUT COUNCIL**

114. **Composition of District Scout Council:** The composition of each District Scout Council thereafter referred to as the District Council will depend on local circumstances, but normally it may consist of:-
- (1) The District President who shall be the Administrative Head of the District (in case of administrative District) or a person in other cases according to the by-laws of the District Association.
  - (2) the District Scout Commissioner;
  - (3) the Assistant District Scout Commissioners, District Scouters, members of the District Training Team;
  - (4) the District Secretary (to be appointed or elected under bye-laws, unless he is a paid employee);
  - (5) the District Treasurer;
  - (6) representatives of Group Scout Leaders to be specified by the Provincial Council;
  - (7) representatives of Associate Members, Life Members, and Patrons to be specified by the Provincial Council;
  - (8) such elected members whose number shall not be less than ex-officio members, as may be specified by the Provincial Council; and

- (9) representatives of Pakistan Scout & Guide Fellowship and other Bodies with which co-operation is desirable like Girl Guides, Hilale-Ahmer etc. to be specified by the Provincial Council.

- 115. Functions of the District Council:** The District Council shall:
- (1) safeguard and encourage the movement within the District;
  - (2) appoint a District Secretary and District Treasurer in consultation with the District Scout Commissioner;
  - (3) elect members of its Executive Committee;
  - (4) elect a representative annually to the Provincial Council wherever applicable;
  - (5) pass its annual report and audited statement of accounts.
  - (6) appoint any sub-committee for any specific purpose.
  - (7) approve nominations for appointment as District Scout Leaders, as recommended by the District Scout Commissioner; and
  - (8) frame, alter, amend and reconstruct the Bye-Laws of the District Boy Scouts Association for submission to the Regional / Divisional / Provincial Council as the case may be.

- 116. Meeting of the District Council:-**
- (1) The District Council shall meet at least once a year at any place as summoned by the District President or by the District Scout Commissioner.
  - (2) Matters of urgent nature determined by the District scout Commissioner may be referred to the members of the District Council by correspondence for the decision. A Simple majority shall be necessary to authorize the district Headquarters to implement the decisions on behalf of the district Council.
  - (3) Notice of every meeting of the District Council shall be sent by registered post to every member at least ten days prior to the meeting,
  - (4) An extra- ordinary meeting may be called as required by the District President or by the District Scout Commissioner

with five days notice in writing or by the quickest means available to deal with the specific issues.

**117. Quorum:**

- (1) 1/3 of the total membership of the District Council shall constitute quorum for meeting of such Council.
- (2) If within half an hour after the time fixed for the meeting there is no quorum, the meeting shall stand adjourned for one hour and thereafter the meeting shall again be held whereupon 1/5<sup>th</sup> of the members of the District Council shall form quorum.

**118. Chairman of the District Council Meeting:** The District President or in his absence District Scout Commissioner shall take the Chair at every meeting.

**119. Voting Procedure:**

- (1) Every question submitted to a meeting shall be decided by a show of hands unless a secret ballot is demanded.
- (2) Every member of the District Council present shall have one vote. Voting by proxy shall not be permitted. In case of tie of votes, the chairman of meeting shall have a casting vote.

**120. District Executive Committee:** The composition of each Executive Committee of the District Council will depend on local circumstances but normally it may consist of:

- (1) The District Scout Commissioner, who shall be its Chairman;
- (2) the District Secretary;
- (3) the District Treasurer
- (4) Assistant District Scout Commissioner (s);
- (5) District Scout Leader (s); and
- (6) elected members, whose number shall not be less than ex-officio members.

**121. Functions of the District Executive Committee:**

The District Executive Committee shall:

- (1) promote the welfare of the movement in the District and to have co-operation with other similar organisations;
- (2) act in conjunction with the District Commissioner in all matters relating to the District finances and property;
- (3) in consultation with the District Commissioner, appoint inter-alia, annually the following sub-committees who shall be responsible to it, namely:
  - Finance and Fund Raising Sub Committee;
  - Training and programme Sub Committee;
  - Development Sub Committee; and
  - Any other sub-committee considered necessary;
- (4) appoint annually Chairman of all Sub-Committees;
- (5) supervise establishment of Group Councils and proper trusteeship of Group Property;
- (6) deal with all matters relating to District scouts administration and in particular with:-
  - Certificate of Appointment;
  - appointment of Instructors, Examiners etc.;
  - registration;
  - membership of scouts; and
  - Decorations and Awards.
- (7) be responsible for provision of all badges; and
- (8) approve the annual report and audited accounts in the District Council Meeting.

**122. Meeting of District Executive Committee:**

- (1) The District Executive Committee shall meet at-least twice a year at a place where summoned by the District Commissioner.
- (2) 1/3rd Members of the committee shall form the quorum for its meeting.
- (3) Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be send by registered post / courier service or by Fax to every member of the committee, at least 10 days prior to the meeting.

- 123. Finance Committee:** *There shall be a Finance Committee of the District Association, consisting of the following:*
- (1) *One of the Assistant District Commissioners to be nominated by the District Commissioner who shall be the Chairman of the Committee;*
  - (2) *the District Treasurer;*
  - (3) *the District Secretary; and*
  - (4) *two members to be nominated by the District Council from amongst the members, other than the members of the Provincial Executive Committee for a term of two years.*
- 124. Functions of the Finance Committee:** *The Finance Committee of the District shall:*
- (1) *from time to time, consider matters relating to finance and property of the District Association, including finding ways and means to enhance its finance;*
  - (2) *scrutinize and recommend the Annual Budget of the District Association to the District Executive Committee for consideration and recommendation to the District Council.*
  - (3) *review and recommended the audited statement of accounts to the District Executive Committee for consideration and recommendation to the District Council.*
  - (4) *be empowered to co-opt any person, for special assistance and advice, and*
  - (5) *through the Treasurer, place before the District Council, a report on the financial state of the District Association;*
- 125. Meeting of the Finance Committee:**
- (1) *The Finance Committee shall meet at-least twice a year at a place where summoned by the Chairman of the Committee.*
  - (2) *The recommendations of the Finance Committee shall be subject to the clearance of the District Executive Committee.*
  - (3) *1/3rd of total members of the Committee present shall form the quorum for its meeting.*
  - (4) *Notice of every Meeting exclusive of the day on which notice is served but inclusive of the day for which the Meeting is called, specifying therein the place, day and hour of the Meeting, shall be send by registered post /*

courier service or by Fax to every member of the committee, at least 15 days prior to the meeting.

- (5) In case of a vacancy on account of death, resignation or any other reason, a suitable person may be appointed by the District Commissioner from amongst the members of the District Council for the remaining period.

**126. District Adults in Scouting Sub-Committee:** There shall be a District Adults in Scouting Sub-Committee, consisting of the following:-

- (1) One of the Assistant District Scout Commissioner to be nominated by the District Scout Commissioner who shall be its Chairman
- (2) One Member from District Scout Council to be nominated by the District Scout Commissioner
- (3) One Member from National Adult Training Team to be nominated by the District Scout Commissioner
- (4) District Scout Secretary as Secretary

**127. Functions of District Adults in Scouting Sub-Committee:**  
The District Adults in Scouting Sub-Committee shall be responsible for providing technical expertise in the management of Adults in Scouting, (except trained Scout Leaders) to boost up the image and visibility of Scouting in the district.

**128. District Adults Training & Youth Programme Sub-Committee:**  
The District Adult Training & Youth Programme shall consist of the following:-

- (1) Assistant District Scout Commissioner as Chairman (Trg. & Prog)
- (2) Two representative of the Leader Trainers / Assistant Leader Trainers
- (3) Representative of Group Scout Leaders as Members (not more than 06)
- (4) District Scout Secretary as Secretary

**129. Functions of the District Adult Training & Youth Programme Sub-Committee:**

The District Adult Training & Youth Programme Sub-Committee shall:-

- (1) Evaluate the performance of the Members of Training Team
- (2) Prepare annual calendar of Training & Programme
- (3) Assist / promote training & Programme in the Groups/Units

NOTE: Formation of the Committee may be changed according to the needs.

**130. Functions of District President:-**

- (1) Act as President of the District Association
- (2) Preside over the Meeting of District Council
- (3) Patronize and promote the Scout Movement in the District.

**131. District Scout Commissioner:** The District Scout Commissioner shall be appointed by the Provincial Commissioner in accordance with the by-laws of the Provincial Association.

**132. Functions of the District Scout Commissioner:** The District Scout Commissioner shall:-

- (1) be the Chairman of the District Executive Committee;
- (2) be responsible for effective implementation of the Training and Programme in the District;
- (3) be responsible to the Provincial Commissioner for the welfare and progress of the Scout Movement in his District;
- (4) recommend suitable persons for appointment as Assistant District Scout Commissioner (s);
- (5) appoint District Scout Leaders;
- (6) in his absence, authorise one of the Assistant District Scout Commissioner to perform his duties; and
- (7) recommend Scout Leaders for Awards.



133. **Assistant District Scout Commissioner:** Assistant District Scout Commissioner (s) shall be appointed by the Provincial Commissioner on the recommendations of the District Commissioner.
134. **Functions of Assistant District Scout Commissioner:** The Assistant District Scout Commissioner shall:-
- (1) assist the District Scout Commissioner in promotion of Scouting;
  - (2) perform general duties in the District as assigned to him by the District Scout Commissioner;
  - (3) perform special duty e.g. Shaheen Scouts, Boy Scouts, Rover Scouts, Special Scouts, Air and Sea Scouts, Unit Leader Training and Camps etc.
135. **District Secretary:-** The District Secretary shall be appointed by the District Scout Commissioner, in conjunction with the District Scout Council.
136. **Functions of the District Secretary:** The District Secretary shall:-
- (1) issue notice of all meetings, maintain record of all proceedings of meetings and give effect to all decisions and resolutions;
  - (2) apply for Certificate of Appointments, distribute the same and maintain the Register;
  - (3) correspond with the Regional / Divisional / Provincial Headquarters;
  - (4) ensure proper functioning of the units and groups;
  - (5) collect census annually and ensure its timely submission to the Provincial Headquarters;
  - (6) be responsible for the maintenance of proper accounts and record;
  - (7) arrange supply of badges and other scout shop articles;
  - (8) be incharge of the District Headquarters and custodian of the property of the District Association;

- (9) act as Secretary of the District Council and its Executive Committee and other Committees;
- (10) prepare budget and submit the same for the approval of the District Council;
- (11) arrange audit of the accounts and submit the audited statement of accounts for approval of District Council.
- (12) prepare the annual report and schedule of training and programme of the District; and
- (13) deal with the registration of Units and Groups.

**137. District Scout Leader:** There shall be District Scout Leader for each section of the Movement, appointed by the District Scout Commissioner, with Certificate of Appointment.

**138. Functions of the District Scout Leader:-** The District Scout Leader shall perform duties in accordance with the Policy Organisation & Rules /by laws and as may be assigned to him by the District Scout Commissioner.

**139. Duty of District Scout Association:** The District Scout Association shall satisfy itself, in every case, that the applicant is qualified by character and previous record to be entrusted with the care of boys and has, in particular:-

- (1) the necessary qualifications required by the rule relating to the rank in question;
- (2) a full appreciation of the religious and moral aim underlying the scheme of scouting.
- (3) personal standing and character, such as will ensure a good moral influence and sufficient steadfastness of purpose, to carry out the work, with energy and perseverance; and
- (4) a willingness to avail himself of any facilities offered for training, appropriate to his rank.

**PART (VI)**  
**GROUP ORGANISATION**

**140. Group:**

- (1) A Scout Group may consist of Shaheen Scout Unit, Boy Scout Unit, Rover Scout Unit or any two of these units.
- (2) Irrespective of the number of Sections, Group shall always have a Group Council.
- (3) All Groups shall be registered with the District Scout Association. Member of the unregistered Groups shall not be entitled to wear uniform and badges and in no way shall represent themselves as members of the Association;
- (4) A Group shall be allotted a district number at the time of registration with District for the purpose of its identity and no Group / Unit will use any type of Sectarian name.

**141. Types of Groups:** There shall be two types of groups in the Movement i.e., Controlled and Open.

**142. Controlled Group:**

- (1) The Group belonging to any Department, Organization or Institution shall be known as Controlled Group.
- (2) A person or a committee appointed by the body or organisation concerned to control its functions shall be known as its Controlling Authority.

**143. Open Group:-** The Group not controlled by any Department, Organization or Institution shall be known as Open Group.

**144. Registration procedure:**

- (1) Registration forms duly filled in triplicate shall be presented by the Group Scout Leader or controlling authority (as the case may be) to the District Secretary immediately after the Group is formed.
- (2) The District Secretary shall ensure that the Group is properly conducted and that suitable and trained scouters are available.
- (3) The registration shall be confirmed by the District Scouts Commissioner on the recommendation of the District

Secretary, and one copy of the Registration form duly endorsed by the Provincial Headquarters shall be sent to the concerned Group and one shall be retained by the District Secretary.

- (4) Where the Group does not exist, sectional units may be registered on the recommendation of the District Secretary by the District Scout Commissioner.

**145. Registration, renewal & membership fee:-** The District Boy Scouts Association shall charge the registration fee, annual renewal fee and annual membership fee as laid down in its Bye-Laws.

**146. Suspension:**

- (1) The District Scout Commissioner may suspend a group if in his opinion its activities are prejudicial to the interest of scouting.
- (2) Suspension will be regarded as a temporary measure and will be immediately followed by an enquiry by the District Scout Commissioner or by a person authorised by him.
- (3) During suspension all activities of the group shall cease and, except otherwise provided by the terms of suspension, all Group Scout Leaders shall stand automatically suspended. No member of the group shall wear uniform or badge during suspension.
- (4) As a result of enquiry under sub-Para 2, either the suspension shall be withdrawn if no charge is proved or registration shall be cancelled and Certificate of Appointment of Scout Leaders withdrawn if the charges are proved.

**147. Cancellation:** The group registration may be cancelled by the District Scout Commissioner on the recommendation of the District Secretary, having reflected adversely upon the character or suitability of any person or group concerned after providing opportunity of hearing such person or group. The Scout Leader affected or the Controlling Authority shall be provided fair opportunity to be heard by the District Scout Commissioner. The

person or Group affected under this rule may prefer an appeal to the Divisional / Regional or Provincial Headquarters.

**148. Group Scout Leader:**

- (1) A Group Scout Leader shall be responsible for the co-ordination of the activities of all sections of the Group.
- (2) In case no person is available to act as Group Scout Leader, the District Scout Commissioner, in consultation with the District Scout Council, may appoint one of the Scouters of the Group to act as Scout Leader-in-charge. No Certificate of Appointment will be issued in such cases.
- (3) Applications for Certificate of Appointment for Group Scout Leader will be made after the controlling authority nominates a suitable qualified Scout Leader.
- (4) The District Scout Commissioner shall in every case, satisfy himself that the applicant is trained and would make himself available for any further training for which facilities exist.

**149. Group Council:** Where the Group consists of two or more sections, the scouters of the sections will meet regularly to discuss matters affecting the Group and such body may be called the Group Council. It shall comprise of the following:

- (1) Chairman (to be nominated by the controlling authority);
- (2) Group Scout Leader
- (3) Unit Leader of all sections;
- (4) the Group Secretary;
- (5) the Group Treasurer;
- (6) three Public representatives recommended by the Controlling Authority; and
- (7) three representatives of parents recommended by the Group Scout Leader.

**150. Functions of the Group Council:**The Group Council shall:

- (1) be responsible for maintaining Group properties;
- (2) deal with fund raising,
- (3) deal with public relationing, camping grounds and other facilities required by the group;

- (4) ensure promotion and effective working of the Group;
- (5) to hold Annual General Meeting
- (6) consider and approve annual report of the group and audited accounts, and
- (7) assess training and programme developments of the Group.

**151. Group Committee:** The Group Committee shall be the managing body of the Scout Group to ensure effective development and over-all welfare of the Group. It shall comprise of the following:

- (1) The Group Scout Leader will be the Chairman of the Group Committee.
- (2) Scouters of the Sections
- (3) Group Treasurer

**152. Functions of the Group Committee:** The Group Committee shall:

- (1) deal with the enrollment of members of all sections;
- (2) ensure the advancement of Programme System;
- (3) improve the standard of training of Scout Leaders;
- (4) chalk out the programme of activities and training; and
- (5) co-opt Senior Sunehra Shaheen, Senior Patrol Leader and Senior Rover Mate as its member if necessary.
- (6) to acquire services of persons useful for Programme System.

### **SCOUT UNITS**

**153. Shaheen Scout Unit:**

- (1) A Shaheen Scout Unit shall consist of 24 Shaheen Scouts.
- (2) Perwaz:  
The Shaheen Scout Unit is divided into **four PERWAZAIN**. Each **PARWAZ** consisting of **six** shaheen Scouts.
- (3) Senior Sunehra Shaheen:  
The senior **SUNEHRA** Shaheen is appointed by the Shaheen Leader.

- (4) Sunehra Shaheen Scout:  
A **SUNEHRA SHAHEEN** is appointed by the Shaheen Leader to lead PARWAZ of Shaheen Scouts.
- (5) Assistant Sunehra Shaheen:  
An assistant to SUNEHRA Shaheen Scout is selected by the Sunehra Shaheen.

**154. Sunehri Majlis:** The Sunehri Majlis is an informal body of SUNEHRA SHAHEENS, Assistant Sunehra Shaheens (if required) and Senior Sunehra Shaheen as Chairman. The Shaheen leader is incharge of the Shaheen Scout Unit, with the help of Assistant Shaheen Leader. In deciding matters of internal administration, however, it is desirable that the Shaheen Leader should, as far as possible, consult the SUNEHRI MAJLIS.

**155. Sea and Air Sections:** Where a Unit is part of a Group which includes Sea or Air Scout Sections, the ordinary Shaheen Scout Training will only be given to the members of the Unit. The designation and uniform of the Shaheen Scouts will be the same as for other Shaheen Scouts.

**156. Motto:** The Motto for Shaheen Scout shall be "Fly High" (Buland Parwaz).

**157. Salute:** Salute with three fingers by right hand signifies the three parts of Shaheen Scout Promise.

**158. Shaheen Leader and Assistant Shaheen Leader.**

- (1) The adult incharge of Shaheen Scouts will be called Shaheen Leader or Assistant Shaheen Leader, as the case may be.
- (2) The Shaheen Leader and Assistant Shaheen Leader shall be appointed with Certificate of Appointment, on the recommendation of the District Secretary, by the District Scout Commissioner.

- (3) The following qualifications may be required for appointment as Shaheen Leader and Assistant Shaheen leader, namely:-
- (a) Must have attended and qualified Shaheen Leader Course;
  - (b) must have the knowledge of "Handbook for Shaheen Scout" and "Policy Organisation and Rules";
  - (c) must apply for a Certificate of Appointment as Shaheen Leader or Assistant Shaheen Leader and
  - (d) the age limit for Shaheen Leader will not be less than twenty years, and for Assistant Shaheen Leader, not less than eighteen years.
- (4) To ensure continuity and in-service training, it is desirable that every Shaheen Scout Units shall have one Assistant Shaheen Leader and where a Unit consists of more than 3 PARWAZEN, additional Assistant Shaheen Leaders is desirable.

**159. Membership Shaheen Scout:** A boy after investiture shall be known as "Shaheen Scout" and shall be entitled to wear Shaheen Scout Membership Badge.

**160. Age Limit:**

- (1) To be a Shaheen Scout, a boy must have attained the age of 6+ and not have reached his 11th birthday.
- (2) Qualification before being invested, a boy must satisfy his Shaheen Leader that he knows the Shaheen Promise, Law, the Salute, Salam-e-Akbar and their meanings.

**161. Subsequent Training:** After investiture a Shaheen Scout shall be required to earn Rank Badges as prescribed in the Programme System.

**162. Boy Scout Unit:**

- (1) A Boy Scout Unit shall consist of 32 Boy Scouts.
- (2) Patrol:  
A Boy Scouts Unit is divided into four patrols, each patrol normally consists of eight Boy Scouts.



- (3) **Senior Patrol Leader:**  
A Senior Patrol Leader may be appointed by the Scout Leader in consultation with the Patrol Leaders Council.
- (4) **Patrol Leader:**  
A Patrol Leader is a Boy Scout appointed by the Scout Leader in consultation with the Patrol Leaders Council.
- (5) **Assistant Patrol Leader:**  
An Assistant Patrol Leader is a Boy Scout selected by the Patrol Leader and approved by the Scout Leader to assist him and to take his place in his absence.

**163. Patrol Leaders Council:**

- (1) The Patrol Leader Council is a body composed of the Senior Patrol Leader as chairman and the Patrol Leader as members. The Assistant Patrol Leaders may, if desired, be invited for any special purpose. The **Scout Leader** of the unit may act in an advisory capacity.
- (2) The Patrol Leader Council deals with internal matters including the expenditure of unit funds, matters of discipline and advancement.

**164. Motto:** The Motto for the Boy Scout shall be "Be prepared" (Al-Mustaa-id).

**165. Salute:** Salute with three fingers by right hand signifies the three parts of Boy Scout Promise.

**166. Scout Leader and Assistant Scout Leader:**

- (1) The adult incharge of the Boy Scouts Unit may be called Scout Leader, Assistant Scout Leader, as the case may be.
- (2) The Scout Leader and Assistant Scouts Leader will be appointed with Certificate of Appointment on the recommendation of the District Secretary by the District Scout Commissioner.
- (3) The following qualifications may be required for appointment as Scout Leader and Assistant Scout Leader, namely:

- (a) must, have attended and qualified the Scout Leader Course;
  - (b) must have general knowledge of "Scouting for Boys", "Handbook for Scout Leaders" and "Policy Organisation and Rules";
  - (c) must apply for a Certificate of Appointment as Scout Leader / Assistant Scout Leader and
  - (d) The age limit for Scout Leader will not be less than twenty years and for Assistant Scout Leader not less than eighteen years.
- (4) *To ensure continuity and in-service training, it is desirable that every Boy Scout Unit shall have one Assistant Scout Leader and where a Unit consists of more than three Patrols and additional Assistant Scout Leader may be required.*

**167. Boy Scout Membership:**

- (1) A boy, after investiture, shall be known as "Boy Scout" and shall be entitled to wear Boy Scout badges.
- (2) To be a Boy Scout, a boy must have attained the age of 11+ years but not have reached his seventeenth birthday.
- (3) A boy cannot be member of Boy Scout Unit after reaching his seventeenth birthday.
- (4) Before being invested, a boy must satisfy his Scout Leader that he fully understands the Boy Scout Promise, Law, Salute and History of Scouting.

**168. Subsequent Training:** After investiture, the boy scout shall be required to earn Rank Badges as prescribed in the Programme System.

**169. The Rover Scout Unit:**

- (1) A Rover Scout Unit shall consist of 32 Rover Scouts.
- (2) A Rover Scout Unit is comprised of four Rover Patrols; and
- (3) Each Rover Patrol shall normally be of eight Rover Scout:

**170. Senior Rover Mate:**

- (1) Senior Rover Mate may be appointed by the Rover Leader in consultation with Rover Scout Council.
- (2) A Rover Mate is a Rover Scout elected by the Rover Patrol and approved by the Rover Leader.
- (3) Assistant Rover Mate is a Rover Scout appointed by Rover Leader in consultation with the Rover Mate.

**171. Rover Mates Council:** A Rover Mates Council will be consisting of Senior Rover Mate, Rover Mates and Rover Leader in advisory capacity, to deal with internal matters of discipline, administration and programmes including the expenditure of Rover Scout Unit Fund.

**172. Motto:** The Motto for the Rover Scout shall be "Service" (Khidmat).

**173. Salute:** Salute with three fingers by right hand signifies the three parts of Rover Scout Promise.

**174. Rover Leader:**

- (1) The incharge of the Rover Scout Unit will be the Rover Leader who may be assisted by Assistant Rover Leader(s).
- (2) The Rover Leader and Assistant Rover Leader(s) will be appointed with Certificate of Appointment on the recommendation of the District Secretary by the District Scout Commissioner.
- (3) The following qualifications may be required for appointment as Rover Leader and Assistant Rover Leader, namely:
  - (a) Must have attended and qualified Rover Leader Course;
  - (b) must have a general knowledge of Hand Book of Shaheen Scouting, Boy Scouting, Roving to Success "Hand Book for Rover Leaders" "Policy Organisation and Rules", Programme System and relevant scout publications;

- (c) must apply for a Certificate of Appointment as Rover Leader and Assistant Rover Leader; and
  - (d) the age limit for Rover Leader will not be less than twenty five years and for Assistant Rover Leader not less than twenty one years.
- (4) To ensure continuity and in-service training, every Rover Scout Unit shall have one Assistant Rover Leader, and where a Rover Scout Unit consists of more than three Rover Scout Patrols, additional Assistant Rover Leader(s) shall be appointed.

**175. The Rover Scout Membership:**

- (1) To become a Rover Scout person must have attained the age of 17+ years.
- (2) He shall cease to be a Rover on attaining the age of twenty five years except in the case of Pakistan Railways and Pakistan International Airlines whose employees may continue as Rovers as permitted by their respective Associations.
- (3) To be a Rover Scout, a person must be approved by the Rover Scout Council.
- (4) Before being invested, he must satisfy the Rover Scout Leader that he fully understands the Rover Scout Promise, Law, Salute, History of Scouting and the Rover Scout Motto.
- (5) A person becomes a Rover Scout after investiture as described in Policy Organization and Rules and he will be entitled to wear uniform and badges as provided in the Rules.
- (6) After investiture the Rover shall be required to earn Rank Badges as prescribed in the Programme System.

**176. Rover Scout as Scout Leader:** A Rover Scout may take up a Certificate of Appointment without ceasing to be a Rover, as a Scout Leader of the Shaheen and Boy Scout Sections if he fulfils the requirements for such appointment, but his duties as a Scout Leader must come first.

**177. Air Scouts:**

- (1) Air Scout Units are parts of the Boy Scouts and the Rover Scout sections. These units are formed for those boys and

young men who are air-minded. They make the same promise, keep the same law and pass the same proficiency badges as for other Boy Scouts and Rover Scouts.

- (2) Air Scout shall follow the same programme System as given for Boy Scouts and Rover Scouts along with Air Activities.
- (3) The Air Scout Units must participate in the activities of the Scout District with which they are registered.
- (4) Emblems, insignias, uniforms, badges of rank and rank designations, as prescribed in the Policy Organisation and Rules shall be used by the members of Air Scout Units.

**178. Sea Scouts:**

- (1) Sea Scout Units are parts of the Boy Scout and Rover Scouts Section. These Units are formed for those boys and young men who are Sea-minded. They take the same promise, keep the same law and pass the same proficiency badges as for other Boy Scouts and Rover Scouts.
- (2) Sea Scout Units can be formed wherever facilities for water activities deep enough to float are available.
- (3) A Sea Scout will follow the same Programme System as given for Boy Scouts and Rover Scouts along with sea activities.
- (4) The Sea Scout Unit shall participate in the activities of the Scout District with which they are registered.
- (5) Only those emblems, insignias, uniforms, badges of ranks and rank designations, as prescribed in Policy Organisation and Rules shall be used by members of the Sea Scout Units.

**179. Special Scouts:** Special Scouts are those Scouts who, due to Physical or mental disorder, cannot participate fully in the activities of normal scouts. They are expected to pass the normal tests, except where prevented from doing so by their disability, in which case they may pass alternate tests as approved by the National Headquarters. They shall form part of the normal organisation of District Associations and efforts should be made to enroll them as members of the ordinary Shaheen Scout Units, Boy Scout Unit and Rover Scout Unit and in the units of Girls in Scouting.

**PART VII**  
**DECORATIONS AND AWARDS**

- 180. National Award Committee:** There shall be a National Award Committee comprising of the following to recommend the awards to the Chief Commissioner who will be the final authority, namely:
- (1) One of the Deputy Chief Commissioners to be nominated by the Chief Commissioner who shall also be its Chairman;
  - (2) two representatives of the Provincial Associations appointed by the Chief Commissioner from amongst the National Council.
  - (3) Two Commissioners to be nominated by the Chairman
  - (4) the Director Adult Training ;
  - (5) the Director Youth Programme
  - (6) the Secretary as Secretary of the Award Committee.
- 181. Wearing of Decoration and Awards:** No badge, cord, chevron or other decorations may be worn on Scout uniform except:
- (1) those prescribed in Policy Organization and Rules;
  - (2) decorations conferred by Foreign Government of the Scout Associations.
- 182. Undesirable practice for obtaining Certificates and Letters of Commendation:**  
Since it is contrary to the spirit of Scouting and the doing of good turns, it is undesirable that Scouts and Scouters should make a practice of claiming certificates and Letters of Commendation from Government and other officials. District Scout Commissioners and District Association should do all in their power to prevent such practice.
- 183. Service Star description and background:**
- (1) Service Stars are of one type only as shown in the figure in metal or cloth. After the first year of service, the Service Star shall bear the figure from 2 upwards to indicate the number of years of service.

- (2) The Service Stars are made with yellow, green or red cloth background, to indicate Shaheen Scout, Boy Scout or Rover Scout service, respectively.
- (3) Service Stars worn by Scout Leaders of the three sections shall have khaki background.
- (4) Service Stars shall be worn on the left breast immediately above the pocket, or with jerseys, in a similar position.

**184. Wearing of Service Stars:**

- (1) A Scout wears a Star only to indicate his length of service in that section of the Group in which he is still serving. It will require to be changed on the completion of one year's service so as to show the correct figure. The wearing of the Service Stars is optional.
- (2) A Boy Scout who has previously been a Shaheen Scout shall continue to wear a star, with yellow background and appropriate figure, showing his total service as a Shaheen Scout, in addition to the stars with green background, showing his Boy Scout Service.
- (3) A Rover Scout shall wear a star with yellow background, showing any Shaheen Scout service, and a star with green background, showing any Boy Scout Service, in addition to the stars with red background, showing his Rover Scout service.

**185. Method of reckoning of service:**

- (1) Service of more than one kind, performed at the same time, may only be counted for one star or background.
- (2) Service shall be reckoned from the date of first investiture.
- (3) where a year's service covers different kinds of service, not performed at the same time, but for different periods, the service which is performed for the longest period shall be reckoned as a complete year's service for the purpose of Service Stars.
- (4) The reckoning of service for the purpose of Service Stars and the application of the above rules generally, are not affected by any transfer.

**186. Thanks Badge:**

- (1) Description:  
The Thanks Badge is composed of a Scout Badge set in a frame bearing the word "Thanks Badge".
- (2) Scope:  
It is intended for presentation to those who are not active Scouts or Scout Leaders. The holding of this badge does not confer membership of the Association.
- (3) Condition:  
The Thanks Badge may be given by any Scout or Scout Leader, with the approval of the District Scout Commissioner, to any person who does a Scout good turn.
- (4) Method of Wearing:  
The Thanks Badge may be worn on ordinary clothes and shall not be worn on uniform.

**187. Awards for Gallantry:**

- (1) Awards for gallantry are granted, at the discretion of the National Headquarters, to Scouts, Scout Leaders and persons holding non-executive and honorary ranks, and also to Groups in cases of joint action, on the recommendation of the District Scout Commissioner and Provincial Commissioner. Applications for the grant of award shall be made on prescribed form.
- (2) Grades:  
The following awards can be conferred:-
  - (a) Bronze Medal:  
May be granted for moderate risk with yellow ribbon.
  - (b) Silver Medal:  
May be granted for special heroism or extra ordinary risk with red ribbon
- (3) Method of Wearing:  
Medals are worn, on the left breast, above the line of the pocket, on the Uniform. In case of a joint award, awarded to a group, the Medal is to be pinned to the Group Flag.
- (4) Cloth Emblem:



With design of the color of the ribbon, are issued with the Medals, for wearing on uniform, in the same position, on occasions when it is not convenient to wear the Medal.

- (5) Certificate of Awards:  
Certificates of Awards, with the signature of the Chief Scout of the Pakistan, to be issued with the medals.

**188. Awards for support and encouragement:-**

- (1) The following awards may be conferred by the Provincial or National Headquarters to the Scout Commissioner and dignitaries
- (a) Commendation Award:  
for extending support and promoting scouting in their respective areas.
  - (b) Excellence Award:  
for performing excellent services for the promotion of scouting and / or giving a sizeable donation to the Association in cash or kind.
- (2) A certificate of award with the signature of Chief Scout of Province / Pakistan is issued with the respective awards.

**189. Awards for Good Services:**

- (1) Awards for especially good work for the movement are made to Scout Leaders, at the discretion of the National Headquarters on the recommendation of the Provincial Association. Application for the grant of such awards shall be made on the prescribed form.
- (2) In the case of an application for an award to a Commissioner, the recommendation will be made by the Provincial Commissioner only.
- (3) The application must contain complete details of the good services as a scout leader for at least a period of seven years.
- (4) Grades:  
One of the following Awards may be conferred according to the circumstances in each case:-
- (a) Letter of Commendation.
  - (b) Certificate of Merit.

- (c) Medal of Merit with Green Ribbon.
  - (d) A Bar to the Medal of Merit for rendering at least five years additional service.
- (5) Method of Wearing:  
The Medal of Merit shall be worn, on the left breast, above the line of the pocket, on Uniform. In case of joint award, awarded to a Group, the medal is to be pinned to the Group flag.
- (6) Cloth Emblem:  
A Cloth Emblem, with the design in green is issued with the medal, for wearing on uniform, in a similar position on occasions when it is not convenient to wear the medal itself.

**190. Long Service Medallion:**

- (1) It may be awarded for 25 years of active good services. The medallion is to be decorated on the Center of the right pocket replacing the Brotherhood badge.
- (2) A Cloth Emblem, with the design in white is issued with the medal, for wearing on Uniform, in a similar position on occasions when it is not convenient to wear the medal itself.

**191. The Silver Falcon:**

- (1) The Silver Falcon is an award for especially distinguished service.
- (2) The award will be accompanied by a Certificate issued by the Chief Scout of Pakistan, on the recommendation of the Chief Commissioner.
- (3) The award is worn, on uniform, round the neck, on yellow ribbon.
- (4) A Cloth Emblem, with design in yellow, is issued for wearing in uniform, on the left breast, above the line of the pocket, on occasions, when it is not convenient to wear the decoration itself.

- (5) Bar to the Silver Falcon may be awarded, for not less than 5 years additional service of similar character as a Scout Leader.

**192. The Silver Camel:**

- (1) The Silver Camel is the highest award and is granted for services of the most exceptional character.
- (2) The award will be accompanied by a Certificate issued by the Chief Scout of Pakistan, on the recommendation of the Chief Commissioner.
- (3) The award is of design, as shown in the illustration, worn on uniform, round the neck, on a white and green ribbon.
- (4) A Cloth Emblem, with a design in green and white is issued for wearing in uniform, on the left breast, above the line of the pocket, on occasions when is it not convenient to wear the decoration itself.

**PART VIII**  
**GENERAL RULES**

- 193. Pakistan Boy Scouts Foundation:** There shall be a Pakistan Boy Scouts Foundation for the Welfare of the Employees of the Association and promotion of Scouting in the Country. The Foundation will be operated and run under its own Rules and Regulations with the Chief Commissioner as its Chairperson.
- 194. Camp Permits:**
- (1) Scout will not camp, without informing their District Scout Commissioner.
  - (2) Only in exceptional circumstance, and with the specific consent of the District Scout Commissioner, Shaheen Scouts may be allowed to camp with Boy Scouts.
  - (3) When Scouts propose to camp outside their own District, fourteen days notice may be given by the Scout Leader In-charge to his District Scout Commissioner who will inform the District Scout Commissioner of the District to be visited. The District Scout Commissioner of any District, in which a camp takes place, shall have the control.
  - (4) Parties of Boy Scouts or Rover Scouts trekking or hiking through one or shall give similar notice, stating approximate dates. If Boy Scout or Rover Scouts intend visiting a site frequently on week-ends, a general notice may be given at the beginning of the season.
- 195. Foreign Visits:**
- (1) Scouts proposing to camp or travel abroad, in uniform, must first obtain the sanction of the National Headquarters. The application must be accompanied by a recommendation from the Provincial Headquarters.
  - (2) Invitations to Scouts of other countries to visit or camp in Pakistan shall not be issued, until sanction has been obtained from the National Headquarters.

**196. Emblem Procedure:**

- (1) The National Emblem approved by the National Headquarters, and the Provincial emblem approved by the Provincial Headquarters.
- (2) Approval for Provincial Emblems will be given subject to the following conditions, namely:-
  - (a) Application shall be submitted through the normal channels of communication and not direct to the Provincial Headquarters;
  - (b) A drawing or specimen of the design (which will not be returned) shall be submitted together with a statement for the approval of the District Scout Commissioner for onward transmission to the Provincial Headquarters.
  - (c) A design must be emblematic in character, e.g. the names of initials of an individual are admissible;
  - (d) The design shall not exceed five centimeters in length or breadth; and
  - (e) A specimen of the emblem, when made, must be sent to the National Headquarters for record.
- (3) An approved emblem may be worn in one of the following places, as directed by the National Headquarters in the case of National Emblems and by the Provincial Headquarters concerned in the case of Provincial Emblems, namely:
  - (a) On right shoulder, below the shoulder strap.
  - (b) On the point of the scarf.

**197. Flags procedure:**

- (1) Scouts may use any of the following flags, namely:
  - (a) The National Flag (on land); the Pakistan Merchant Marine (at sea);
  - (b) The Provincial Scout Flag;
  - (c) The Scout Flag. The Scout Flag is green in colour and bears a design approved by the District Scout Commissioner incorporating the Scout Badge; or
  - (d) Patrol Flag.

- (2) **Dedication:**  
If flags are dedicated, they must be treated with great reverence, at all times. For instance it will not be correct to fly a dedicated flag on a flag staff or to move it uncased, without an escort. Groups are advised to consider this carefully before undertaking the charge of dedicated flags.
- (3) **Method of Carrying:**  
When large flags are carried, the flag-pole should be either sloped over the right shoulder, the flag gathered in, or, when marching past, held vertical in the carrier, the flag flying free.
- (4) **Lowering:**
- (a) The National Flag is not to be lowered under any circumstances.
  - (b) The Scout Flags only will be lowered to the Chief Scout of Pakistan and the Chief Scouts of Provinces.

**198. Mourning:** Mourning on the occasion of demise of a member of the Association, in uniform, is shown by a 2 inch black band worn round the left arm, above the elbow.

**199. Salute Occasions:**

- (1) Salute shall be given on the following occasion:
- (a) As a greeting to Scouts, Scout Leaders and persons holding non-executive or honorary ranks, meeting for the first time in the day salute each other. The first to see the other should be the first to salute, irrespective of rank. Scouts and Guides salute each other when in uniform.
  - (b) As a token of respect at the hoisting of the flags mentioned there in above and the national flags of other countries, at the playing of the National Anthem, to uncased colours, to scout flags other than Patrol Flags, and at funerals.
  - (c) During making or Re-affirming of the Scout Promise, all Shaheen Scouts shall salute while other ranks will make the Scout sign.

- (2) The following are the methods for the salutation:
  - (a) scouts salute as in figure 1;
  - (b) all scouts when carrying staff or thumb stick, salute as in figure 2
  - (c) the scout salute by turning the head and eyes to the right or left, as the case may be, when their hands are occupied;
  - (d) the Scout Sign is given by raising the hand in level with the shoulders, palm to the front as shown in figure 3;
- (3) The above salutes are used irrespective of the fact that the head is bare or covered.
- (4) On all occasions, the Leader calls the Scouts to be alert and he alone salutes.

**200. Shooting Conditions:** Group Scout Leader shall not allow members of his Group to practice rifle-shooting, or shooting matches, except on an officially approved range, and no shooting shall ever take place, except under the superintendence of a competent adult who will be responsible that the range rules are strictly adhered to.

**201. Fire arms license:** Where arms and ammunition license is required under the Law, it may be obtained from the authorities.

**202. Theaters:** Scouts in uniform are not allowed to appear on the stages of theatres, or music hall other than their own, without the permission of the Provincial Headquarters or District Scout Commissioner.

**PART IX**  
**UNIFORM**

**203. Scout uniform:** Shaheen Scouts, Boy Scouts and Rover Scouts Uniforms are to be worn in accordance with the rules as detailed below:-

- (1) Member of the Association shall wear dark gray (Militia Gray) Shirt & Shalwar or Khaki Shirt & Pant with two breast pockets with flaps, two shoulder straps with full / half sleeves or as approved by the National Council. In cold weather a jersey, preferably of similar color, may be worn.
- (2) Sea scouts units may wear shirt & Pant in Blue & White or combination of both, as per pattern prescribed in Sub-Rule (1).
- (3) Air scouts units may wear shirt & pant of gray color as per pattern prescribed in sub-rule (1).
- (4) Members of the Association while participating in the International Events held abroad shall wear shirt & pant of Khaki Color with National Scarf.
- (5) Headgear:  
Black Jinnah Cap / White round cap (for Sea Scouts) / gray barrette for (air scouts) may be worn on ceremonial occasion or in scout events held in other countries..
- (6) Scarf: Scarf of the following categories may be worn if entitled:
  - (a) National Scarf: Dark Green with White border.
  - (b) Wood Badge Scarf: GilWell Scarf
  - (c) Commissioner's Scarf: Purple color
  - (d) Group Scarf:  
as designed by the Group and approved by the District Scout Commissioner with possible distinctions.
- (7) Shoes: Boots or Chappal black or brown
- (8) Socks: Gray (Optional with Chappal).
- (9) Scout Belt: Black / Brown leather or Khaki Web to be worn with pant.
- (10) Pakistan Flag Cloth Badge:



Pakistan Flag cloth badge of 3 cm X 4.5 cm size is worn in uniform by all the invested members of the Association. The badge is worn 1 inch above the right pocket.

- (11) Pakistan Shoulder Badge:  
A cloth badge of 7.5 cm. x 2.5 cm. size is worn on the top in uniform by all members of the Association of the right shirt sleeve. However, Scouters not covered under rule 200(13) may wear this badge on top of both the sleeves.
- (12) Star of Pakistan Badge:  
to be worn by scouts / scouters, who have represented in foreign scout events, on the right pocket.
- (13) District Cloth Badge:  
Registration number of 2.5 cm. x 7.5 cm. is to be worn on the top of the left sleeve in uniform.
- (14) Shoulder Patch / Knot:  
Shaheen Scouts: An equilateral triangular patch of cloth, 4 cm size, depicting colour of Parwaz, is to be worn on top of the left sleeve with point upward.  
Boy Scouts: Shoulder Knot cotton/ Silk or Woolen Braid, 12cm long, 1.5 cm wide, of patrol colors on the left shoulder.
- (15) Name Plate:  
2 cm x 7.5 cm of green color with white letters to be worn above the right pocket below the Pakistan Flag
- (16) Jamboree/Moot Badges:  
(a) Boy Scouts and Rover Scouts are permitted to wear the Jamboree or Moot Badges for not more than one year after the Jamboree or Moot held.  
(b) Scout Leaders and persons holding non-executive and Honorary Ranks may wear the Jamboree or Moot badges only during Jamboree or Moot, as the case may be.  
(c) For all other Scout events, badges, if any, are to be worn only during the period of the event.  
(d) Jamboree or Moot or such other badges are worn on the left breast of the shirt, above the service stars.

- (e) Except the Prescribed badges for uniform in Policy Organization and Rules all other badges may be put on a Camp-Fire gown or other casual wear.
- (17) Girls in Scouting shall wear Shalwar Qameez or Khaki Pant Shirt.

**PART X**  
**BADGES OF RANKS**  
**GENERAL**

**204. Badges to be obtained and issued by the District Association:**

- (1) The badges of Ranks shall be issued by the National Headquarters, through the Provincial Headquarters as follows:
  - (a) For Scouts :  
By the District Secretary, on the recommendation of the Scout Leader.
  - (b) for Scout leaders and Non-executive and Honorary Ranks By the Secretary of the Association or Province concerned, as the case may be. He will only issue them, after the Certificate of Appointment granted by the Provincial Headquarters, or in the case of non-executive and honorary ranks, when the appointment has been made.
- (2) General Badges for Scouters:
  - (a) Scout Leaders and persons holding the non-executive or honorary rank who have made the Scout Promise in accordance with rules may wear the Scout Badge on uniform. In the case of those connected with the Shaheen Section, Shaheen Badge will be worn.
  - (b) Similarly, when wearing ordinary clothes, they may, if holding Executive Ranks or have Certificate of Appointment, wear a metallic Scout Badge. In case of non-executive or honorary rank, the prescribed metallic badge will be worn as per entitlement.

**205. Chief Scout of Pakistan:**

- (1) Cloth Badge  
Cloth Badge of three colours, Yellow, Green and Red background with fleur-de-lye (White colour)

(2) Scarf: National

**206. Chief Scout of the Province:** Same as per rule 203.

**207. Commissioner:**

(1) Cloth Badge: Cloth Badge of purple colour with fleur-de-lye (golden colour).

(2) Scarf: Purple

**208. Members of the Training Team:**

(1) Beads: Four beads or three beads on Gilwell pattern.

(2) Cloth Badge: Cloth badge of Jungle Green background with a design of beads on it

(3) Scarf: Gilwell (Wood Badge).

**209. Group Scout Leader:**

(1) Cloth Badge: Cloth badge of green background with Scout fleur-de-lye (Red colour)

(2) Scarf: Group.

**210. Scout Leader and Assistant Scout Leader:**

(1) Cloth Badge: Cloth badge of yellow / green / red colour for the Unit concerned with fleur-de-lye (White colour)

(2) Scarf: Group / Unit

**211. District Scout Leader:**

(1) Cloth Badge: Cloth badge of White colour with scout fleur-de-lye bearing colours of respective section

(2) Scarf: District scarf as may be prescribed by the district.

**212.** The Size of all Cloth Badges will be 2.5 cm x 7.5 cm and shall be worn 2.5 cm above the left pocket.

**213. Honorary ranks:** In uniform person holding honorary ranks will wear cloth and silver badge of a type and colour appropriate to the rank, on the left breast; and in ordinary clothes, they may wear the button hole badges.

**PART XI**  
**CERTIFICATE OF APPOINTMENTS**

**214. Certificate of Appointment:**

- (1) The Certificate of Appointment for Chief Commissioner and Provincial Chief Scout shall be issued by the National Headquarters under the signatures of the Chief Scout of the Pakistan.
- (2) Certificate of Appointment signed by the Chief Scout of Pakistan and the Chief Commissioner shall be issued by the National Headquarters, to Scouters of the following ranks:-
  - (a) Deputy Chief Commissioner (s)
  - (b) International Commissioner.
  - (c) Provincial Commissioner (S).
- (3) The Certificate of Appointment of Commissioners appointed by the Chief Commissioner shall be issued by the National Headquarters with the signatures of the Chief Commissioner. Such appointment can be withdrawn by the Chief Commissioner.
- (4) Certificate of Appointments signed by the Provincial Chief Scout and Provincial Scout Commissioner shall be issued by the Provincial Headquarters to the Scouters of the following ranks:
  - (a) Assistant Provincial Commissioner;
  - (b) Divisional Scout Commissioner and Assistant Divisional Commissioners.
  - (c) District Scout Commissioners and Assistant District Scout Commissioners.
- (5) Certificate of Appointments signed by the Provincial Scout Commissioner and the District Scout Commissioner shall be issued by the Provincial Headquarters to the Scouters of the following ranks:
  - (a) District Scout Leader
  - (b) Group Scout Leader
  - (c) Unit Leaders (Shaheen Leader, Scout Leader and Rover Leader)
- (6) Certificate of Appointments shall be renewed by the Provincial Headquarters or the National Headquarters, as

the case may be, and shall be submitted on due date to the Headquarters concerned for renewal.

- (7) The record containing full particulars about the Certificate of Appointments issued shall be maintained by the concerned Headquarters.
- (8) The Chief Commissioner or his / her representative duly authorized shall have the right to inspect such records at all aforesaid Headquarters in Pakistan.

**215. Girls & Women:**

- (1) Ladies: Ladies, whilst eligible, may be issued Certificates of Appointment in Executive / Honorary ranks of the Movement on their appointment / election.
- (2) Girls in Scouting will form their Unit / Group as per Shaheen, Boy and Rover Scout Units and will carry out same activities under their own leadership

**216. Validity and Scope:**

- (1) Certificate of Appointments shall be valid only for two years from the date of nomination or recommendation as the case may be.
- (2) A person shall not hold more than two Certificates of Appointments at a time.

**217. Re-Appointment:** Certificate of Appointments shall be issued on reappointment on the due date, failing which the District, the Regional / Divisional, the Provincial or National Scouter concerned shall cease to hold that rank, and if the Scouter concerned is a member of any of the Councils, he shall forfeit the right to attend the meetings thereof and, if he does attend, his vote will be invalid.

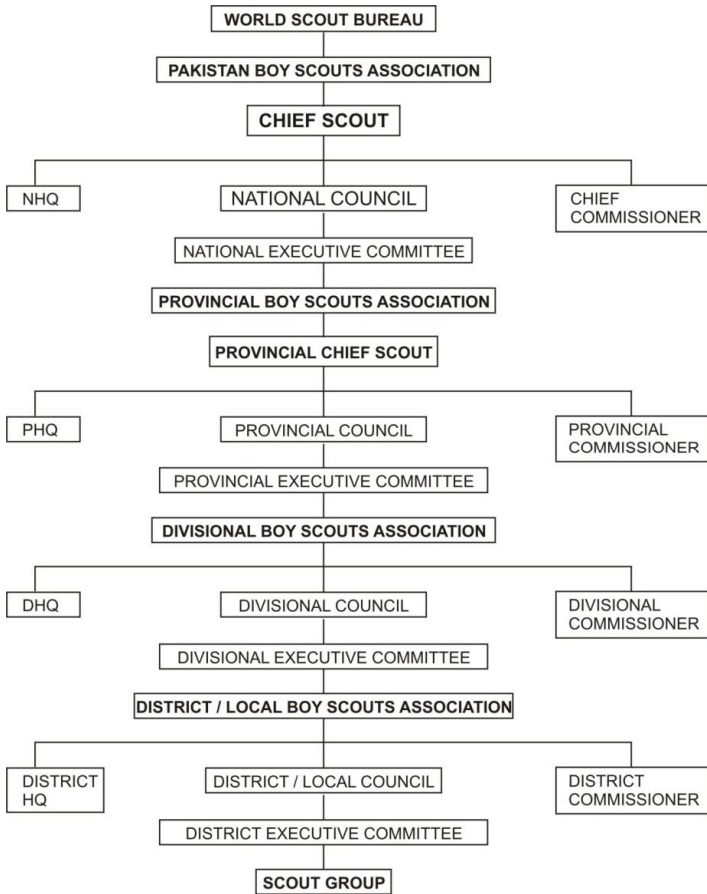
**218. Procedure for Certificate of Appointments in the District:**

Applications for Certificate of Appointment for District Scout Leaders and Group Scout Leaders shall be forwarded to the Provincial Headquarters by the District Association duly recommended by District Scout Commissioner.

- (1) Nomination: Applications for Certificate of Appointments for District Scout Leaders and Group Scout Leaders shall in the first place, be nominated by a Member of the District Association, or some other person of repute who, in either case, knows the applicant personally and can vouch for his character and general suitability.
- (2) Nomination of Controlled Group: In the case of applications of Scout Leaders of Controlled Group, nomination shall be made by the Controlling Authority provided that no one shall be eligible for nomination by a Controlling Authority, until and unless he fulfils such conditions, as are laid down in the Policy Organization and Rules.
- (3) Probation of Group Scouter: Applications for Certificate of Appointments, as Group Scout Leaders shall serve a probationary period of three months in the actual ranks, for which the Certificate of Appointment is desired.

**Note:** After additions, deletions and alterations, as approved by the Council, the entire Rules have been renumbered, rearranged and reformatted.

# WORLD ORGANIZATION OF THE SCOUT MOVEMENT



GROUP COMMITTEE	GROUP COUNCIL	GROUP SCOUT LEADER
<b>Rover Scout Unit</b>	<b>Boy Scout UNIT</b>	<b>Shaheen Scout Unit</b>
Rover Scout Leader	Scout Leader	Shaheen Scout Leader
Assistant Rover Scout Leader	Assistant Scout Leader	Assistant Shaheen Scout Leader
Senior Rover Mate	Senior Patrol Leader	Senior Sunehra Shaheen
Rover Mate	Patrol Leader	Sunehra Shaheen
Assistant Rover Mate	Assistant Patrol Leader	Assistant Sunehra Shaheen
Rover Scouts	Boy Scouts	Shaheen Scouts



## اسکاؤٹ وعدہ

میں وعدہ کرتا ہوں کہ  
اللہ تعالیٰ، محمد رسول اللہ صلی اللہ علیہ وسلم  
اور پاکستان کے عائد کردہ فرائض کی ادائیگی  
دوسروں کی مدد اور اسکاؤٹ قانون کی پابندی  
میں اپنی پوری کوشش کروں گا۔

## اسکاؤٹ (نصب العین) (المستعد)

### اسکاؤٹ قانون

- ۱۔ اسکاؤٹ۔۔۔۔۔۔۔۔۔۔ قابل اعتماد ہوتا ہے
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