



THE BHARAT SCOUTS AND GUIDES

Creating - Better India

भारत स्काउट्स एवं गाइड्स

बेहतर भारत के निर्माण की ओर

National Headquarters

राष्ट्रीय मुख्यालय

Society Registration No. S462 of 1950-1951

President

DR. ANIL KUMAR JAIN, M.P. (RAJYA SABHA)

डॉ. अनिल कुमार जैन, सांसद (राज्य सभा)

Chief National Commissioner

DR. K.K. KHANDELWAL, I.A.S. (RETD.)

डॉ. के.के. खण्डेलवाल, भा.प्र.से. (से.नि)

Ref. No. BSG/NHQ. D-3-19/1614/2021-22

Date: 01-10-2021

To
The State Secretary
The Bharat Scouts and Guides
Manipur State
State Headquarters
Langol Game Village, Zone-1
Imphal West-795004

**SUB.:- Submission of amended State Bye-Laws of the Bharat Scouts and Guides, Manipur State
....reg.**

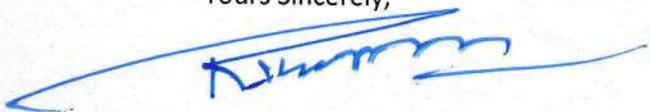
**REF.:- Your letter no. MSBSG/State Bye-Laws/2021, dated 01/09/2021 vide email dated
03/09/2021.**

Dear Sir,

Please find enclosed herewith the State Bye-Laws of the Bharat Scouts and Guides, Manipur State duly approved by the Competent Authority, for your kind perusal.

Thanking you,

Yours Sincerely,


(Raj Kumar Kaushik)
Director

Encl.:- As above.

Copy submitted to the Hon'ble Chief National Commissioner of the Bharat Scouts and Guides for his kind information.

- C. c. to:-
1. The State Chief Commissioner, Manipur State BS&G for kind information.
 2. Administrative Officer, BS&G, NHQ.
 3. Assistant Director, BS&G, N. E. Region.
 4. AS-1, BS&G, NHQ.

DIR/ADO/AS-1/01 Oct. 2021



THE MANIPUR STATE BHARAT SCOUTS AND GUIDES

STATE BYE LAWS

1. **Name:** The name of the State Association shall be called "The Manipur State Bharat Scouts And Guides".
2. **Short Title:** The Bye-Laws shall be called "The Manipur State Bharat Scouts And Guides Bye-Laws".
3. **Commencement:** These Bye-Laws shall come into force on the date of approval by the Chief National Commissioner of the Bharat Scouts And Guides, National Headquarters, New Delhi.

4. **Definition:**

- (i) 'Association' means the Manipur State Bharat Scouts And Guides.
- (ii) 'Memorandum' of Association means of the Bharat Scouts And Guides.
- (iii) 'Rules' means the rules of the Bharat Scouts And Guides.
- (iv) Words and expressions used in these bye-laws shall, unless otherwise provided in the Bye-laws have the same meaning assigned to them in the Memorandum of Association and the Rules.

5. **Address of the State Association:**

The Manipur State Bharat Scouts And Guides,
State Headquarters,
Langol Game Village, Zone-1,
Imphal West – 795004

Or may be decided by the State Executive Committee from time to time.

6. **Membership:**

The membership of the Association in the Local/District Association is open to the citizens of India; who subscribe to the fundamentals, which includes Purpose, Principles, the Methods, the Promise and the Law of the Bharat Scouts and Guides, however, any citizen of any other nationality residing for the time being in India may be admitted as a member of the local/district association with the approval of the State Chief Commissioner.

Provided, further that such person subscribes to the Scout or Guide Promise as hereunder
On my honour I promise that I will do my best to do my duty to God* and India; to help other people and to obey the Scout or Guide Law.

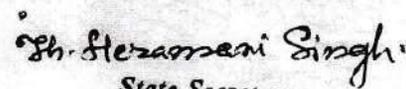
Note: The word "Dharma" may be substituted for the word 'God' if so desired.

6.1 The membership of the State Association shall consist of

- (A) All the District or Divisional Association and Local Association.
- (B) Existing Life Members of the State Association.
- (C) Chairperson of the Local Association affiliated directly with the State in case of no District Association in the district.
- (D) Group Leader of the group registered directly with the State Association in case of no district/local association in the district.


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Sh. Stezamani Singh
State Secretary
Manipur State Bharat
Scouts & Guides

(E) Life Members:

Life Members are those who are admitted as such by the State Executive Committee and who have paid Life Membership Fee as prescribed.

Note: From the date of approval of these new rules, no life member will be admitted.

Note: I. There will be no further individual membership at the State Association and members are either elected, nominated or representative of District Association in the State Council.

II. Provided, however, the State Council shall have the power to act notwithstanding any vacancy in the membership there of.

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

IV. Provided, further that any member who is representing the District Association ceased to be the member of the State Council or Executive in case the District Council is dissolved.

6.2 Termination of Membership:

(i) If any member is found guilty, criminal offence, involving turpitude, his/her membership shall be terminated and any award/privilege shall be withdrawn.

(ii) If any member of any unit/association/district council or state council/national council while supporting any other organization is found indulging in activities detrimental to the interest of the movement or bring disrepute to the organization by way of writings in publications/media or confirmed propaganda against the interest of the movement/organization shall be liable to be terminated from the organization provided, due enquiry takes place and due opportunity is provided, to the person(s) to be heard.

(iii) If any member of the Bharat Scouts And Guides is found to be a member of any parallel organization working in the name of Scouting and Guiding or is found aiding and abetting the activities of such an organization, his/her membership of the Bharat Scouts And Guides will be terminated.

(iv) If the member or office bearer of any association or council violates any provision(s) of the Code of Conduct as approved and revised periodically by National Executive Committee.

Board of patron:

(7.1) There shall be a Board of patrons. The Governor may be invited to be the Chief Patron of the State Association and Minister of:

Youth Affairs and Sports

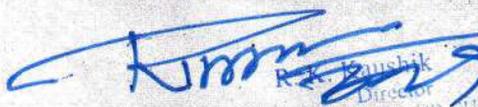
Education

Women and Child Welfare

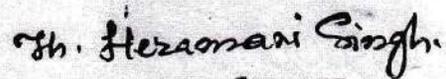
Skill Development

Home Minister or any other Minister as may be decided by the Executive Committee.

(7.2) **Vice-Patron:** There may be one or more Vice Patrons who pay such contribution or donation as may be determined by the State Executive Committee and are admitted as such by the State Executive Committee.


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State Secretary
Manipur State Bharat
Scouts & Guides

(7.3) The President of the State Association may nominate more leaders of the state with the information to the State Council.

8. State Council:

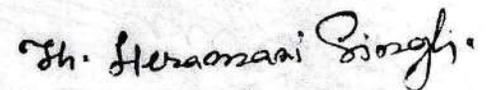
The state Council shall consist of:

1. The President
2. One or more but not more than twelve Vice Presidents.
3. The State Chief Commissioner
4. The Immediate Past State Chief Commissioner
5. The State Commissioner of Cub, Scout and Rovers
6. The State Commissioner of Bulbul, Guide and Rangers
7. The State Commissioner of Scouts (Adult Resources) and Guides (Adult Resources)
8. The State Commissioners (Headquarters) (not more than 8)
9. The State Treasurer
10. The State Secretary
11. The Joint State Secretary
12. The Assistant State Commissioners of Scouts
13. The Assistant State Commissioners of Guides
14. The State Organising Commissioner of Scouts
15. The State Organising Commissioner of Guides
16. The State Training Commissioner of Scouts
17. The State Training Commissioner of Guides
18. All the District Chief Commissioners or Divisional Chief Commissioners
19. All the District Commissioners or Divisional Commissioners
20. All the Assistant District Commissioners in charge of Local Association where there is no District Assn.
21. All Leader Trainers of Scouts holding valid Honourable Charges
22. All the Leader Trainers of Guide holding valid Honourable Charges
23. All the District Secretaries or Divisional Secretaries
24. All the Joint District Secretaries or Joint Divisional Secretaries.
25. All the Local Association Secretaries if there is no District Association.
26. Two young leaders below the age of 29 years co-opted by the President from among the members of the State Youth Committee on recommendation of State Chief Commissioner, one of whom shall be a women.
27. Special Invitees: The State Chief Commissioner may invite special invitees in consultation with the President of the State Association.
28. One or more but not more than twenty members nominated by the President, BSG, State Association on the recommendation of State Chief Commissioner in consultation with the State Executive Committee, at least ten of whom shall be women.
29. Assistant Director of the Region.

The following members will be eligible for consideration as nominated members of State Council:

1. Volunteer Leaders having not less than twenty years of active association with the organization.
2. Silver Elephant Awardees residing in the State.
3. Donor who has donated one lakh or more to the State Association in the last three Financial Years provided they subscribe to the Aims and Objectives of the Movement as well as Code of Conduct applicable to the members of the organization.


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4. Professionals having not less than ten years' experience in the field of Education, Administration, Literature, Finance, Law, Management and Information Technology provided they subscribe to the Aims and Objectives of the movement as well as code of Conduct applicable to the members of the organization.

Note: Provided further, the National Office Bearers of the National Association residing in the state shall be invited as Special Invitees in the State Council Meeting.

A. Ordinary Meeting

1. The State Council shall ordinarily meet once in every year but not later than 31st August in consultation with the President and with senior Vice President in the absence of the President. Provided, if for any valid reason it is not possible to hold the meeting within the aforesaid date, the matter shall be reported to the Chief National Commissioner along with the reason for not holding the meeting within the stipulated time.
2. Notice of such meeting with time, date and place shall be sent to the members not less than 30 days before the date of the meeting and the agenda be sent to the members not less than 20 days before the date of the meeting by e-mail or courier. Only during the election year, 40 days or as per State Bye-Laws. Notice shall be mandatory.
3. Notice of resolutions duly proposed and seconded and subjects for the consideration of the State Council shall reach the State Secretary not less than thirty days before the date of the meeting: such as resolutions and subjects shall be communicated to the members of the State Council 10 days before the date of the meeting.
4. Quorum for the meeting shall be one tenth of the total number of members of the State Council or 20 members whichever is less.
5. All questions before the State Council shall be decided by a simple majority of votes. In the case of equal votes, the Chairman of the meeting shall have a casting vote in addition to his own vote.
6. The President shall preside over the meeting of the State Council, in the absence of the President, one of the vice Presidents, senior by age, present shall preside, in the absence of the President and the Vice President, one of the members elected by the members present shall preside.

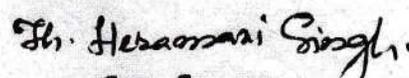
B. Business to be transacted at the Ordinary Annual Meeting:

At the Ordinary Annual Meeting following business shall be transacted:-

1. Confirmation of the minutes of the previous meeting
2. Business arising.
3. Consideration and adoption of the Annual Report.
4. Consideration and adoption of the annual Audited Statement of Accounts and Annual Balance Sheet
5. Consideration and approval of the Budget
6. Consideration of the Resolution and subject of which in the notice has been given.
7. Consideration of such matters as have been tabled by the State Executive Committee and included in the agenda.
8. Consideration of matters not included in the Agenda for which are brought before the Council with the permission of the President;


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9. Elections of the Office Bearers, when due; — 5 —
10. Appointment of Auditors and fix their remuneration when due.

43

C. Adjourned Ordinary Annual Meeting

If within half an hour after the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned for one hour from the appointed time to be held at the same place and at such adjourned meeting, notwithstanding want of quorum the members present may transact the business tabled for the meeting, but not other business.

D. **Special meeting:**

1. A special meeting of the State Council may be convened either by the State Chief Commissioner or by the State Executive Committee in consultation with the President for transaction of specified business.
2. A special meeting of the State Council shall also be convened on receipt of a written requisition by at least one third of the members of the State Council for the transaction of the business specified in the requisition.
3. Notice of a special meeting shall be given not less than thirty days before meeting with the date, time, place and the agenda.
4. The quorum for any special meeting shall be one fifth of the members or forty members of the state Council whichever is less and the provision of rule 48(3) shall not apply to such meeting.

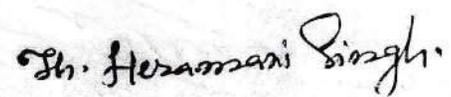
9. Electoral College:

- a. There shall be an Electoral College for the election to the office of the President and State Chief Commissioner. The Electoral College shall consist of two delegates representing votes of allocated number based on Census of Scouts and Guides beneficiaries and authorized by the District Chief Commissioner.

"Two delegates means **District Chief Commissioner** and **one District Commissioner** or any other person representing the District Association in the State Council. If District Chief Commissioner is a male, other delegate is to be female or vice-versa.

- b. (i) There shall be an Electoral College for the election to the office of Vice Presidents to be elected.
(ii) The Electoral college shall consist of two delegates from each District Association of the State representing votes of allocated number based on census of Scouts and Guides beneficiaries and authorized by the district Association.
(iii) The number of votes for each District shall be based on the census of Scouts and Guides separately for the last one year preceding the election to the office of the President, vice-Presidents and State Chief Commissioner.
(iv) For every 1000 census two votes can be cast by the Chief Delegates i.e. District Chief Commissioner or his/her nominee. Provided further if the census of the district association is less than 1000, only one vote shall be casted. The maximum vote from one District shall be ten.


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10. State Finance Committee:

- 6 -

1. The State Chief commissioner shall nominate five members with expertise in finance, audit, tax etc. in consultation with the State Executive Committee as members of the State Finance committee.
2. The State Treasurer shall be the Chairperson and the State Secretary shall be the Secretary of the State Finance Committee.
3. The function of the State Finance Committee shall be to raise funds and to examine and formulate the Budget, the Annual Statement of Accounts and the Balance Sheet and such other financial matters as may be referred to it through the State Chief Commissioner for being placed before the State Executive Committee.

11. Conduct of Elections:

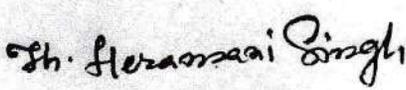
Elections of President, Vice-Presidents and the State Chief Commissioner:-

There shall be election of the President, Vice-Presidents and the State Chief Commissioner as per rules of the Bharat Scouts and Guides.

- (i) The President, the Vice-Presidents and the State Chief Commissioner shall be elected by the by the electoral college at an ordinary meeting.
- (ii) The State Secretary who shall be the Returning Officer shall send notice of the meeting together with the latest list of members of Electoral College not less than forty days before the date of the election and calendar of events specifying the time, date, place of election.
- (iii) Only a person eligible under the Rules shall be nominated for the office of the President or the Vice-president or the State Chief Commissioner.
- (iv) The nomination shall be made in form Form-1 (Appendix)
- (v) The proposer and seconder shall be members of the Electoral College
- (vi) The nomination shall be signed by the proposer and the seconder and the candidate
- (vii) A member may subscribe either by the proposer or seconder only as many nominations as there are vacancies.
- (viii) The nomination shall reach the Returning Officer, not less than twenty days before the date of the meeting.
- (ix) A nomination which is not in the prescribed form, or which does not reach the returning Officer before the time and date prescribed or which is not signed by the proposer, or seconder or the candidate or which contains the name of a person as a candidate who is not eligible to be nominated to the office or of a person as proposer or seconder who is not eligible to propose or second shall be invalid.
- (x) The State Secretary who is the returning Officer shall scrutinize the nomination the nomination on the date appointed for scrutiny and declare nomination as valid or invalid and publish it on the notice board of the State Headquarters, and send a copy to the contesting candidate for information.

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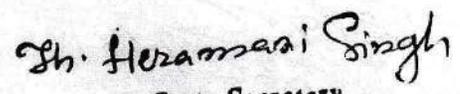

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Scouts & Guides

- 7 -
- (xi) The State secretary shall prepare a list of valid nomination and publish it on the notice board of the State Headquarters, and send a copy to the contesting candidates for information.
- (xii) Any candidate may withdraw his/her candidature by written intimation signed by him and delivered to the state Secretary either in person or by registered post or by e-mail within the time and date fixed for withdrawal.
- (xiii) On the expiry of the time and date fixed for withdrawal, the State Secretary shall prepare a list of the contesting candidates and publish it on the Notice Board of the State Headquarters.
- (xiv) If the number of candidates duly nominated is equal to the number of vacancies, the State Secretary shall declare the candidates duly elected; if the number of candidates duly nominated is less than the number of vacancies, the State Secretary shall declare the candidates duly elected and arrange for fresh election for the remainder of the vacancies and shall fix the time and for receipt of nomination, scrutiny, withdrawal and poll, if necessary.
- (xv) If the number of duly nominated candidates is more than the number of vacancies, an election shall take place at the meeting of the State Council and election shall be by secret ballot.
- (xvi) Every member shall have nos. of votes as per census and accordingly number of ballot paper shall be issued; no vote shall be given by proxy.
- (xvii) The ballot paper shall be in the Form II (appendix) and shall contain the names of the candidates in alphabetical order.
- (xviii) The ballot paper shall bear the official seal of the State Association and initial of the returning Officer on each ballot paper such as of the Ballot Paper which does not bear the seal and initials are liable to be rejected.
- (xix)(a) The State Council shall at its Annual Meeting decide the time and place during which voting shall take place.
- (b) The member who receives the ballot paper shall cast his/her vote in a compartment provided for the purpose and put seal 'X' provided for the purpose against the candidates choice and imbrues ballot in the ballot box.
- (xx) On completion of voting as fixed by a General Meeting, the Returning Officer with the assistance of tellers shall count the votes openly before the Candidates/Agents or the members present. The State Council shall nominate as many as required tellers to assist the Returning Officer to count the votes polled.
- (xxi) A ballot paper shall be invalid :
- (a) if it is not in the prescribed form and does not bear the seal of the State Association and initials of the Returning Officer; or
- (b) if it bears the signature of the voter or any other mark by which voters become recognizable; or
- (c) if it does not contain the seal 'X' mark against any one person is to be elected or if it contains more seal 'X' marks than the number of candidates to be elected to the office; or

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- (d) if it is not clear as to the person in whose favour the vote is cast.
- (xxii) A person who secures the highest number of votes shall be declared elected first and next highest number of votes if there are more than one vacancy.
- (xxiii) In the event of equality of votes, the decision shall be determined by draw of lot.

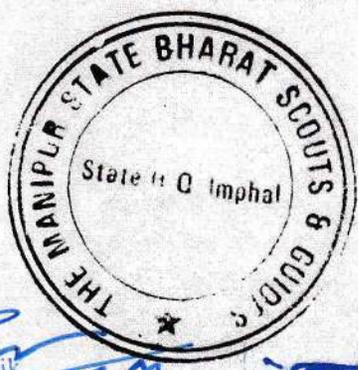
12. The State Executive Committee:

The State Executive Committee shall consist of

- A. The State chief commissioner
- B. The State Commissioner of Cub, Scout and Rover
- C. The State Commissioner of Bulbul, Guide and Ranger
- D. The State Commissioner of Scouts (Adult Resources) and Guides (Adult Resources)
- E. The State Commissioner Headquarters (not more than 8)
- F. The State treasurer
- G. The State Secretary
- H. The Joint State Secretary
- I. The Assistant State Commissioner of Scouts
- J. The Assistant State Commissioner of Guides
- K. The State Organising Commissioner of Scouts
- L. The State Organising Commissioner of Guides
- M. The State Training Commissioner of Scouts
- N. The State Training Commissioner of Guides
- O. All the District Chief Commissioners or Divisional Chief Commissioners
- P. All the Assistant District Commissioners in charge of Local Association where there is no District Association
- Q. One Leader Trainer from each section and from each Division holding valid Honourable Charges. In case of leader Trainers representative, if the number of Leader Trainers exceeding the limit, State Executive Committee may finalize the procedure selection.
- R. Chairperson and Co-chairperson of State Youth committee.
- S. Assistant Director of the Region
- T. All the Vice Presidents may be invited as a special invitee
Provided further, the State Chief Commissioner may invite one or more to be the special invitees for the specific purpose.

- 13. No professional of the State or District shall be eligible to participate in the election process
- 14. In case of any dispute, the decision of the Chief National Commissioner shall be final.
- 15. These Bye-Laws shall be effective from the date of approval of the Chief National Commissioner.

NB for states: No of days required for the notice of election process can be increased or decrease by the States as per their need but it should not be less than the days provides in the rules.



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State Secretary
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