

## BYE-LAW 2

### THE NATIONAL SCOUT COUNCIL AND ITS COMMITTEES

Version 3

*Approved by National Scout Council on.20 March 2018*

Section 1      **Notice of Meetings**

Notice of meetings shall be mailed by the Honorary Secretary so as to be received by members of the Scout Council at least two weeks in advance of the time set for the meeting. The notice, to such extent as may be possible, shall include the agenda of the meeting.

Section 2      **Co-option**

The Council may invite any competent person, whose presence it deems useful, to participate in one or more of its meetings as a consultant and without a vote.

Section 3      **Conduct of Affairs**

- (a) The Honorary Secretary shall serve as Secretary of the National Scout Council.
- (b) Between meetings of the Council, matters shall be submitted by the Honorary Secretary to members by correspondence

Section 4      **Voting by email**

Voting by email shall be considered valid provided that:

- The motion that is being voted upon is circulated to all members of the Council by the Honorary Secretary;
- The motion does not concern any matter which requires a two

- thirds majority;
- The motion enjoys the support of a simple majority of all members eligible to vote, provided that valid votes are emails received by the Honorary Secretary and that a vote not received by the deadline shall be recorded as an abstention;
- The motion and the results shall be recorded in the minutes of the next Council meeting;

## Section 5

### **Vacation of Office of Members of the Council and Executive Committee**

Any member whether of the Council or of the Executive Committee shall vacate office and cease to be such a member:

- (a) Immediately if he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (b) Immediately if he is disqualified from acting as an administrator in terms of the Voluntary Organisations Act (Article 13(6));
- (c) Immediately if he becomes incapable by reason of mental disorder, illness or injury of administering his property and affairs;
- (d) Immediately if he is registered in the Register established under the Protection of Minors (Registration) Act;
- (e) Immediately if he resigns by notice in writing to the Honorary Secretary;
- (f) Immediately following a resolution that such member does retire, provided that the resolution enjoys a majority of two thirds of those Council members present and voting at a meeting duly convened for that purpose and that the voting is by secret ballot;
- (g) Immediately following the date he ceases to hold the office or to possess the necessary qualification to be a member of the Council;
- (h) Immediately if he fails to sign the appropriate code of conduct declaration or if he fails to submit a declaration of interests form or if he fails to submit a police conduct certificate when requested;
- (i) Immediately if he fails to attend, without an acceptable reason, three consecutive meetings of the Council or Committee as applicable.
- (j) Immediately in cases of misconduct, failure to declare conflicts

of interest, breach of duty or failure to comply with the Constitution or the ByeLaws: Provided that any action intended to remove an administrator on such grounds shall be preceded by a notice in writing to such person stating the alleged reasons for such removal and providing such person with a reasonable opportunity to defend himself and rebut the allegations and provided further that such an action shall require the decision of the majority of the Council.

- (k) Immediately if the member has been convicted of Titles V, VI and IX of Part II of Book First of the Criminal Code in the previous ten years cannot handle money
  - i) Title V: Of Crimes affecting Public Trust
  - ii) Title VI: Of Crimes against Public Trade
  - iii) Title IX Of Crimes against Property and Public Safety
- (l) Immediately if the member is not ordinarily domiciled in Malta
- (m) Immediately on reaching 65 years of age

**Annex to byelaw2**

**DECLARATION OF INTERESTS FORM**

**Full name:**

Address:

Age:

**0. SCOUTING HISTORY**

**0.1 Membership as youth**

*(Please indicate whether you were a Cub Scout, Scout, Venture Scout or Rover)*

**0.2 Membership as adult**

*(Please list appointments and previous roles within the Association at all levels)*

**0.3 Current appointments and role within Association**

*(Please give details of your current appointment and current role(s) within the Association at all levels)*

**I. PREVIOUS ACTIVITIES**

**I.1. Posts held over the last 10 years, in Voluntary Organisations, foundations or similar bodies**

*(Please indicate the nature of the post, the name of the body and its objective/activity)*

**I.3. Post held over the last 10 years in the governing, supervisory and advisory organs of companies and other bodies devoted to commercial or economic activities.**

*(Please indicate the nature of the post and the name and the business of the company or other body)*

**I.4. Other professional activities held over the last 10 years, including services, liberal profession, consulting activities.**

*(Please indicate the nature of the activity)*

**II. OUTSIDE ACTIVITIES**

**II.1. Posts currently held in foundations, similar bodies or educational institution**

*(Please indicate the nature of the post, the name of the body and its objective/ activity)*

**II.2. Additional relevant information (e.g. other functions of an honorary nature and/or attributed for life)**

**V. SPOUSE’S/ PARTNER’S OUTSIDE ACTIVITIES**

*(please include also spouse's/ partner's interests in voluntary organisations, foundations or similar bodies which might entail a conflict of interests)*

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**I hereby declare that the information given above is correct.**

**Date:**

**Signature:**



## DECLARATION

Please note, by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, please do not sign this form.

For advice, please contact the Scout Centre at Island Headquarters, Floriana ([admin@scout.org.mt](mailto:admin@scout.org.mt) or 21224334)

### 1. Acceptance of Scouting values and Association rules

- a. accept the values of Scouting as set out in the POR (please see The Scout Association of Malta Policy Organisation and Rules document);
- b. have knowledge and understanding of the Data Protection and Minors Act Regulations (annex to the POR) is to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm;
- c. have knowledge and understanding of the key policies of the Association as stated in the POR (chapter 2), especially the Child Protection and Anti-Bullying Policies;
- d. have knowledge and agree to abide with the Association's Code of Conduct;
- e. am prepared to make the Scout Promise
- f. agree not to promote any beliefs, behaviours or practices that are not compatible with the values of Scouting;
- g. agree to work within the policies and rules of the Association (POR)
- h. accept that Scouting is a uniformed organisation;
- i. accept the requirement to undertake the appropriate learning and/ or training within the timescale as laid down by the Association;
- j. understand that because my volunteering for the Association may involve substantial contact with persons under the age of 18, any conviction, which would be regarded as 'spent' for other purposes, must be disclosed on this form;
- k. am not included on the Children's Barred List established by the Criminal Courts of Malta – Minors Act. Individuals on these lists are disqualified from taking on a role in Scouting. For more information please contact the Scout Centre at Island Headquarters, Floriana;
- l. have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to the role I am undertaking in Scouting.

**2. Minors Act – Criminal Records fair processing notice**

The Scout Association of Malta will refer your details to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the Criminal Records Office for inclusion on any certificate issued. Details provided may be used to verify your identity for authentication purposes.

I confirm that I have read, understood and agreed to all the information provided to the Association and also in all the additional documents referred to. I further confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Signature:

ID Number:

Full Name:

Date:

(in block letters)

Applicant checklist

- Accurately complete registration on Scoutkeeper with all relevant information
- Ensure Declaration is signed.
- Ensure Code of Conduct is signed.
- Include a true copy of the Identity card (both sides).
- Include two referee forms duly signed.
- Include a true copy of the Identity card for the referees.

