



**THE POLICY, ORGANIZATION
AND RULES**

OF

**THE KENYA SCOUTS
ASSOCIATION**

SECTION "A"

**General Policy
National and County Organization
Warrants**

"Rules on how to play the game of Scouting"

**THE KENYA SCOUTS ASSOCIATION
P.O. BOX 41422- 00100
NAIROBI
KENYA**

***The Kenya Scouts
Association P.O.R.***

A

ABBREVIATIONS

A.C.C	Assistant Chief Commissioner
A.C.S.C	Assistant County Scouts Commissioner
A.L.T	Assistant Leader Trainer
A.S.L	Assistant Scout Leader
A.S.S.L	Assistant Sungura Scout Leader
C.C	Chief Commissioner
C.S.L	Chipukizi Scout Leader
C.S.A	County Scout Association
C.Sc.A	Chief Scout Award
C.S.C	County Scout Commissioner
D.S.A	District Scout Association
D.S.C	District Scout Commissioner
G.S.L	Group Scout Leader
H.Q	Headquarters, Kenya Scouts Association
J.S.L	Jasiri Scout Leader
L.T	Leader Trainer
M.S.L	Mwamba Scout Leader
N.S.C	National Scout Council
P.L	Patrol Leader
P.O.R. Kenya	“Policy, Organization and Rules” (of the Scouts Association)
S.S.L	Sungura Scout Leader
T.C	Travelling Commissioner
T.P	Temporary Permit
WOSM Movement	World Organization of the Scout

DEFINITIONS

(For Abbreviations see A. Page 2)

SUNGURA {6-11 years}, CHIPUKIZI {12-15 years}, MWAMBA {16-18 years}, JASIRI {19-25 years}. For brevity these words are used in P.O.R. in place of the correct expressions, Sungura Scout, Chipukizi Scout, Mwamba Scouts and Jasiri Scout respectively.

EXAMINER

The person appointed to test scouts for the various tests and badges. (In the case of all pre-investiture tests i.e. (1) Sungura Scouts -Nyota 1, Nyota II and Nyota III (2) Chipukizi Scouts- Zizi, Shina and Tawi, Mwamba Scouts -Mwanzo, Mwangaza and Kilele tests (other than the Mwamba hiker) the Examiner will normally be the scouts own C.S.L., M.S.L. The Examiner for the Mwamba hiker will be the District Commissioner or someone (but not a Scouter of the Scout's own Group) especially appointed by the District Commissioner. For all special proficiency badges, the Examiner will be an independent and qualified person, other than a Scouter of the Scouts' own group, especially appointed by the D.S.A and D.S.C

GROUP

The complete unit of the four Scout Sections, Sungura Scout pack, Chipukizi Scout Troop, Mwamba Scout Troop and Jasiri Scout Crew. The term "Group" applies to the unit even if lacking one or more of the other sections.

GROUP SCOUTER -A term including G.S.L. and any Scouter of any section of the Group

GROUP SCOUT LEADER

The term "G.S.L." means where the context so requires, in the absence of a person holding a Warrant for this rank, the Scouter who, with the approval of the County Association and County Commissioner is in charge of the Group.

SUNGURA PACK, CHIPUKIZI TROOP, MWAMBA TROOP, JASIRI CREW

For brevity these words are used in P.O.R. in place of the correct terms, Sungura Scout pack, Chipukizi Scout Troop, Mwamba Scout Troop and Jasiri Scout Crew respectively.

SCOUT - (Underlined) includes Sungura Scout, Chipukizi Scout, Mwamba Scout and Jasiri Scout.

SCOUTER - Any person, from the rank of Chief Scout downwards, who holds a Warrant or temporary permit.

SCOUT LEADER - (Underlined) means the Scouter in charge of a section and therefore includes S.S.L, C.S.L., M.S.L. and J.S.L.

PART I

GENERAL PRINCIPLES

1. AIM

The aim of the Association is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international communities.

2. METHOD

The Characteristic method of training a Scout is by admitting a member of a small group e.g. (Patrol) which, guided by adult leadership, is increasingly self-governing in its successive age groups by opening succession of congenial activities and achievements in a largely outdoor setting and offering opportunities of service to others; by putting progressively increasing measures of responsibility for self and others, acquiring competence, self-reliance, character, dependability, and powers both of co-operation and leadership.

The principles and practice of the Association are based on the promise and law voluntarily subscribed to by each individual deserving membership as follows:

3. THE SCOUT PROMISE

The Scout makes the following Promise:

- a. On investiture, (a Chipukizi Scout, Mwamba Scout, and Jasiri Scout, to be) shall make the following promise, as shall also a Scouter or Commissioner of any rank upon appointment.

*“On my honour I promise that I will
do my best, To do my duty to God,
and my Country,
To help other people at all times,
To obey the Scout Law”*

- b. On investiture, a Sungura Scout to make a simpler form of promise:

*“I promise that I will to do my best,
To do my duty to God and to my
Country To obey the Sungura
Scout law and,
To help somebody everyday.”*

- c. On investiture, the Mwamba Scout or Jasiri Scout makes or re-affirms the Promise as in Rule 3(a)
- d. Scouters to whom Warrants are issued for the first time make or re-affirm the promise as in Rule 3(a)
- e. Other persons connected with the Movement may make the promise as in Rule 3(a)

4. THE SCOUT LAW

a. The Scout Law shall be:-

1. A Scout's honour is to be trusted.
2. A Scout is a good citizen, who respects God, his country, parents, employers, Scouters and others.
3. A Scout's duty is to be useful and to help others.
4. A Scout is a friend to all, and kin to every other Scout regardless of country, community, religion or tribe the other may belong.
5. A Scout is kind and has respect for others.
6. A Scout is kind to animals, learns about nature and is concerned with their protection.
7. A Scout obeys lawful orders of those in authority.
8. A Scout is cheerful and brave in all difficulties.
9. A Scout makes good use of everything he/she has.
10. A Scout is clean in appearance, thought, word and deed.

b. The Law of Sungura Scout shall be:

Sungura Scouts obey their Leader
Think of others before themselves and
Always do their best.

5. RELIGIOUS POLICY

- a. If a group is composed of members of one particular form of religion, it is the duty of the group Scout leader or Scouter in charge to encourage the attendance of such members at such religious instruction and observance as the sponsoring authority may consider desirable.
- b. Where it is not permissible under a rule of the religion of any Scout to attend religious observances other than those of their own form of religion, the scouters of the group must see that such a rule is strictly observed while the Scout is under their control.

- c. In no circumstances should a Scouter urge a Scout to attend places of worship other than those of their own form of religion.
- d. Gatherings of scouts known as "Scouts' own" are held for the worship of God and to promote fuller realization of the Scout Law and Promise, but these are supplementary to and not in substitution for, the religious observances referred to in Rule 5 above.

6. POLITICS

- a. The Scout Movement is non-political
- b. The Association being a non-political body, its assistance must not be given to either side in an industrial dispute. If any recognized public authority announces that voluntary workers are required to avoid grave public danger or inconvenience resulting from such a situation, there is no objection to a Group Scout Leader or a Scouter-in-charge, with the consent of the County Scout Commissioner, offering the assistance of the Chipukizi Troop, Mwamba Troop, or Jasiri Crew to such authority, so long as no compulsion is brought to bear on any individual scout or group of scouts to volunteer services, and so long as no penalty is attached for not volunteering.

7. FINANCE

- a. The Kenya Scouts Association derives its support from within as well as various stakeholders in the public and private sectors and also undertakes independent income generation according to WOSM guidelines.
- b. The KSA functions according to the NEC approved finance policy and practice manual at both Headquarters and County Scout Association levels that enshrines individual and corporate responsibility for transparent management and fiscal accountability. A balance sheet and income and expenditure account are published in the Annual report.
- c. Units, C.S.A and County Scout Associations are expected to support themselves locally.
- d. Group and Units may appeal for funds subject to approval by the C.S.A and C.S.C in exceptional circumstances. In giving such permission the and C.S.C must designate the exact area in which the appeal may be made, which must not in any event overstep the boundaries of the C.S.A itself.
- e. (i) The spirit of the Movement is that on the part of the Scouts themselves, money should be earned.
(ii) Provided the unit or C.S.A is responsible for raising a reasonable part of its funds, the acceptance of grant in aid or loans is not contrary to the policy of this rule.
- f. (i) Scouts may take part in street sales or collections, either for their own funds or for other institutions or charities only when such an authority is given by the National Executive Committee. Touting the public is not allowed in scouting. Scouts may assist

under proper supervision the selling of programmes at a fixed price at recognized entertainment's just as they may assist institutions or charities as messengers or in other capacities.

- (ii) Scouts should not be used for advertisement except with recognition and acceptance. Scouts may only take part in selling and advertising proprietary goods with the approval of the Executive Committee. Such approval will only be given where the selling or advertising is to the advantage of the Scout Movement.
- g. All members of the Movement, acting as such, must observe the provisions of Rule (5) and must not countenance or be concerned in any public method of raising money for Scout or other purposes which is in any way contrary to the law of the land, or likely to encourage Scouts in the practice of gambling.
- h. Any Scout, Scout Leader or Commissioner who is involved in any financial impropriety or fails to account for funds entrusted to him or her is liable to disciplinary measures that may lead to suspension or cancellation of warrants not excluding prosecution.

PART II

GENERAL ORGANIZATION

8. LEGAL STATUS

- a. The Kenya Scouts Association is established by law under the authority of Chapter 219 of the laws of Kenya (1962) as amended by the Kenya (Amendment of Laws) Miscellaneous Amendments) (No. 6) Order, 1964 (Legal Notice No. 365 of 26th November 1964) and the Statute Law (Miscellaneous Amendments) Act, 1974 No. 4 of 1974.
- b. The titles, names, badges, signs, totems, emblem contemplated shall be for the exclusive use of the Association and the duly authorized uniform are reserved for the exclusive use of the Association under the law establishing the Association. The law also restricts the sale of articles bearing scout emblems to unauthorized persons. Further protection is given by a declaration under Section 185 (I) of the Penal Code (Legal Notice 393, 1956) which restricts the use, import or sale of certain articles.

9. MEMBERSHIP

- a. The organization is open to all residents in Kenya (temporary or otherwise) of every religion and community.
- b. Foreign subjects may be admitted as members, subject to the approval of the C.S.C and will then make or re-affirm the Scout Promise in the following form:
*“On my honour, I promise that I will do my best
To do my duty to God and to this
Country To help other people at
all times
To obey the Scout Law”*
- c. The Sungura Scouts who are foreign subjects make or re-affirm the Sungura Promise as follows:
*“I promise that I will do my best,
To do my duty to God and this
Country, To obey the Sungura
Scout law and
To help somebody everyday*
The full name and present address of any person so admitted together with the name of any former unit, of which he/she was a member, should be sent through Kenya Scouts Headquarters to the International Commissioner of the Country concerned.
- d. The following are considered members of the movement so long as they are properly serving in the ranks or positions named and are fully paid up.
 - i. Scouts who are members of a registered group or unit.

- ii. Scouters
 - iii. Persons holding non-warranted or Honorary rank.
 - iv. Member of group committee appointed in accordance with Rule 14,
 - v. Members of County Scout Councils.
 - vi. Members of Kenya Scout Council.
- e. In addition to other methods subsequently provided in the P.O.R. the membership of any person may be terminated by resolution of the Executive Committee of the Kenya Scout Council. The Executive Committee shall be obligated to state its reasons for such action.

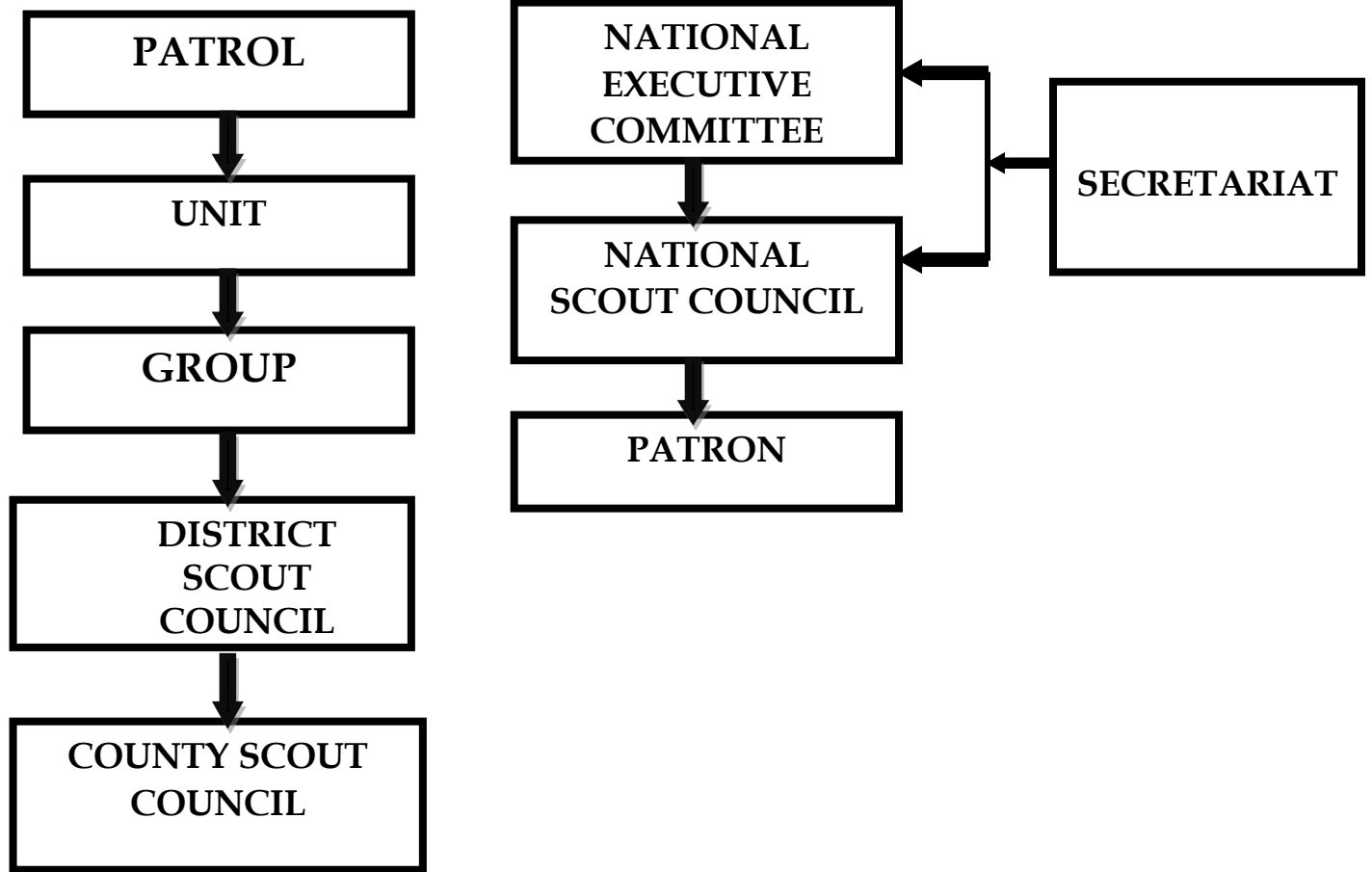
EXTERNAL RELATIONS

- a. The Association is not subject to control by any Department of state but co-operates with all government departments and national bodies in the country.
- b. The Association desires friendly relations with other national and international organizations of a non-political character having similar aims.
- c. The Constitution, organization and finance of the Kenya Girls Guides Association are entirely separate from those of the Kenya Scouts Association; however, co-operation between the two Associations as sister organizations should be maintained.
- d. The Kenya Scouts Association, in common with all the recognized Scout Associations of other countries, is registered with World Organization of the Scout Movement, which is responsible for the recognition and registration of National Scout Associations throughout the world and for the organization of world events.

11. GENERAL SCHEME OF ORGANISATION

- a. The Kenya Scouts Association is governed by the Kenya Scout Council, with membership and functions as given in the Constitution.
- b. The Executive Committee of the Kenya Scout Council has the power to amend the Rules contained in "Policy Organization and Rules" from time to time as it may deem fit.

c. KSA Organ gram



12. CORRESPONDENCE

- a. It is essential that: -
 - i. All enquiries must be answered promptly
 - ii. Information must be passed on to the persons concerned
 - iii. Prospective Scouters' personal qualifications & integrity must be thoroughly investigated.
- b. Correspondence relating to scout matters must not be passed on to any Ministry, Government Department or to any Embassy or Legation whether in Kenya or elsewhere, without reference to relevant Scout Authority.
- c. All correspondence on Scout matters with Scout officials in other countries must go through the National Headquarters.
- d. No member of the Movement may express opinions in the name of the Association in the public press on any matter of Scout policy or principle, or be concerned in any und or television so broadcast referring to or relating to the Scout Movement without the previous approval of the H.Q.

13. CENSUS

- a. An annual census is taken from the annual registration returns as on 31st May, which must reach H.Q. through the C.S.A not later than 30th June, the necessary forms, and instructions are issued to C.S.A Secretaries.
- b. If registration is not effected by means of the census return annually and by the correct date, a group's registration is cancelled. Members of unregistered groups or units who wear badges or in any way present themselves, as members of the Association are liable to prosecution as in Rule 8(ii).
- c. Every registered member should have a membership card.
- d. Periodically and if need be a general census to confirm the membership can be

PART III

14. WARRANTS

- a. Warrants are issued by H.Q., at its discretion, to Scouters of the following ranks:
Commissioners: Chief Commissioner
Deputy Chief Commissioner
Asst. Chief Commissioner
County Scout Commissioner
District Scout Commissioner
Travelling Commissioner
Honorary / Asst. Honorary Warden
Group & Unit Scouters (G.S.L., S.S.L., S.L., S.S.L., J.S.L., A.M.S.L., A.J.S.L.)
- b. A person may not hold two or more warrants, and/or other ranks, unless he/she has the time and ability to carry out satisfactorily the duties involved in every case subject to the approval of the C.S.A and C.S.C concerned.
- c. Warrants are valid only as made out:
 - (i) A.C.C. for the functions-County boundaries, specified on the Warrant.
 - (ii) C.S.C
 - (iii) D.S.C
Warden and Asst. Warden for the
camp site Group Scouters for the
group
Unit Scouters
- d. (i) Warrants are valid for the following period Commissioners: for 3 years since the date of appointment renewable for two other terms.
(ii) Group, Unit Scouters: unlimited, but in every case a Warrant ceases to be effective and must be returned to H.Q. for cancellation on the holder discontinuing, or failing to perform, the duties for which it was issued. The warrants may also be withdrawn in cases of inability or misconduct or failure to perform duties to the satisfaction of the Association.
- e. The above rules relating to the warrants refer equally to Honorable Charges. Honourable Charges are only valid as in accordance with the regulations for Commissioners' Warrants and also become invalid and must be returned for cancellation if the holder ceases or fails to perform the duties for which they were issued, or behaves in a manner detrimental to the credibility of the movement.
- f. Warrants and honorable charge applicants should produce a Certificate of Good Conduct before issuance of such documents.

15. APPOINTMENT OF COMMISSIONERS

- a. National and County Commissioners are appointed by the Chief Commissioner and ratified by the National Executive Committee. County Scout Commissioners and District Scout Commissioners will be nominated by the County Scout Association & District Scout Association for appointment by the Chief Commissioner.

- b. All such recommendations are made on the appropriate Form, which should be sent to H.Q. through the County Scout Association
- c. Assistant Chief Commissioners and Section Commissioners are appointed by the Chief Commissioner either (1) for special duties, Sections i.e. Sungura Scout, Chipukizi Scouts, Mwamba Scouts, Jasiri Scouts, Sea Scouts, Air Scouts, Handicapped Scouts, International Relations, Training of specified area. In each case the special nature of the appointment is indicated on the Warrant.

16. TRAINING TEAM

- a. Trainers for Training of Scouters are known as Leader Trainers and Assistant Leader Trainers, Support Leader trainers and specialized trainers on accreditation by HQ.
- b. The Chief Commissioner will appoint one person selected from the Leader Trainers as National Training Commissioner who will be responsible for the Training of Scouters.
- c. Leader Trainers and Assistant Leader Trainers are authorized to act as such by the grant of a Honourable Charge, which is a Certificate of qualification and is only valid as in Rule 14(e).
- d. (i) Leader Trainers and Assistant Leader Trainer are selected for their suitability to train scouters. They are recommended to the Regional Training Committee (Africa) by the Chief Commissioner, on the advice of the N.T.C. for the grant of an Honorable Charge. When this is approved, the recipient is granted a Warrant as T.C. by the C.C. to enable him/her carry out training duties in all parts of the country.
 - (ii) Rules 14(d) and 15(a) relating to Commissioner's Warrants apply to both the Honourable Charge and the Warrant.
 - (iii) When the Warrant is given up the Honourable Charge will also be relinquished.
- e. The functions of L.T.s, under the leadership of the N.T.C. are to assist the County Scouts Commissioners in encouraging and providing facilities for the training of Scout Leaders, Leaders of Adults and to organize WoodBadge Training Courses and Preliminary Training Courses.

17. WARRANT APPLICATIONS

- a. Applications for Warrant or Temporary Permits for Group Scouters and unit leaders are made on appropriate Form by the Scouter through the C.S.C in accordance with the procedure set out in the following rules. Form R- Scouts Registration, Form W - Leaders and any other forms that may be designed.
- b. The C.S.C must immediately inform the C.S.A committee of any application and vice versa.
- c. Applications for Warrants or Temporary Permits as Group Scouters, unit leaders must in the first place be nominated to the D.S.A by a member of the D.S.A or some other person of repute, who, in either case, knows the applicant personally and can vouch for his character and general suitability.
- d. In the case of application for Scouters of sponsored Groups and units (see Rules 14) the nomination must be made or approved by the sponsoring authority as in Rule 14.
- e.
 - (i) Applicants for Warrants or Temporary Permits as group Scouters and unit leaders must serve a probationary period of three months in the actual rank for which the Warrant is desired. During the probationary period the D.S.A (or nominee) will satisfy that the applicant (other than a G.S.L.) is competent to train and test scouts for the Pre-investiture stage. The probationary period for Scout Leaders may commence at the age 19 years.
 - (ii) The application form (W) should be completed by the Scouter as soon as the period of probation starts so that his/her full particulars are known and recorded. But the application will not be recommended by the D.S.C and D.S.A until the applicant's work has been studied. To avoid unnecessary delay the application, if approved, may be submitted to H.Q. before the probationary period has fully expired, but in no case will the Warrant or Temporary Permit be presented to the Scouter before the probation period is completed.
 - (iii) If during this period the applicant's service or character appears unsatisfactory the Warrant or T.P. will be immediately returned to H.Q. for cancellation, together with an explanation of the facts.
- f. When a Scouter from another Area, whether in-side or outside Kenya, offers his/her services, the County Scout Commissioner should immediately record full name and previous service and send a confidential enquiry to H.Q. as to the character, service and suitability and should take no further action until a satisfactory reply is received.
- g. Every effort should be made to ensure that no unnecessary delay occurs between the completion of an applicant's probationary period of service and the presentation of Warrant or Temporary Permit.
- h. An applicant will not normally be granted a Warrant unless he/ she:
 - i. Has passed a Preliminary Training Course of the Section for which the Warrant is required. The applicant will normally be granted a Temporary Permit. Temporary

Permit is valid for one year only, during which period the Scouter should reach a satisfactory standard on a Preliminary Training Course of the appropriate section.

- i. The C.S.A must satisfy itself in every case that the applicant is fully fitted by character and previous history to be entrusted with the care of youths, and has, in particular:-
 - i. A full appreciation of the religious and moral aim underlying the scheme of Scouting.
 - ii. 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.
 - iii. A willingness to avail one-self to any facilities offered for training appropriate to the rank.
 - iv. The necessary qualifications required by the Rule relating to the rank in question, as follows:
 - a) For S.S.L. and A.S.S.L
 - b) For C.S.:L and A.C.S.L.
 - c) For M.S.L. and A.M.S.L
 - d) For J.S.L. and A.J.S.L.
- j. In the case of Group Scouters, other than G.S.L., the A.C must ascertain that the G.S.L. approves the recommendation for a Warrant/Temporary Permit
- k. The C.S.C must be satisfied, that the applicant is qualified and suitable as in Rules (e), (f), (g), (h) and (I) above and that the foregoing procedure is properly observed.
- l. In view of the responsibility to parents and of the dangers which have been found to exist, C.S.A and C.S.C must take every precaution to ensure that no one whose moral character is open in any way to suspicion should be admitted into the Movement, and they must show no false mercy in any case where such a person has gained admission. Where circumstances indicate that a criminal offense may have been committed, the C.S.C must see that police are informed.
- m. When both C.S.A and C.S.C are satisfied, recommendation is made to H.Q. on appropriate Form which must be signed by the sponsoring authority, if any; by the G.S.L. (if any); and the County Scout Commissioner and sent to H.Q.
- n. Where recommendation is refused on the ground that the person is undesirable or unfit to have charge of Scouts, report by the C.S.C must be sent to H.Q.

18. CANCELLATION

- a. Warrants are cancelled by H.Q. at its discretion as follows:
 - i. Commissioners: at the discretion of the Chief Commissioner in consultation with the National Executive Committee of the Kenya Scout Council. Warrants for the Chief Commissioner can be withdrawn by the Chief Scout on recommendation of

- the Scout Council.
 - ii. Group Scouters and District Scout Commissioners – on the recommendation of the C.S.C and C.S.A made after a meeting of the C.S.A or its Executive Committee, at which the Scouter or Commissioner concerned is entitled to be heard.
 - ii. All ranks – on the Warrant ceasing to be effective under Rule 14(d) or by resolution of the Executive Committee of Kenya Scout Council under Rule 9(e).
- b. (i) In case of sponsored unit or Group, the sponsoring authority is entitled to be heard by the C.S.A committee in any matter concerning the cancellation of the Warrant of any Scouter of the unit or Group.
- (ii) Where the sponsoring authority of religious based institution unit or Group, or one attached to any religious organization, expresses dissatisfaction with a Scouter of the unit or Group, the C.S.A and C.S.C shall give effect to the Sponsor’s views, provided that the objection is based solely on the ground that the Scouter is not fulfilling his/her religious duties either by example or receipt. Where, however, any other question, such as moral character or technical efficiency is involved, the matter must be dealt with in accordance with Rule 18(a) and 19 and a report sent to H.Q.

19. SUSPENSION

- a. (i) Where it appears desirable in the interest of the Movement, the holder of a Warrant may be Suspended as follows:
- i. Chief Commissioner – by the Chief Scout on recommendation of the National Executive Committee
 - ii. Commissioners – by the Chief Commissioner in consultation with the National Executive Committee;
 - iii. Unit leaders or Group Scouters: by the C.S.C on recommendation of the C.S.A Committee
- (ii) Suspension of all Scouters in C.S.A. Area or of all Scouters of a unit or Group respectively may result from suspension of the C.S.A under Rule 27(e)
- b. A person thus suspended must, for the time being surrender the Warrant in accordance with Rule 20(b), must refrain from participation in any activity connected with the Movement, and must not wear uniform or badges. Any ranks or appointment held in the Movement by such a person is to be considered vacant for the time being. Any case of difficulty arising under this Rule is to be referred to HQ.
- c. A County Commissioner who under Rule (19) (I) has suspended any Group Scouter must immediately inform C.S.A committee and in the case of a Scouter of a sponsored Group, the Sponsoring Authority.
- d. A County Commissioner who has suspended any Commissioner in the District must immediately report the case with full details to H.Q.
- e. (i) Suspension by the C.S.C or C.S.A is a purely temporary measure; it must be followed as soon as possible by a full enquiry by the C.S.C and C.S.A committee jointly. For this

purpose the C.S.A may appoint a small committee with full power to act.

- ii. The person suspended must be informed of the proposed meeting, and be given reasonable opportunity to attend and to state the case.
- iii. If a sponsored Group is affected, the sponsoring Authority must be given similar opportunity to attend and be heard.
- iiii. The Chairman of the C.S.A will normally act as Chairman of the Joint meeting; but if the Chairman or the C.S.C does not think this advisable, they should agree to appoint some other person who they consider suitable. In the event of them being unable to agree, the matter must be referred to H.Q. who will there upon appoint an impartial Chairman.
- iv. After enquiry the suspension must be withdrawn, or a recommendation for the cancellation of the Warrant with a full report must be forwarded to H.Q. The Chief Commissioner has power to uphold or reject the findings of the Committee and may cause such further investigations to be made as he/she think fit, and shall report to the Executive Committee of the Kenya Scout Council on the action taken.
- iv. Suspension should not exceed 6 months.

20. RETURN OF WARRANTS

- a. All Warrants and Temporary Permits remain the property of the Association and must be returned to H.Q. at any time on demand by appropriate Authority or on leaving the Movement.
- b. Warrants and Temporary Permits must otherwise be returned by the holder, whether demand is made or not, as follows:

Commissioners – to the Chief Commissioner; Unit leaders and Group Scouters: to the C.S.C who will in turn forward the Warrant or Temporary Permit to H.Q. in any of the following circumstances.

- (i) On the Warrant ceasing to be effective under Rule 14 (c&d).
 - (ii) Where a recommendation for cancellation is made to H.Q. under Rule 18.
 - (iii) During any suspension, the Warrant is to be retained by the C.S.C to whom it is returned until the matter is determined.
- c. When application is made for a warrant after completion of a Preliminary Training Course, the Temporary Permit which is being replaced by a warrant must be attached to the application.
 - d. Whenever a Warrant or Temporary Permit is returned to H.Q. whether by a Commissioner the reason should be stated.

- e. If any question relating to a Warrant or Temporary Permit arises and the C.S.A committee is unable to decide, the matter must be referred to the HQ for scrutiny and forwarding to the Chief Commissioner for his/her decision.

21. TRANSFERS AND CHANGES OF RANK

- a. When a Scouter is transferred to another Area he/she must return his/her Warrant for replacement, and apply for a new Warrant on appropriate Form in accordance with Rules 17.
- b. When it is known that a Scouter is being transferred to another Area the County Commissioner should notify H.Q. of his new address (if known), so that the C.S.C of the Scouters new Area may be informed. The C.S.C should at the same time send H.Q. a brief confidential report on his service.

PART IV

22. COUNTY ORGANIZATION

- a. Kenya is divided into Counties, each of which has a County Scout Commissioner as in-charge of one or more C.S.A
- b. To qualify as a C.S.A a County should have over 20,000 registered Scouts in the high density areas and over 10000 registered Scouts in the low density areas or as shall be determined from time to time by the National Executive Committee.
- c. The extent and boundaries of counties will conform with county administrative boundaries are settled by the Chief Commissioner and should, if possible, be confined to such limits that the C.S.C and the D.S.C can have constant personal touch with all C.S.A, Groups, units and Scouters within it.
- d. If the C.S.A and C.S.C are unable to agree in any matter, this must be referred to the Chief Commissioner

23. COUNTY SCOUT COMMISSIONER

- a. C.S.C is nominated by the C.S.A for appointment by the Chief Commissioner, as in Rules 15 and is granted Warrants valid as in Rules 14.
- b. The functions of the C.S.C in the County are, generally to be responsible to H.Q. with the co-operation of the C.S.A where appropriate for the welfare, progress and training of the Movement and for the maintenance of the Policy Organization and Rules of the Association and in particular:
 - (i) To encourage the formation of Units and to secure their effective working.
 - (ii) To encourage the formation of one C.S.A and with the assistance of the Chairman to secure their effective working.
 - (iii) To secure the harmonious co-operation of all Scouters in the County.
 - (iv) To settle any dispute between members of the Movement. Any dispute which the C.S.A is unable to settle at any early stage, or in which he/she is personally involved, must be referred to the Chief Commissioner.
 - (v) To conduct or provide Introductory Courses for new Scouters, to arrange for the holding of Preliminary Training Courses in the Area, or for Scouters to attend them in neighboring Counties, and to encourage and facilitate the further training of Scouters.
 - (vi) To encourage and supervise the training of Scouts.
 - (vii) To visit Groups and unit and advise accordingly on various Scout Programmes.
 - (viii) To test the wearer of any proficiency badge in his/her knowledge of the subjects, with power to withdraw the badge if the knowledge is insufficient.
 - (ix) To deal, as laid down, with all matters allotted to him/her under P.O.R.

- (x) To grant camping permits to Scouters of the County, and if possible to supervise all camps held in the County whether by own or by visiting Scouts.
 - (xi) To exercise control over all visiting Scouts whether camping or not, and if necessary to report the circumstance to H.Q. who will there upon inform the C.S.C of the area from which the Scout has come.
 - (xii) To co-operate and maintain good relations with the Kenya Girl Guides and other non-political organizations.
- c. Where the office of C.S.C is vacant, the Chief Commissioner will depute one of the A.C.C or some other Commissioner to act, and may ask the C.S.A committee to recommend a suitable person for appointment as C.S.C as in Rules 15.

24. ASSISTANT COUNTY, DISTRICT SCOUTS COMMISSIONERS

- a. A.C.S.C, D.S.C & A.S.C's are nominated by the D.S.A for appointment by the Chief Commissioner, on recommendation by the D.S.C
- b. Such appointments are made to assist the C.S.C in discharging duties as in Rule 24(b), in any of the following ways:
 - (i) General duties for the whole area; as allocated by the office of the C.S.C A.C. and the C.S.A
 - (ii) General duties for a specific part of the County;
 - (iii) Special duties i.e. Sungura Scouts, Chipukizi Scouts, Mwamba Scouts, Jasiri Scouts, Sea Scouts, Air Scouts, Handicapped Scouts, Training, Programme etc.
 - (iv) In the case of ii and iii the special nature of appointment may be indicated on the Warrant.

25. TRAVELLING COMMISSIONER

- a. A member of the Training Team i.e. a holder of an honorary charge will on consultation with the N.T.C. be given a Warrant as a Travelling Commissioner.

26. COUNTY SCOUTS ASSOCIATION

- a. The area to be administered by a C.S.A is settled by the Chief Commissioner in consultation with the C.S.C and other relevant Local Authorities. Its boundaries may correspond with those of the C.S.C area, more areas.
- b. C.S.A is registered on fulfillment of the laid down conditions and their warrants issued by H.Q. on receipt of their financial commitments.
- c. C.S.A registrations may be cancelled and their Warrants withdrawn by the Chief Commissioner in consultation with the National Executive Committee.

- d. The Chief Commissioner has power to suspend any C.S.A while the cancellation of its registration is under consideration in consultation with the National Executive Committee.
- e. During suspension all functions of the C.S.A cease, and except in so far as H.Q. may direct to the contrary, all Scouters and persons holding non-Warranted or honorary rank under the C.S.A are automatically suspended with effect as in Rule 19(b)
- f. The following are members of the County Scouts Association:
- (i) **Elected:** Any persons elected by vote at a meeting of the C.S.A
 - (ii) **Ex-officio:** The Patron
The Chairman and Vice Chairman
All Commissioners holding Warrants within the County
All Scouters holding Warrants or valid Temporary Permit within the County
 - (iii) **Associate:** Associate members with full rights of membership until the next Annual Meeting on payment of such a fee as may be determined by the C.S.A council.
These shall include parents or guardians of the Scouts, former Scouts or other interested adults above 21years of age.
The C.S.A has, however, the right to refuse membership to any person applying under this clause without being under any obligation to state its reasons for such action.
 - (iv) **Co-opted:** Representatives on payments of such a fee as may be determined from time to time by the Executive Committee of the C.S.A of the various sponsoring authorities e.g. school management, religious organizations, friends of Scouting, Girl Guides, World Parliamentary Union and other youth organizations, whose representation is deemed desirable for the efficient running of the C.S.A
- g. The functions of the C.S.A are as follows:
- (i) To assist the County Scout Commissioner and other Scouters as much as possible in all matters of administration and organization, so as to leave them free to concentrate in training and practical Scouting.
 - (ii) To foster the progress of the Movement in the area.
 - (iii) To consider and make recommendations for all registration, warrants and temporary permits, and awards for scouts and adults
 - (iv) To keep record of colours of scarves where applicable.
 - (v) To arrange for Scouts to be tested for proficiency Badges and ensuring that approved Examiners are available as required.
 - (vi) To arrange and organize events within the County where the C.S.A operates.
 - (vii) To raise the finance necessary for the efficient performance of its own functions.
 - (viii) To carry out a check on Group or unit accounts and schedules of Group or unit property.
 - (ix) To provide and maintain one or more sites suitable for training and other

- activities.
- (x) To elect the Executive Committee of C.S.A
 - (xi) To nominate representatives to the Scout Council as provided by the constitution of the Association.
 - (xii) To make C.S.A By-Laws with approval of the H.Q.s.
- h. A General Meeting of the C.S.A shall be held annually. The Scout year of every C.S.A shall be from January the 1st to December 31st. The Annual General Meeting shall be held by 31st. January. The business of the AGM shall be:-
- (i) Adoption of the annual report and audited accounts, copies of which, together with a schedule of C.S.A property must be sent to H.Q. by February.
 - (ii) Nominated office bearers during the election year. Elected - Treasurer, Chairperson & Vice person
- j. The C.S.A Executive committee members will be elected for a term of three (3) years renewable for two other terms.
- a. The C.S.A shall elect a Chairman at its Annual General Meeting of the election year
 - b. The Chairman may not be a Scouter of any rank except with the special sanction of the Chief Commissioner.
 - c. The Chairman will normally preside over all meetings of the Executive Committee and, over the Annual General Meeting of the C.S.A
 - d. He/she is responsible for the smooth and efficient running of the C.S.A and will ensure that the officers of the C.S.A and of any sub-committees, which may be formed, carry out the duties allocated to them by the Executive Committee of the C.S.A
 - e. His/her name and address must be communicated to H.Q. immediately after his/her election.
- k. The C.S.A at the Annual General Meeting each year shall elect Treasurer, who may not be
- i. A Scouter of any rank, except with the special sanction of the Chief Commissioner.
 - ii. The office may not be combined with that of C.S.A Secretary.
- l. The C.S.A at its Annual General Meeting of the election year shall recommend three names for persons to be appointed the County Scout Commissioner who will perform the duties of the C.S.A Secretary. This will be forwarded to the Chief Commissioner who will appoint one to take the office. This should be done before the National AGM
- i. The office may not be combined with that of C.S.A Treasurer.
 - ii. He/she will keep minutes of all meetings of the C.S.A and of its Executive Committee, to be circulated to all members of the C.S.A and to H.Q.
 - iii. He/she will keep H.Q. informed of the names and addresses of the C.S.A officials.
 - iv. In the absence of a Badge Secretary, he/she may carry out the duties of Badge Secretary.

- m. The C.S.A at its Annual General Meeting of the election year shall elect a Badge Secretary who will be a Scouter.
- i. The Badge Secretary will maintain an up-to-date list of the Examiners approved by the C.S.A for the principal Proficiency Badges, and will put Scouts who wish to be tested in touch with the appropriate Examiners.
 - ii. He/she will inspect all Badge Certificates presented to him/her to ensure that they have been:
 - Signed by an Examiner approved by the C.S.A
 - Countersigned by the Scout Leader and
 - Correctly dated
 - iii. If the certificate is in order, he/she will immediately supply, or order from the Scout Shop, the required Badge, on payment being made as the C.S.A may direct
 - iv. He/she may in cases of doubt invite the Area Commissioner to re-test any applicant for a Badge, in accordance with Rule 24(b).
- n. An Executive Committee of C.S.A shall be appointed at the Annual General Meeting of the election year, which will hold regular meetings, but not less than three times a year and may perform all the functions of the C.S.A as in Rule 27(d), but may not adopt or alter its Bye-Laws or carry out any of the duties laid down for the Annual General Meeting of the C.S.A Local Association as in Rule 27(f), in consultation with the Chief Commissioner.
- o. The Executive Committee of C.S.A: shall consist of:
- (i) **Ex-Officio:** Chairman
 Vice-Chairman
 Secretary-C.S.C
 Treasurer
 Badge Secretary
 A.C.C., A.A.C.s in the C.S.A
 D.S.C
 Youth rep
 Women rep
 - (ii) **Co-opted:** Such other members as may be desirable for the efficient working of the Committee, provided that the number of co-opted members shall not exceed four at any time.
- p. The C.S.A will raise locally the funds required for working expenses or for helping the unit and groups within the County. Subscriptions and donations for this purpose are to be received by the Treasurer of the C.S.A and not by any individual Scouters.
- (ii) All money received by the C.S.A must be paid into a bank, post office savings bank, or other similar account, in the name of the C.S.A operated by not less than three of its members one of whom must be the Treasurer.
 - (iii) A copy of the audited accounts, with a schedule of property held by the C.S.A must be sent to H.Q. within 2 months of the end of the C.S.A financial year.

- q. The C.S.A may require subscriptions from its members in accordance with its By-Laws, and from unit and Groups in their County.

- r. It is important that C.S.A property should be vested in trustees under a Deed of Trust, the copy of a model form being obtainable from H.Q.
 - (i) The C.S.A may appoint Sub-Committees to deal with such matters as those connected with Sungura Scouts, Chipukizi Scouts, Mwamba Scouts, Jasiri Scouts, Finance, Warrants, Badges, Training Activities, Programme, Community Development and other matters etc. and may appoint secretaries for such committees. The C.S.A may consider other high risk activities in which scouts will be involved and provide for such activity relevant committees e.g. boating.
 - (ii) Such Committees are to be regarded as sub-committees of the C.S.A Executive Committee.
 - (iii) Persons may be elected members of such Committees even although not member of the C.S.A Executive Committee.

- s.
 - (i) Where in any County boating forms part of the normal activities of Scouts a special Subcommittee (which will be known as the "Boating Committee") must be appointed by the C.S.A as in Rule 27®. The term "boating" covers all boats used by Scouts including canoes.
 - (ii) Two or more adjacent C.S.A may, subject to the approval of the Commissioners concerned form a joint committee to carry out all the duties which would otherwise be performed by Boating Committees of the C.S.A concerned.

- t. The duties of a Boating Committee are as follows:
 - (i) To issue such local rules as it may consider desirable in respect of any waters in its County, and to take all reasonable steps to ensure the observance of such rules by members of the Movement. The Committee should remember that the aim is to encourage as much boating as possible, without undue risk to the Scouts. Local Rules will not become effective until approved by H.Q.
 - (ii) To appoint competent persons (who will be known as "Boat Certificate Examiners") to consider applications and examine boats for the grant of Boat Certificate Examiner so appointed to issue Boat Certificates in the form approved by H.Q.
 - (iii) To appoint competent persons, who may be Scouters, (who will be known as "Charge Certificate Examiners") to consider applications and examine candidates for the grant of Charge Certificate; and on the recommendations of Charge Certificate Examiner so appointed to issue Charge Certificates in the form approved by H.Q.
 - (iv) To endorse Charge Certificates as valid for specified waters outside its own County, after consultation in each case with the Boating Committee (if any) for

the County in question and having ascertained what, if any, difficulties or dangers are peculiar to those particular waters and any local Scout Boating Rules relating to them. Before endorsing a Charge Certificate the Boating Committee must have satisfied itself that the holder has been fully informed of all the conditions relating to the waters in question and that he/she is sufficiently competent and reliable to take charge of a boat in these conditions.

- (v) To keep a register containing particulars of all Boat Certificates and Charge Certificates it issues, and of all endorsements of Charge Certificate made under paragraph (4) above.

27. NON-WARRANTED RANKS

- a. The following appointments may be made by the C.S.C and A.C. and are known as non-warranted ranks Instructor, Examiner, Religious Adviser, Medical Officer, and Quartermaster. In addition, appointments of the ranks of the C.S.A Chairman and C.S.A Treasurer, which carry certificates of recognition, are made by the C.S.A
- b. The procedure to be observed, and the precautions to be adopted by the C.S.A. and C.S.C are the same as in the case of Group D.S.C and D.S.A Scouters. The appointment, of C.S.A Chairman. or C.S.A Treasurer is referred to H.Q. which issues certificates of recognition. Notification of appointment or retirements, other than those of Chairman, Treasurer, need not be sent to H.Q. except under circumstances adversely affecting the character of efficiency of the person, in which case a report should be sent to H.Q.
- c. In addition to general qualifications as above and the special qualifications laid down for each rank, a person to receive non-warranted rank must be at least 21 years of age.
- d. The rank of Instructor may be conferred as above upon a person who has expert knowledge of any subject in which he/she is prepared to instruct Scouts, and who has already done so for at least three months. The appointment may be made in respect of one or more units or Groups or for the C.S.A as whole.
- e. The rank of Examiner may be conferred as above upon person who has expert knowledge of any subject necessary for a Scout proficiency badge, in which he/she is prepared to examine Scouts. The appointment may be made in respect of one or more Groups or for the C.S.A as a whole. An Instructor or Scouter may be appointed an Examiner.
- f. The rank of Religious adviser may be conferred as above on any person who acts in such capacity.
- g. The rank of Medical Officer may be conferred as above on a member of the Medical

Profession who gives services to anybody of Scout.

- h. The appointment of the C.S.A- Chairman and Treasurer lies with C.S.A and such appointment is to be recognized by the Chief Commissioner through the Area Commissioner. The office bearers shall hold office for three consecutive years renewable for two other terms.
- i. Persons holding non-warranted rank wear uniform as for Scouters upon investiture.
 - (i) If attached to a particular unit or Group they will wear the scarf section otherwise a deep blue scarf with yellow binding or the Gillwel scarf if entitled to it.
 - (ii) Non-Warranted ranks wear in uniform the arrow-head badge of the World Scout Movement on the left break pocket, and in ordinary clothes the purple World Scout Buttonhole or lapel (as for Scouters).

28. HONORARY RANKS

- a. The Chief Commissioner may confer with the approval of the Executive Committee of Kenya Scout Council the corresponding Honorary Rank upon a Commissioner giving up his/her Warrant.
- b. The C.S.A and C.S.C may, subject to the approval of H.Q. confer the corresponding Honorary Rank on a person ceasing to hold a warrant as a Group Scouter, and not having any other rank as a Scouter in the Movement.
- c. Persons holding Honorary Rank may wear uniform and badges as for the corresponding warranted rank.

29. THANKS BADGE

- a. The Thanks Badge is composed of a three finger salute set in a frame bearing the words "Thanks Badge".
- b. It is primarily intended for presentation to those who are not active Scouts or Scouters.
- c. (i) Subject to Rule 31(b), the Thanks Badge may be given by the Chief Commissioner to any person who does a good job for Scouting as recommended by the C.S.A or A.C.
 - (ii) If the person to whom the Badge is to be presented is connected with the Movement in another C.S.A the approval of that C.S.A or C.S.C must also be first obtained.
- d. The holding of this Badge does not confer membership of the Association.
- e. The Thanks Badge is intended for wear in ordinary clothes and must not be worn with uniform.

