



SCOUTS®

Creating a Better World



Institutional and Constitutional Resources Manual for Member Organizations



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Management
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General provisions

This manual aims to support Member Organizations:

- to draft an appropriate constitution, e.g. by reviewing and amending an existing constitution
- in preparing and running an effective General Assembly
- to ensure that it has an effective National Board

The terms “National Board” and “Board” are used interchangeably in this document. They mean the same thing.

I The importance of a constitution to a Member Organization

A constitution contains defined principles that govern how a Member Organization operates. A constitution will serve a Member Organization in the following ways:

- clarifying the purpose of the organisation
- outlining its basic structure
- providing a better understanding to stakeholders on how a Member Organization operates

II The constitutional review process

A constitutional review is an evaluation of the extent to which a Member Organization is operating in accordance with the provisions defined in its constitution.

It is important for a Member Organization to review its constitution as it ensures that:

- its intended objectives are sufficient
- it sufficiently protects the rights of all groups of people in the organization
- it is effective and efficient in meeting its intended objectives
- members of the Member Organization have a fair and transparent process to elect leaders
- that the system of governance in place is not abused
- there is transparency and accountability in the administration of resources

The review process should ensure the participation of all stakeholders at all levels of the organisation.

The evaluation process will determine whether the Member Organization's current constitution will remain unchanged, should be amended to make it more effective and efficient, or requires more fundamental changes to its structure.

III Making amendments to constitutions

The constitution of a Member Organization should make provisions on how to amend the constitution.

Article VII.3.d of the World Organization of the Scout Movement (WOSM) Constitution requires the Member Organization to seek the approval of the World Scout Committee before implementing any changes that relate to Chapters I and III of the WOSM Constitution. A copy of the WOSM Constitution can be downloaded from scout.org/constitution.

The process for the approval of these changes by the World Scout Committee is contained in the [Guidance on Preparing a NSO Constitution](#). A Member Organization that wishes to change the provisions in its constitution may seek support from the World Scout Bureau.

IV The decision-making processes of the General Assembly and the National Board

The General Assembly is the governing authority and the highest organ of the organisation. The National Board is the policy-making body which provides the strategic direction of the Member Organization, whereas the strategy is approved by the General Assembly.

The National Board and the General Assembly usually decides by a simple majority of votes cast except for changes to the constitution or dissolution which require a qualified majority. You can learn more about the good governance role of a National Board [here](#).

It is the responsibility of the General Assembly to approve amendments to the constitution of the Member Organization. Typically, a two thirds majority would be required to amend a constitution.

The General Assembly makes decisions during its meetings. There needs to be defined rules (Rules of Procedure) on how a General Assembly will prepare and conduct its affairs during a meeting. A copy of the World Scout Conference Rules of Procedure can be downloaded [here](#)

A Member Organization should consider the resolutions made by the World Scout Conference and the triennial plan when making resolutions and amendments to its constitution. The resolutions of the World Scout Conference can be downloaded from scout.org/resolutions.

More resources on good governance as well as institutional and constitutional processes are available on the [WOSM Services website](#).

References:

- [WOSM Constitution](#)
- [Guidance on Preparing an NSO Constitution](#)
- [WOSM Conference Documents](#)



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