PIA BOY SCOUTS ASSOCIATION

PIA - BSA

BYE-LAWS

2012

Approved by Provincial Council in its
39th Meeting held on 14-10-2012
PIA BOY SCOUTS ASSOCIATION

BYE- LAWS

PIA BOY SCOUTS ASSOCIATION
(Affiliated with Pakistan Boy Scouts Association)

In exercise of the powers conferred by Policy, Organization Rules (POR), the Provincial Council of PIA boy Scouts Association is pleased to make the following Bye-Laws, namely:—

“The PIA Boy Scouts Association Bye-Laws – 2012”

1. **Name of the Association**

   There shall be a Branch Association of the Pakistan Boy Scouts Association in the Pakistan International Airlines Corporation bearing the title “PIA Boy Scouts Association” with a Council as provided in POR.

2. **Headquarters**

   The Headquarters of the Association shall be located at Ewan-e-Iqbal, PIA Township, Jinnah International Airport Karachi.

3. **Training Centre**

   The amenity plot located at Street No.19, Block-16, Gulistan-e-Johar, Karachi, granted by the Government of Pakistan to PIA-BSA for scouts camping & training will be named as “PIA Scouts Training Centre”. This Training Centre will be utilized, basically, for scouts camping & adult training and will also accommodate diversified healthy activities related to youth programme system.

4. **Vision**

   PIA-BSA will be constantly growing, self reliant and exemplary branch association of PBSA engaged in character building of its members under dynamic leadership to produce good citizens and committed human resources for PIA.
5. **Mission**

To train and develop its members through Training and Youth Programme System, based on the Scout Promise and Law and in line with social values & corporate requirements of PIA.

6. **Strategy**

To meet the requirements of youth program system, adult training system and new trends of management, focus will be made on the following:

- Regular Training Courses for leaders and Camps for Youth.
- Seminars & workshops for Adults and forums for Youth.
- Fellowship Events, Adventures and Community Development Activities.
- Introduction of appropriate awards for Adults and Youth for excellent performance.
- Well organized Training & Programme Development Section
- Regular informative publication of official organ / website and social media services of the Association.
- Funds generating schemes.

7. **Jurisdiction:**

The Jurisdiction of the Association shall be:

7.1 PIA Boy Scouts Association will administer all stations of PIA in Pakistan, PIA Model School, its Subsidiaries and SOS Villages as its Districts or Groups as per approval of the Provincial Council.

7.2 PIA Boy Scouts Association will authorize to grant registration to any Unit of Girls in Scouting, Shaheen Scouts, Boy Scouts and Rover Scouts, belonging to and controlled by Aviation related organization(s) / their schools; SOS villages provided such organization applies for the registration of its Unit and such registration will be on District-wise.
8. **Aims & Objectives**

The objectives of the Association shall be:

8.1 To develop good citizenship amongst all its members.

8.2 To help all its members to become worthy 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.

8.3 To promote their physical, mental, social, emotional and spiritual development.

8.4 To train them in the habits of observation, obedience, integrity, self-motivation, self-confidence, and self-reliance.

8.5 To inculcate in them loyalty to their country, their organizations and thoughtfulness for others.

8.6 To provide assistance to the management of PIA and other Units of Aviation related organizations in Hajj Operation at domestic stations as well as in Saudi Arabia.

8.7 To provide voluntary services to the management of PIA, its subsidiaries and all other allied Units / Districts as and when required.

8.8 To promote and project the aim & objectives outlined by the Pakistan Boy Scouts Association.

9. **Membership**

The membership of the Association shall consist of the following:

9.1 **Shaheen Scouts / Shaheen Girls**

Children of PIA employees, children of employees of PIA Subsidiaries and children of other Units of Aviation related Organizations from the age of 7 to 11 years.

9.2 **Boy Scouts / Girl Scouts**

Children of PIA employees, children of employees of PIA Subsidiaries and children of other units of Aviation related Organizations from the age of 11+ to 17 years.
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9.3 **Rover Scouts / Rover Girls**

PIA employees & their children, employees of PIA Subsidiaries & their children and employees & children of other Units of Aviation related Organizations above the age of 17 year.

9.4 Members of the Training Team.

9.5 Members of the Provincial Council.

9.6 Persons holding non-executive or honorary ranks as set out in the POR.

9.7 **Associate Members:**

9.8 Spouse of PIA Employees and persons who have special skill in a particular field

9.9 Students of PIA Model School, trainees of PIA Cricket Academy, other than children of PIA employees.

9.10 SOS Villages Children

9.11 Employees of PIA Subsidiaries & their children and employees & children of other Units of Aviation related Organizations

**NOTE:**

i) Applications for Associate Membership will be addressed to the respective District Secretary and shall be approved by the Provincial Secretary.

ii) Associate Members will not be eligible to the benefits & privileges admissible to PIA employees & their family.

9.12 **Life Member:**

All PIA Employee Rovers and Leaders after retirement from the service may become life members of the Association.

10. **Provincial Council:**

There shall be Provincial Council comprising of the following:

(i) Provincial Chief Scout of the Province who shall also be its President
(ii) Provincial Commissioner who shall be its Chairman
(iii) Patron
(iv) Assistant Provincial Commissioner(s)
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(v) Provincial Secretary
(vi) Assistant Provincial Secretary
(vii) Provincial Treasurer
(viii) Assistant Provincial Treasurer
(ix) Sectional Secretaries of Province
(x) Legal Advisor
(xi) Advisor to PC
(xii) Warden(s)
(xiii) District Commissioners
(xiv) District Secretaries
(xv) Chief Editor PIAM-e-Scout
(xvi) One representative of Leader Trainers
(xvii) One Representative of Life Members
(xviii) One Representative of Girls in Scouting
(xix) One Representative of Parents (parent of President GM Scout of the year)
(xx) One Representative of SOS Villages
(xxi) Two Representatives of Youth (Chairman & Secretary)
(xxii) President Gold Medalist Rover Scout of the year

11. **Functions of the Provincial Council:**

   The functions of the Provincial Council, inter alia, shall be:
   
   (i) To act for the development of scouting in the Province.
   (ii) To elect Provincial Commissioner as prescribed in POR
   (iii) To elect members of Executive Committee
   (iv) To appoint Provincial Secretary as prescribed in POR
   (v) To appoint Provincial Treasurer as prescribed in POR
   (vi) To nominate members for the National Council as prescribed in POR
   (vii) To nominate two members for Finance Sub Committee
   (viii) To approve Annual Training Plan
   (ix) To approve Annual Events Plan
   (x) To approve Audited Statement of Accounts and Budget
   (xi) To approve any amendment, alteration in by-law of the Association
   (xii) To approve Annual Report for submission to NHQ
   (xiii) To approve / amend Polices of PIABSA

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

   12.1 The Provincial Council shall meet at least once in a year to conduct the
   business of the Association in accordance with the prevailing rules of POR. A
   notice of 20 days shall be given for all such meetings and 1/3rd Members of
   the Provincial Council present shall form the quorum of the Meeting.
12.2 The Chief Scout or in his absence the Provincial Commissioner shall chair the meeting of the Provincial Council. In case neither Chief Scout nor Provincial Commissioner is present within 30 minutes after time fixed for such meeting, one of the Assistant Provincial Commissioners, in order of seniority, shall preside the meeting of the Provincial Council.

12.3 A special meeting of the Provincial Council shall be convened for a specific issue on the written request of 1/3rd members of the Provincial Council on 36 hours notice with the consent of Chief Scout.

13. **Provincial Executive Committee:**

There shall be a Provincial Executive Committee of the Association comprising of the following:

(i) Provincial Commissioner  
(ii) Assistant Provincial Commissioner(s)  
(iii) Provincial Secretary  
(iv) Provincial Treasurer  
(v) Sectional Secretaries of Province  
(vi) Two elected members from North Division for a term of two years  
(vii) Two elected members from South Division for a term of two years  
(viii) One Representative of Leader Trainers  
(ix) One Representative of Girls in Scouting  
(x) Advisor to PC  
(xi) Legal Advisor

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

The functions of the Provincial Executive Committee, inter alia, shall be:

(i) To execute decisions of the Provincial Council  
(ii) To recommend budget as presented by the Provincial Treasurer for approval by the Provincial Council.  
(iii) To adopt the Annual Report and Accounts for presentation in the Annual Meeting of the Provincial Council.  
(iv) To supervise, initiate and control the activities of scouting and take such steps that may lead to the promotion of Scout Movement in PIA and Aviation related organizations.
(v) To fill casual vacancies of the Provincial Council from amongst its members.

(vi) To recommend one representative each of: leader trainers; life members, girls in scouting; parents (parents of president gold medalist boy scout of the year); SOS Villages, youth; on the Provincial Council for the term of two years.

(vii) To appoint Sub-Committee for any specific program or project.

(viii) To recommend Training Plan.

(ix) To recommend Events Plan.

(x) To recommend any amendment in Bye-laws.

(xi) To recommend any amendment in the Polices of PIABSA.

(xii) To approve Bye-laws of the District Association.

(xiii) To exercise financial control on all funds, finance, movable and immovable properties of the Association.

(xiv) To monitor the affairs of its subsidiaries and allied functionaries.

(xv) To appoint Auditors.

15. **Meetings of the Provincial Executive Committee:**

15.1 The Provincial Commissioner shall be the Chairman of Provincial Executive Committee and in his absence one of the Assistant Provincial Commissioners, in order of seniority, shall preside the meeting of the Provincial Executive Committee.

15.2 The Executive Committee shall meet minimum twice in a year. A notice of 10 days shall be given for all such meetings and 1/3 members present shall form quorum of the Meeting.

15.3 An emergent meeting can be called for specific purpose on 36 hours notice with the consent of Provincial Commissioner or on the written request of 1/3rd members of the Executive Committee.

16. **Finance Sub-Committee**

There will be a Finance Sub-Committee headed by an Assistant Provincial Commissioner (nominated by the Provincial Commissioner). It will comprise of Provincial Treasurer, two members (nominated by the Executive Committee), and Provincial Secretary, who will also act as Secretary of the Committee. The Committee will scrutinize budget proposals, and will review all accounts & statements of the Association before presentation to the Provincial Council.
17. **District Secretaries Forum**

17.1 A meeting of District Secretaries Forum will be convened by the Provincial Secretary. The Forum will meet annually preferably before Provincial Council Meeting and shall comprise of the following:

(i) Provincial Secretary (Chairman)
(ii) Assistant Provincial Secretary
(iii) District Secretaries (North & South)
(iv) Sectional Secretaries of Province
(v) Provincial Treasurer

17.2 **Functions of District Secretaries Forum**

(i) District Secretaries will present annual report of their District enabling Province to finalize its Annual Report for NHQ.

(ii) District Secretaries will present financial statement of their District for review and requirement for allocation of funds.

(iii) To suggest any amendment in annual training plan formulated by Provincial Training and Program Wing.

(iv) To suggest any amendment in annual Event and Activities Plan formulated by Provincial Events and Activities wing.

(v) To suggest amendment in annual inspection criteria for Best District.

(vi) To suggest and fix dates of annual inspection of Districts

(vii) To discuss matters and problems of their Districts.

(viii) To suggest an action for betterment of the scout movement.

(ix) Any other recommendation with the permission of the chair.

18. **Training and Programme System**

18.1 PIA-BSA will follow the Training Policy & System and Youth Programme Policy & System as approved by Pakistan Boy Scouts Association, from time to time. The Association will have a Training & Programme Sub-Committee comprising of the following:

(i) APC (Training & Programme) Chairman
(ii) Provincial Secretary Vice Chairman
(iii) Rep of Girls in Scouting Member
(iv) LTs / ALTs (five) Members
(v) One LT / ALT (on invitation by Chairman) Member
(vi) One LT / ALT (nominated by Chairman) Secretary
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18.2 Functions of Training & Programme Sub-Committee

The Training & Programme Sub-Committee, under the supervision of APC (Training & Programme) will:

(i) implement Training and Youth Programme Systems in PIABSA
(ii) prepare annual training and camping plan to present in District Secretaries Forum for discussion and acceptance.
(iii) execute Camping & Training Plan duly approved by Provincial Council
(iv) organize Annual High Rank Badge Camps.
(v) organize Annual Selection Camp for President Gold Medal Awards and other Awards.
(vi) organize Training Conference and Youth Forum.
(vii) evaluate the performance of Members of Training Team.
(viii) prepare scouting literature and publication of scouting books
(ix) arrange assessment of participants for ALT/LT Courses

19. Organization of the Association:

19.1 Provincial Chief Scout

The Chief Executive of PIA will be the Provincial Chief Scout of PIA Boy Scouts Association and will function in accordance with prescribed Rules of the POR.

19.2 Patron

There may be a Patron appointed by the Provincial Chief Scout on the recommendations of the Provincial Council from amongst the senior officials of PIA subject to individual’s willingness and acceptance.

19.3 Provincial Commissioner

The Provincial Commissioner of PIA Boy Scouts Association, an employee in the service of PIA, shall be appointed by the Chief Scout of Pakistan after his election in the Provincial Council. Individual’s willingness and consent will be taken before election. The Provincial Commissioner will function in accordance with prescribed Rules of the POR.
19.4 **Assistant Provincial Commissioner(s)**

There will be one or more Assistant Provincial Commissioner(s), an employee in the service of PIA, and will be appointed by the Provincial Chief Scout on the recommendation of the Provincial Commissioner in accordance with POR Rules. One Assistant Provincial Commissioner, preferably LT/ALT, will perform the functions of Training & Programme, whereas other Assistant Provincial Commissioner(s) will perform all such duties and responsibility as assigned to them by the Provincial Commissioner. The order of seniority of the Assistant Provincial Commissioners shall be determined by the Provincial Commissioner at the time of their appointment.

19.5 **Provincial Secretary**

There shall be a Provincial Secretary, an employee in the service of PIA, appointed and retired by the Provincial Council on the recommendation of the Provincial Commissioner and subject to the approval of the Provincial Chief Scout. The minimum Scout Qualification required for the position would preferably be a Wood Badger. He shall be responsible to the Provincial Commissioner for all matters pertaining to day-to-day working and other administrative matters of the Association. Provincial Secretary will function in accordance with prescribed Rules of the POR.

19.6 **Provincial Treasurer**

There shall be a Provincial Treasurer, an employee in the service of PIA, appointed and removed by the Provincial Council on the recommendation of Provincial Commissioner. He shall be responsible to:

(i) Maintain the accounts of the association and proper accounting of receipts and expenditure of the funds of the Association, and any subsidiary of the Association.

(ii) Prepare yearly budgetary estimates of the Association.

(iii) Invest funds in consultation with the Provincial Commissioner.

(iv) Operate the accounts of the Association and its subsidiaries with joint signatures of Provincial Commissioner or Provincial Secretary.

(v) Place before the Finance Sub-Committee estimated budget, all accounts and statements of the Association.

(vi) Place before the Provincial Council estimated budget, accounts and statements of the Association after clearance by the Finance Sub-Committee.
19.7 **Sectional Secretaries**

There will be one or more Sectional Secretary(s) in the Province, an employee in the service of PIA, appointed and removed by the Provincial Commissioner on the recommendation of the Provincial Secretary in consultation with concerned Assistant Provincial Commissioner. One of them will perform the functions of Training & Programme. The minimum Scout Qualification required for the position would be Assistant Leader Trainer, whereas, minimum scout qualification of other Sectional Secretaries will preferably be Istaqlal Badge. They will perform all such duties and responsibility as assigned to them by the concerned Assistant Provincial Commissioner / Provincial Secretary.

19.8 **Warden**

There will be Warden(s) of PHQ and PIA Scout Center, an employee in the service of PIA, appointed and removed by the Provincial Commissioner on the recommendation of Provincial Secretary. The minimum Scout Qualification required for the position will preferably be Istaqlal Badge. He will be responsible for maintenance and up keeping of the PHQ / Scout Centre. Further, he will be responsible to keep the properties of the Association in good order and maintain / update inventory and stock taking of the equipment of the Association. He will assist provincial officials in organizing all types of events and training camps. Functionally, he will be responsible to the Provincial Secretary and will keep close liaison with all officials.

19.9 **Legal Adviser**

There shall be a Legal Adviser of PIA-BSA, an employee in the service of PIA, appointed and removed by the Provincial Commissioner. He will be responsible for legal advice and handling of legal matters of the Association.

19.10 **Advisor to PC**

There may be an Advisor to the Provincial Commissioner, appointed and removed by him, for any specific and professional consultation in day to day affairs of the Association.

19.11 **Assistant Provincial Secretary**

There may be an Assistant Provincial Secretary, an employee in the service of PIA, appointed and retired by the Provincial Commissioner on the recommendation of the Provincial Secretary. The minimum Scout Qualification required for the position would preferably be a Wood Badger.
19.12 **Assistant Provincial Treasurer**

There may be an Assistant Provincial Treasurer, an employee in the service of PIA, appointed and retired by the Provincial Commissioner on the recommendation of Provincial Treasurer. He shall be responsible to assist Provincial Treasurer in his day to day functions and will act as Provincial Treasurer during his absence.

19.13 **Office Secretary**

There may be an Office Secretary, an employee in the service of PIA, appointed and retired by the Provincial Commissioner on the recommendation of Provincial Secretary. He must have the knowledge of computer operation, MS words, PowerPoint and excel. He will be responsible for maintenance & upkeep of Provincial Record and to provide secretarial assistance to the provincial officials. Functionally, he will be responsible to the Provincial Secretary and will coordinate with all provincial officials of the Association.

19.15 **Chief Editor Piam-e-Scout**

There may be a Chief Editor for official newsletter “Piam-e-Scout” appointed and retired by the Provincial Commissioner on the recommendation of Provincial Secretary in consultation with APC (Public Relations). He will be responsible to manage the affairs of the newsletter and its timely publication. Functionally, he will be responsible to APC (Public Relations) / Provincial Secretary and will keep close liaison with all officials of the Association.

20. **Tenure of Provincial & District Officials**

All appointments in the rank of Commissioners and Secretaries will be for a period of two years, unless removed earlier. Subject to satisfactory performance, determined by the competent authority, all Provincial & District Officials will be eligible for re-appointment / re-assignment as per requirement of the Association.

21. **Financial / NHQ Matters**

All financial issues and / or matters relating to National Headquarters, after recommendation of respective APC will be routed through Provincial Secretary to the Provincial Commissioner for his approval and further action.
22. **District Organization**

The District Scout Association(s) shall be established in every prominent city of Pakistan or at the station / institution duly approved by the Provincial Council. Each District will have District Council in accordance with POR. It will be controlled by the Provincial Headquarters and supervised by the respective District Scout Commissioner.

23. **Appointment of District Officials**

23.1 The Provincial Commissioner will make appointment of a District Scout Commissioner.

23.2 The Provincial Commissioner will make appointment of Assistant District Commissioner(s) on the recommendation of respective District Commissioner.

23.3 The District Commissioner concerned will make appointment of a District Secretary. However, where expedient & necessary the Provincial Commissioner may appoint a District Secretary in consultation with respective District Commissioner to streamline the affairs of concerned District.

24. **Hajj Service Policy**

There will be a specified Hajj Policy for selection of PIA Rover Scouts and Leaders for temporary Hajj duty at different stations in Pakistan and Saudi Arabia duly approved by the Provincial Council. The Hajj Policy will be implemented in its true letter & spirit. Hajj policy may be amended on the recommendation of the Provincial Executive Committee subject to approval by the Provincial Council.

25. **Property**

To safeguard, protect and administer the properties and assets of PIABSA, there will be a Committee comprising of the following:

(i) The Provincial Commissioner  
(ii) The Provincial Secretary  
(iii) The Provincial Treasurer  
(iv) The Legal Advisor  
(v) The Warden(s)  
(vi) One Representative of NHQ,PBSA

All decisions of the Committee shall be subject to the prior approval of the Provincial Executive Committee. However, acquisition of PIABSA properties, assets, holdings or any part thereof by the Government / autonomous / semi autonomous bodies for any purpose shall not be allowed.
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26. Accounts

26.1 The recognized Auditors shall audit all accounts of the Association. Provincial Treasurer will submit an audited report to the Provincial Council.

26.2 The funds of the Association shall be kept in a Scheduled Bank and the accounts shall be operated by any one of the following in conjunction with the Provincial Treasurer or Assistant Provincial Treasurer:

a) Provincial Commissioner; or

b) Provincial Secretary

In the absence of two of the above, the Provincial Executive Committee may nominate any of its members for a specified period to operate the accounts.

27. Uniform

All Members of the Association will wear scout uniform in meetings and on ceremonial occasions according to the color and pattern as prescribed in the POR.

28. Official Newsletter

There will be an Official Newsletter of the Association, namely, “PIAM-e-Scout” published by the Provincial Secretary. An Editorial Board headed by the Chief Editor will manage the affairs of the Newsletter.

29. Official Web Site

There will be an official web site and social media page of the Association, namely, www.piascouts.org controlled by Provincial Secretary. Website operating team will be headed by APC Public Relation which will manage affairs of the website.

30. National Participation

To promote national integrity and harmony, PIA-BSA shall endeavor to participate in all programs and activities organized by the Pakistan Boy Scouts Association or its Branch Associations.
31. **International Participation**

There will be a specified International Participation Policy according to which PIA-BSA will decide participation of its members on sponsored or on self-finance basis. Irrespective of the mode of participation, the Association will encourage its members to contribute in regional and global scouting events like; World / Regional Jamborees; World / Regional Moots; World / Regional Conferences & Meetings; IUMS / SAARC Summits & Camps, and other cross border programs of cultural exchanges aimed at promotion of international scouting.

32. **Provincial Awards**

Beside Presidential Gold Medal and Chief Commissioner Awards at National level, there will be following Provincial Awards:

(a) **Chief Scout PIA award:**

This will be awarded to those Shaheen scouts and Rover scouts who will stand second in annual selection camp with a certificate signed by Chief Scout PIA with a cash prize as per T&P Procedure.

(b) **Provincial Commissioner Award:**

This will be awarded to those Shaheen Scouts, Boy Scouts and Rover Scouts Who will stand third in annual selection camp with a certificate signed by Provincial Commissioner with a cash prize as per T&P Procedure.

(c) **Training Team Award:**

Following Awards will be bestowed to Leader Trainers and Assistant Leader Trainers who will fulfill the approved laid down criteria on the recommendation of Training and Programme Sub-Committee:

(i) Sitara-e-Tarbeeat

(ii) Hilal-e- Tarbeeat

(d) **Best Performance Awards**

(i) Best Performance Award will be given to each Section of a District, from South and North Division, which will get highest marks in the annual inspection.
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(ii) An Appreciation Certificate will be issued to the District Secretary and District Commissioner of the Best District in South and North Division

(iii) Best Event Organizing Award will be given to a District annually according to the prescribed criteria.

33. **Discipline**

33.1 The concerned District Commissioner shall take disciplinary action for any act of misconduct, inefficiency and impertinence committed by a member of his District. If being dissatisfied with the decision of the District Commissioner, the concerned member has the right for appeal to the Provincial Commissioner.

33.2 The Provincial Commissioner shall take disciplinary action in case of a serious allegation(s) against any member of the Association whose act is considered prejudicial to the interest of the Association.

33.3 Dual membership of two Scout Associations will not be permitted. Any member of other Association wishing to join PIA-BSA as Associate Member would be required to produce NOC from his parent Association.

33.4 Any member of PIABSA District will be required to get NOC from its parent District before joining other District of PIABSA.

34. **Amendments in Bye-Laws**

Additions and / or alterations to these Bye-Laws may be made by the Provincial Council with two third majority subject to approval of the National Council of Pakistan Boy Scouts Association.

35. **Application of POR**

In case of any inconsistency between these Bye-Laws and POR the later shall prevail. Further, rules of POR shall be applicable in all such matters that are not covered in these by-laws.

These Bye-Laws were recommended by the Provincial Executive Committee in its 42nd Meeting held in three session on 6th & 26th February and 13th April 2012 and were finally approved by the Provincial Council in its 39th Meeting held on 14th October, 2012.