

Canadian Fellowship of Baden-Powell Guilds

CONSTITUTION & BYLAWS



Issue: 6.0
Date: October 5, 2013

PREAMBLE

The Canadian Fellowship of Baden-Powell Guilds is an organization for adults who support Scouting and Guiding and promote fellowship on a worldwide basis. While based on the fundamental ideals of the Scout and Guide movements, the aim of the organization is to encourage members to enhance their personal development while actively supporting the Scout and Guide activities in their communities by conveying the values that were learned during their own involvement, as youth or leaders, to the newer members of these worldwide organizations. Through the enthusiastic demonstration of how the principles of Scouting and Guiding have affected their lives, members encourage others to participate in the worldwide fellowship of Baden-Powell Guilds.

NOTES

1. The original Constitution was adopted on May 14th, 1977 at a meeting held in Calgary, Alberta.
2. The first revision was adopted on June 22, 1980, at the first conference of the Canadian Council of B-P Guilds.
3. The second revision was adopted on September 29, 1995, at the meeting of the Canadian Council of B-P Guilds held in Summerland, British Columbia.
4. The third revision was adopted on December 1, 2001, at the meeting of the Canadian Fellowship of B-P Guilds, held in Ottawa, Ontario.
5. The fourth revision was not adopted on August 25, 2007, at a meeting of the Canadian Fellowship of B-P Guilds, held in London, Ontario.
6. The fifth revision (Issue 5.0) was adopted on October 2, 2010, at a meeting of the Canadian Fellowship of B-P Guilds, held in Port Moody, British Columbia.
7. The sixth revision (Issue 6.0) was adopted on October 5, 2013, at a meeting of the Canadian Fellowship of Baden-Powell Guilds, held at Blue Springs Scout Reserve, Ontario.

The name “Canadian Fellowship of B-P Guilds” was changed at the 2013 Triennial Meeting to “Canadian Fellowship of Baden-Powell Guilds”. This name change was made in order to comply with requirements for registration under the B.C. Societies Act.

DEFINITIONS

Canadian Fellowship of Baden-Powell Guilds

The Canadian Fellowship of Baden-Powell Guilds includes all members of the Baden-Powell Guilds in Canada. The Canadian Fellowship of Baden-Powell Guilds is affiliated with Scouts Canada, as an independent organization, and is also a member of the International Scout and Guide Fellowship.

Refer to Notes Section for dates of approval for original and successor names of the organization.

Eastern Canada

The description refers to all Provinces and Territories located East of the Manitoba/Ontario border.

Western Canada

This description refers to all Provinces and Territories located West of the Manitoba/Ontario border.

Executive Council

This designation refers to the Executive Committee and Provincial Guildmasters, who are elected or appointed by the membership of the Canadian Fellowship of Baden-Powell Guilds.

Executive Committee

This Committee includes the National Guildmaster, Past National Guildmaster, Deputy National Guildmaster, National Secretary, National Treasurer and National Registrar.

Provincial Fellowship of Baden-Powell Guilds

The Provincial Fellowship of Baden-Powell Guilds includes all members of Baden-Powell Guilds that are located within the boundaries of a Province or Territory and who, are members of that Provincial Fellowship of Baden-Powell Guilds as constituted in accordance with the Bylaws.

Baden-Powell Guild

This definition refers to a group of five or more adults who are (or were) members of the Scout or Guide organizations; the spouses of these eligible members as well as other persons who subscribe to the principles of Scouting or Guiding, who have made a commitment to provide service and support to either organizations and who also accept the Aims and Principles of the Canadian Fellowship of Baden-Powell Guilds. All members of Baden-Powell Guilds must be prepared to make or reaffirm the Promise of either Scouts Canada or Girl Guides of Canada, during an investiture ceremony, to become a member of a Baden-Powell Guild.

100th Baden-Powell Guild

This special Baden-Powell Guild has been established to accommodate all of those members from across Canada that have been unable to gather the required minimum of five people at their location or who wish to register as a “member-at-large” rather than join a local Baden-Powell Guild.

Charter

The Charter refers to a document that is issued to a local Baden-Powell Guild by the Canadian Fellowship of Baden-Powell Guilds after a Baden-Powell Guild has satisfied the requirements for membership that are established by the Canadian Fellowship of Baden-Powell Guilds.

Guildmaster

This definition refers to a Baden-Powell Guild member who has been elected to serve as the Chair of a National, Provincial or Baden-Powell Guild.

The Mamook Papah

This designation is currently the name of the newsletter that is published by the Canadian Fellowship of Baden-Powell Guilds to keep members informed of Baden-Powell Guild activities in Canada and to further an understanding of National concerns among the members.

The Editor of Mamook Papah

The Editor is a Guild member who is appointed by the Executive Council of the Canadian Fellowship of Baden-Powell Guilds to produce the Canadian Fellowship newsletter.

Director or Officer

The Director is an officer of an organization that conforms to the requirements of the Society Act of British Columbia. In the case of the Canadian Fellowship of Baden-Powell Guilds, the National Guildmaster, Deputy National Guildmaster, National Treasurer, National Secretary and 2 Provincial Guildmasters, one of which must reside in British Columbia, are classed as Directors under this Act.

Province or Territory

Province or Territory refers to any Province or Territory in Canada.

Provincial Guildmaster

The designation refers to a member of a Baden-Powell Guild within a Province or Territory who is elected or appointed to represent that Province or Territory at meetings of the Canadian Fellowship's Executive Council.

Special Resolution

This resolution is one that has been passed by a majority of not less than 75% of the votes cast by the Executive Council in person or by proxy.

Society Act of British Columbia

The Society Act defines an Act that prescribes the governance and operation of charitable institutions in British Columbia. [RSBC 1996] CHAPTER 433 refers. For the purposes of this document, the Society Act of British Columbia, the Society Act, and the Act, are synonymous.

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CONSTITUTION

ARTICLE 1 Name

The official name of the organization shall be:

“Canadian Fellowship of Baden-Powell Guilds”

ARTICLE 2 Aims & Objectives

The Aims of the Canadian Fellowship of Baden-Powell Guilds are to encourage the members of Baden-Powell Guilds within Canada to:

- a) keep alive the spirit of the Promise and Law, in a process of continuous personal development;
- b) bring that spirit into the communities in which they live and work, through active service to them; and
- c) actively support Scouting and Guiding in their communities within Canada and worldwide.

. The Objectives of the Canadian Fellowship of Baden-Powell Guilds are to:

- a) establish a liaison and a co-operation between the National organizations of former adult Scouts and Guides;
- b) establish Baden-Powell Guilds in areas where no such Baden-Powell Guild exists; and
- c) promote friendship amongst former adult Scouts, and Guides within Canada and throughout the world.

ARTICLE 3 Principles

The Principles of the Canadian Fellowship of Baden-Powell Guilds are to:

- a) respect life and human rights;
- b) contribute to National and International understanding, especially through friendship, tolerance and respect for others; and
- c) work for justice and peace in order to create a better world.

ARTICLE 4 Establishment of the Organization

A Council Charter was granted by the Board of Governors of Boy Scouts of Canada to establish the Canadian Council of B-P Guilds on May 13th, 1977, as an independent organization, and a Memorandum of Understanding between Scouts Canada and the Canadian Fellowship of B-P Guilds reaffirmed the Charter on February 17th, 2006.

“Canadian Fellowship of B-P Guilds” was incorporated under the terms of “The Society Act of British Columbia” on October 12th, 2005.

“Canadian Fellowship of Baden-Powell Guilds” was incorporated and registered under the terms of “The Society Act of British Columbia” on June 30th, 2011.

Canadian Fellowship of Baden-Powell Guilds is a member of the International Scout and Guide Fellowship

ARTICLE 5 Bylaws, Policies & Procedures

Canadian Fellowship of Baden-Powell Guild’s Executive Council shall establish By-Laws for;

- a) The governance of the Canadian Fellowship of Baden-Powell Guilds;
- b) The regulation and conduct of the affairs of the Canadian Fellowship of Baden-Powell Guilds.

Canadian Fellowship of Baden-Powell Guild’s Executive Committee shall establish Policies and Procedures for the efficient operations of day to day affairs of the Canadian Fellowship of Baden-Powell Guilds.

BYLAWS

SECTION 1 Administration

Executive Council

The operations of the Canadian Fellowship of Baden-Powell Guilds shall be administered by an Executive Council.

Executive Committee

The Executive Committee, in accordance with Policies & Procedures, administers the day- to- day operations of the Canadian Fellowship of Baden-Powell Guilds.

The Seal

The impression, stamped in the margin, shall be the seal of the Canadian Fellowship of Baden-Powell Guilds.

SECTION 2 Operating Year

The operating/fiscal year of the Canadian Fellowship of Baden-Powell Guilds shall be September 1 through August 31.

SECTION 3 Revenue, Fees and Assessments

The financial records of the Canadian Fellowship of Baden-Powell Guilds shall be audited annually by a qualified accountant. The audit shall be conducted prior to an Annual General Meeting or Triennial General Meeting, but not later than the 31st of October following the end of the fiscal year. The audit shall be conducted by a qualified impartial person who is trained and insured to conduct such audits. Such person must not be a member of the Canadian Fellowship of Baden-Powell Guilds. These audited statements are to be published in the Mamook Papah after being received and accepted by the Executive Committee.

The Executive Council shall levy on each member of a Baden-Powell Guild in Canada an annual registration fee, one portion of which shall be applied toward the operating costs of the Canadian Fellowship of Baden-Powell Guilds, and a second portion shall be forwarded to the ISGF.

A Provincial Fellowship of Baden-Powell Guilds (where applicable) may levy a separate annual registration fee to support the operation of the Provincial Fellowship of Baden-Powell Guilds.

SECTION 4 Membership

Membership in the Canadian Fellowship of Baden-Powell Guilds is available only to residents of Canada who support the Aims and Principles of the Canadian Fellowship of Baden-Powell Guilds and who are registered with a Baden-Powell Guild in accordance with the Bylaws, Policies and Procedures.

A person must be an adult to apply for membership in the Canadian Fellowship of Baden-Powell Guilds.

Every member must uphold the Constitution and the Bylaws of the Canadian Fellowship of Baden-Powell Guilds.

A person ceases to be a member of the Canadian Fellowship of Baden-Powell Guilds;

- a) By delivering or mailing his or her resignation in writing to the National Secretary
- b) On his or her death.
- c) On being expelled, or
- d) On having been a member not in good standing for 12 consecutive months.

A member may be expelled by a Special Resolution of the Executive Council of the Canadian Fellowship of Baden-Powell Guilds for cause.

The Notice of Expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.

The person being expelled may appeal the Notice of Expulsion, in writing, within 30 days of notice date, to the National Secretary. Such appeal will be reviewed by the Executive Council within 60 days of receipt

The decision of the Executive Council will be final.

All members are in good standing except a member who has failed to pay his or her current annual membership fee, and the member is not in good standing so long as the debt remains unpaid.

Each Baden-Powell Guild member in Canada shall be registered annually with the National Registrar of the Canadian Fellowship of Baden-Powell Guilds and with the Provincial Registrar of a Provincial Fellowship of Baden-Powell Guilds (if applicable).

SECTION 5 Elections

An election shall be held to fill positions in the Executive Committee of the Canadian Fellowship of Baden-Powell Guilds. To facilitate the process, a Nominating Committee shall be established which shall be Chaired by the Past National Guildmaster, or in the case where there is no Past National Guildmaster, a member of the Executive Council appointed by the National Guildmaster, in addition to a maximum of four Provincial Guildmasters.

The positions are for National Guildmaster, Deputy National Guildmaster, National Secretary, National Treasurer and National Registrar.

To be eligible to participate in the election process, i.e. to nominate, vote, or seek a position members must be in good standing as of January 1 of the year in which the election is to be held.

The position of National Guildmaster shall alternate every three years between Western Canada and Eastern Canada, and the position of Deputy National Guildmaster will alternate every three years geographically opposite to that of the National Guildmaster.

If there is no candidate from either the West or East when it's their time to serve, then a candidate may participate from either the West or East.

One of the Directors must reside in British Columbia to comply with the requirements of the Society Act of British Columbia.

A candidate shall only serve two, three year terms in any one position.

SECTION 6 Meetings

The National Guildmaster shall call an Annual General Meeting and at least once every three years, a Triennial General Meeting, of members of the Executive Council.

The National Guildmaster or a majority of the Executive Council may call additional meetings.

Executive Committee meetings should be held at least four times a year.

Executive Council and Executive Committee meeting may be held either by physical attendance and/or by teleconferencing.

Robert's Rules of Order, as revised, shall govern all procedural questions arising at all meetings of the Canadian Fellowship of Baden-Powell Guilds when they are applicable and when they are inconsistent with the Canadian Fellowship of Baden-Powell Guilds Constitution and Bylaws.

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All meetings of the Canadian Fellowship of Baden-Powell Guilds must be by 50% + 1 of those eligible to vote.

Minutes of all meetings shall be prepared and retained by the National Secretary

Notice of Meetings:

Notice of the Annual General Meeting, as required by the Society Act, shall specify the day and the hour of the meeting and in the case of special business, a general nature of that business. Such Notice shall be sent, by email or mail, by the National Secretary, at least 30 days prior to the meeting date.

Notice of the Triennial General Meeting shall be sent by email or mail to the members of the Executive Council by the National Secretary at least 60 days prior to the meeting date.

The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

Special Meetings:

A Special Meeting of the Executive Committee may be called by two Directors upon giving Notice to the National Secretary outlining the business to be conducted at the meeting.

A Special Meeting of the Executive Council may be called by a majority of the Executive Council members upon giving Notice to the National Secretary outlining the business to be conducted at the meeting.

A Special Meeting of the Executive Council shall be called upon the receipt of a petition, to the National Secretary, calling for and stating the purpose of the Special Meeting. This petition must be signed by 10% of the membership as recorded by the National Registrar at the end of the previous fiscal year of the Canadian Fellowship of Baden-Powell Guilds. Upon receipt of the petition, the National Secretary will issue a call for a Special Meeting within 30 days of receipt of such notice.

Upon receipt of Notice, the National Secretary, will issue a call for the Special Meeting within 30 days. of receipt of such Notice.

Voting Members:

Voting members at an Annual General Meeting, a Triennial General Meeting and Special Executive Council Meeting are the members of the Executive Committee and the members of the Executive Council.

Voting members at an Executive Committee meeting are the members of the Executive Committee.

Proxy Voting:

Proxy voting, by those members who are entitled to vote at these meetings, is allowed, provided the proxy vote is received by the National Secretary in advance of the meeting.

A proxy can include specific voting instructions or can leave a proxy holder open to make a judgment on the business presented.

SECTION 7 Death, Resignation and Removal of the Executive

Members of the Executive Council must:

- a) Serve with honest intentions and with the best interests of the Canadian Fellowship of Baden-Powell Guilds as a guiding influence;
- b) Exercise the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as an Executive Council member; and
- c) Be eligible for membership in Scouts Canada.

Any member of the Executive Council may be removed with cause by not less than 75% of the votes of the remaining members of the Executive Council. In case of death, resignation or removal of any member of the Executive Council, a successor for the vacated position shall be approved by the Executive Council to complete the term vacated as a result of such death, resignation or removal. The period of time that the replacement officer occupies the office will NOT be counted toward the normal rules that define the term of office.

SECTION 8 The Society Act of British Columbia

The Registrar of Companies, currently located in Victoria, British Columbia, shall be notified in writing by the National Secretary of any changes to the names of the Directors of the Canadian Fellowship of Baden-Powell Guilds pursuant to the requirements of the Act. The Society Act of British Columbia specifies that the address of the Canadian Fellowship of Baden-Powell Guilds must be located in the province of British Columbia. Additionally, one Director must be a resident in British Columbia, and the address of that Director shall be the location of documents and financial records of the Canadian Fellowship of Baden-Powell Guilds as required under the Society Act.

SECTION 9 Baden-Powell Guilds

Baden-Powell Guilds may be established when a minimum of five people complete the 'Application for Registration and Membership' form and forward it to the National Registrar. Once the registration process has been completed and the requirements for membership have been met, a Charter will be issued to the

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Baden-Powell Guild. The Charter must be renewed on an annual basis upon payment of a fee for each member of the Baden-Powell Guild.

To properly constitute a viable Baden-Powell Guild and fairly distribute duties and functions, every Baden-Powell Guild shall elect as a minimum a Guildmaster, Secretary and Treasurer. The duties of Secretary and Treasurer may be combined and performed by one person, but the member appointed to the position of Guildmaster shall not serve as Secretary or Treasurer. Additional officers may be elected or appointed for other duties at the discretion of the Baden-Powell Guild and in accordance with its own Bylaws. These Bylaws shall not be in conflict with those of the Canadian Fellowship of Baden-Powell Guilds.

Members-at-Large shall be admitted to the Canadian Fellowship of Baden-Powell Guilds and will be assigned as a member of the 100th Canadian Baden-Powell Guild.

The Duties of each Baden-Powell Guild (other than the 100th Canadian Baden-Powell Guild) shall be:

- a) To meet on a regular basis with a recommended minimum of at least four times a year;
- b) To encourage regular attendance at meetings;
- c) To manage projects to further the Aims and Principles of the Baden-Powell Guild; and
- d) To collect fees from each member to cover the assessments that are levied by the Canadian Fellowship of Baden-Powell Guilds and the Provincial Fellowship of Baden-Powell Guilds (if applicable) as well as to cover the ongoing operation of the Baden-Powell Guild.

The following general operating rules shall apply to the operation of a Baden-Powell Guild (other than the 100th Canadian Baden-Powell Guild)

- a) To remain in good current standing, the Baden-Powell Guild shall submit an annual financial report and census of the current membership to the National Secretary. All reports should be submitted no later than Nov. 15th of each year.
- b) The Executive Council has the authority to revoke a Baden-Powell Guild Charter if it is determined that the Baden-Powell Guild is not supporting or otherwise abiding by the Aims and Principles of the Canadian Fellowship of Baden-Powell Guilds.
- c) A quorum for an official meeting of a Baden-Powell Guild will be 50% +1 of the total membership of the Baden-Powell Guild.

SECTION 10 Provincial Fellowship of Baden-Powell Guilds

Where any Province or Territory has a minimum of three registered Baden-Powell Guilds, a Provincial Fellowship of Baden-Powell Guilds shall be established. In matters of organizational changes the Provincial Fellowship of Baden-Powell Guilds shall be the conduit for communications between the Canadian

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Fellowship of Baden-Powell Guilds and all Baden-Powell Guilds within that Province or Territory and it will also serve as the administrative body to voice the collective needs and concerns of all Baden-Powell Guilds within that Province.

The purpose of the Provincial Fellowship of Baden-Powell Guilds is to:

- a) Meet on a regular basis in accordance with Provincial Bylaws;
- b) Govern and administer a Provincial Fellowship of Baden-Powell Guilds;
- c) Encourage the formation of Baden-Powell Guilds within its jurisdiction; and
- d) Encourage members within the Provincial Fellowship of Baden-Powell Guilds to comply with the Aims and Principles of the Canadian Fellowship of Baden-Powell Guilds.

Each Provincial Fellowship of Baden-Powell Guilds shall elect its own Provincial Executive, including a Provincial Guildmaster, Provincial Secretary and Provincial Treasurer and such other officers and members as may be determined by the Bylaws of that Provincial Fellowship of Baden-Powell Guilds. The Provincial Executive shall be elected at the Annual General Meeting for the Province or Territory, and serve for a three year period, or otherwise in accordance with the Bylaws of that Provincial Fellowship of Baden-Powell Guilds.

Where fewer than three Baden-Powell Guilds exist in a Province or Territory and a Provincial Fellowship of Baden-Powell Guilds cannot be formed in accordance with these Bylaws, those Baden-Powell Guilds shall select one of their members (here in referred to as a Provincial Guildmaster) to represent them directly to the Executive Council.

Each Provincial Guildmaster shall have voting rights on the Executive Council, and at the Annual General Meeting and Triennial General Meeting and any Special Meeting called by the Executive Council.

Each Provincial Fellowship of Baden-Powell Guilds shall establish Bylaws and submit a copy to the Canadian Fellowship of Baden-Powell Guilds for approval. These Bylaws shall not be in conflict with those of the Canadian Fellowship of Baden-Powell Guilds.

Each Provincial Fellowship of Baden-Powell Guilds shall submit an annual financial report and census of current membership to the National Secretary of the Canadian Fellowship of Baden-Powell Guilds by not later than Nov. 15.

Section 11 Amendments

Any amendments to the Constitution, the Bylaws, and the Policies and Procedures of the Canadian Fellowship of Baden-Powell Guilds, shall not in any way contravene any of the articles of the Constitution or Bylaws of the Society Act of British Columbia, Scouts Canada or International Scout and Guide Fellowship.

A Special Resolution may amend the Constitution at a Triennial General Meeting of the Canadian Fellowship of Baden-Powell Guilds. Written notification of the proposed change must be circulated to all members of the Executive Council and all members of the Canadian Fellowship of Baden-Powell Guilds at least 60 days prior to the date of the meeting.

Special Resolution may amend the Bylaws that are introduced at a Triennial General Meeting of the Canadian Fellowship of Baden-Powell Guilds. Written notification of the proposed change must be circulated to all members of the Executive Council and all members of the Canadian Fellowship of Baden-Powell Guilds at least 60 days prior to the date of the meeting.

Any amendments to the Constitution and Bylaws must be submitted to the International Scout and Guide Fellowship World Committee for approval, and such changes will not be effective until such changes are approved by the ISGF. Further no changes to the Constitution or Bylaws will be considered if they conflict with the International Scout Guild Fellowship, Scouts Canada or the Society Act of British Columbia.

The Policies and Procedures may be amended by the Executive Committee at one of their scheduled meetings and shall be passed by a simple majority vote (50% + 1).

SECTION 12 Quorum for a Meeting of the Canadian Fellowship of Baden-Powell Guilds

A quorum for a Triennial General Meeting shall be 50%+1 of the Executive Council, that shall include a minimum of 4 Provincial or Territorial Guildmasters, after proper notice has been served. Teleconferencing is allowed to achieve a quorum.

SECTION 13 Funds

The Executive Committee shall establish fund categories for specific purposes to meet the needs of the Canadian Fellowship of Baden-Powell Guilds.

The Restricted Travel Investment Fund

The funds generated from this investment will be transferred to the operating account each year on August 31st to offset the travel expenses of the Executive Committee and other operating expenses.

The fund was established at ninety-five thousand dollars (\$95,000.00) and that principal amount cannot be reduced without a change to the Bylaws.

The Triennial General Meeting Fund

This fund is to be used exclusively by members of the Executive Council to cover the expenses of the Triennial General Meeting and must be budgeted for each fiscal year.

SECTION 14 Emblem & Flag

The emblem of the Canadian Fellowship of Baden-Powell Guilds is a red Scout Northpoint (Arrowhead) bearing two White Stars, over a white Guide Trefoil, all centered on a red Maple Leaf. All copyright and other intellectual property rights, together with any goodwill relating to it, belong to the Canadian Fellowship of Baden-Powell Guilds.

The Flag of the Canadian Fellowship of Baden-Powell Guilds consists of the Canadian Fellowship of Baden-Powell Guilds emblem on a light blue background.

SECTION 15 Recognition

Service Awards

The years of service for Baden-Powell Guild members are only those years that are served as a registered member of the Canadian Fellowship of Baden-Powell Guilds.

Honours and Awards

The Executive Committee shall process and approve all requests for Honours and Awards as defined in Policies and Procedures – Recognition

Others (Scouts Canada & Girl Guides of Canada)

The years of service and other awards for Guild members who are also members of Scouts Canada or Girl Guides of Canada are the responsibility of the respective Scouting and Guiding organizations, each of which establishes the criteria for these awards.