

OLAVE BADEN-POWELL SOCIETY **POLICIES AND PROCEDURES**

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1. General Introduction

The Olave Baden-Powell Society (The Society) was formed in 1984 at the 25th World Conference to provide financial support to the World Association of Girl Guides and Girl Scouts (WAGGGS) by recognising major donors and honouring individuals who have made major financial and personal contributions to the Girl Guide/Girl Scout Movement.

The purpose of the Society is to create a growing worldwide network of caring and influential women and men, to support WAGGGS in its work to enable girls and young women to develop their fullest potential as responsible citizens of the world. To this end, the Society acts to inspire generosity and sustained financial support from individuals

HRH Princess Benedikte of Denmark is the Patron of the Society and is closely involved in all of its activities.

The Society operates within WAGGGS. Its Manager is based within the World Bureau in London.

2. Joining the Society

2.1 Criteria for joining the Society

- The Society is open to any individual who is in sympathy with the fundamental principles of WAGGGS and who has donated or has pledged to donate to WAGGGS according to the criteria set by the Board:
- A minimum of £6000 (or its equivalent in other currency) in one donation
- A minimum of £6,000 in maximum of 6 equal instalments over 6 years
- A bequest of £12,000 or a life insurance allocation of £18,000
- A single donation of £6000 on behalf of an individual as a means of honouring that person
- A single donation of £6000 in memory of an individual

An individual under the age of 35 may join the Society as a Young Supporter if she/he makes an initial donation of £1,000 or this sum has been donated on her/his behalf.

An individual, who has made a donation of £1,000 to WAGGGS, for example through a Region or Friends Group or a World Centre, may join the Society if she/he pledges to pay the balance of £5,000 to WAGGGS in one donation or in maximum of 5 equal instalments over 5 years.

An individual who has made a recent (within the previous 3 years) single donation of £6,000 or regular donations totalling £6000 to a Region or Friends Group or a World Centre, may join the Society without an additional donation.

Other forms of donations entitling a person to join the Society will be considered by the Board.

2.2 Information for individuals interested in joining the Society

The Society Donation form is available from the Manager, and can also be downloaded from the Society website:

The initial donation may be directed to the WAGGGS Designated Fund; WAGGGS Leadership Development Program; WAGGGS Membership Development; and WAGGGS Advocacy Campaign/s.

Tax regulations vary from country to country. It is therefore recommended that Supporters consult their own tax authorities.

UK tax payers may meet the criteria by a combination of donation and Gift Aid whereby a proportion of the funds received by WAGGGS is provided through the UK Gift Aid scheme.

Donors who pay tax in the US are advised to benefit from the tax exemption scheme of the US Internal Revenue Service by paying the required amount in US dollars to The World Foundation for Girl Guides and Girl Scouts.

Donors who pay tax in Canada are advised to benefit from the tax exemption scheme of the Canada Internal Revenue Service by paying the required amount in Canadian dollars to The Canada Girl Guides for the World Friendship Fund.

2.3 Presentations

New Supporters and Young Supporters are presented to the Society at a ceremony following their joining the Society.

Presentations are, as a rule, made at Society events but where there are special circumstances, other arrangements may be made at the discretion of the Patron and the President’s Team.

The Patron formally welcomes each new Supporter to the Society by presenting a Society Pin and Certificate.

n. Where a donation is made *in memoriam*, a certificate is presented to the donor or donors.

2.4 Records

The Society holds a record of all Supporters, including those now deceased and those where the donation was given *in memoriam*. This record, in the form of a Roll of Honour, is published annually and distributed to the Supporters. Names are listed in alphabetical order under their country with the date when they joined the Society. A symbol indicates Supporters who have made additional donations recognised by the Society in the form of the Princess Benedikte Award, President’s Award, OB-PS Global Supporters Award, OB-PS Gold Supporters Award and the Centenary Supporters Award (2010-2013). The names of the first 500 donors are displayed in the foyer of the World Bureau.

2.5 Additional donations

The Board will continuously strive to inspire existing Supporters to donate further to WAGGGS. All additional donations contribute to a person attaining the following awards:

Princess Benedikte Award	£25,000
President’s Awards	£20,000
OB-PS Global Supporter’s Award	£15,000
OB-PS Gold Supporter’s Award	£10,000

2.6 Finances of the Society

In accounting terms, the Society is not an autonomous body. While donations can be identified as relating to the Society, funds are held in the accounts of WAGGGS. The terms “membership” and “subscription” are avoided and the individuals who have joined the Society are called Supporters.

3. Leadership of the Society

The Board is responsible for the governance of the Society and its strategic direction. Its ethos and composition reflects the international nature of the Society.

3.1 The Patron

Princess Benedikte of Denmark is an *ex officio* member of the Board. Her advice is sought on all important matters relating to the Society and, in particular, the venue and date of Society events and presentations.

3.2 Directors

Up to 14 Directors are elected from the Society to serve on the Board. Directors have the power to vote.

The role of the Director as a Board member is:

- To attend meetings of the Board and participate in the governance of the Society.
- To promote the work of WAGGGS and thereby increase the number of Supporters.
- Between meetings of the Board to contribute to at least one Board Working Group and/or to take on a Board role such as Co-ordinator of Young Supporters.
- To consider appropriate venues for Society Events.
- To agree the distribution of the Anne Scott Fund.
- To review an annual financial statement and agree targets for donations.
- To review the criteria for joining the Society.
- To elect the Directors, the President and the Vice President(s) of the Society.

Directors are expected to have a working knowledge of English, access to the internet, the capacity to handle correspondence promptly and the willingness to commit to specific tasks.

Directors do not receive expenses for carrying out their roles.

If a Director is unable to fulfil the role due to a change in circumstances, the President will discuss with her/him whether she/he is in a position to continue as a Director.

Members of the Board may, if they wish, wear the uniform worn by members of the World Board.

3.3 President and Vice President(s)

The President of the Society and one or two Vice Presidents are elected by the Directors.

Meetings of the Board are chaired by the President or by a Vice President if the President requests this. The President works closely with the Manager to ensure that meetings are conducted efficiently and decisions are implemented effectively and expeditiously.

The President represents the Society at events organised by WAGGGS and other external organizations. A Vice President, the Manager or a Director authorized by the President may also represent the Society.

The President is responsible for liaising with the Chief Executive of WAGGGS regarding the strategy and policy of the Society.

The role of the President is:

- To represent the Society and to speak on its behalf where appropriate.
- To chair meetings of the Board and Society events.
- To work with the Manager to ensure the efficient management of meetings and the implementation of decisions.
- To welcome new Supporters by letter.
- To assist the Director of Engagement in the annual appraisal of the Manager.

The role of Vice President is:

- To assist the President and to represent her/him when required.
- To chair any meeting or part of a meeting at the request of the President.
- To act as a member of the President's team, advising the President on behalf of the Board between meetings.

3.4 Ex Officio Members of the Board

The following are members of the Board by virtue of their office:

- The Patron of the Society

- Up to 3 representatives from WAGGGS
- The Manager

Ex officio members do not have the power to vote.

3.5 Consultants

The Board may appoint consultants to assist it in its deliberations. An appointment is normally for no more than one year unless the specific task, for which the appointment has been made, extends beyond one year in which case the appointment may be extended by a specified period.

Consultants do not have the power to vote and do not receive remuneration for their work.

3.6 The Manager

The Manager is employed by WAGGGS and reports to the Director of Engagement. The Manager does not have the power to vote.

The role of the Manager is to provide a secretariat and to manage the business of the Society. Her/his duties are:

- To work as a member of the Engagement Team to promote the Society as a significant contributor to the fundraising strategy.
- To work closely with the President's Team to ensure the efficient management of Board meetings and the implementation of decisions.
- To attend meetings of the Board and arrange for minutes of the meeting to be taken.
- To provide a secretariat for the Society regarding notification of Society Events, registration where this is required and communication with National Co-ordinators and Ambassadors
- To prepare the annual review and financial statement.
- To maintain a record of Supporters and regularly update the Roll of Honour.
- To manage the process of nominations of Directors to the Board and the process of election of Directors, the President and the Vice Presidents.
- To prepare an induction pack for new Directors.
- To work closely with the Host Team to ensure the event delivery in accordance with the agreed format.
- To assist in the preparation of Presentation Ceremonies
- To represent the Society at World Conferences when possible and assist the President in the preparation of a report on the activities of the Society.

3.7 Honorary Associate of the World Board

The World Board may confer the title of Honorary Associate of the World Board on an OB-PS Director, where there is the potential for an on-going contribution to the work of WAGGGS.

3.8 National Co-ordinators

The President appoints a National Co-ordinator for a term of three years to assist the Society to serve its members in a country or a defined geographical area. The appointment may be continued for a further three years if both agree. The President, in making the appointment may seek input from Supporters in the country or area, from OB-PS and/or WAGGGS staff and/or from Board members, in addition to requiring a CV from the person/s recommended.

The responsibilities of National Co-ordinators are:

Supporters:

- To maintain a list of current Society Supporters in the country/area, and their contact details
- To serve as a contact point for the Society Supporters within the country/area
- To communicate with Supporters regularly with news from WAGGGS and the Society
- To advise on the various methods of donating
- To hold an annual country meeting or other gatherings where this is practical
- To organize approaches to potential Supporters
- To organize special Presentation Ceremonies, in consultation with the Manager

Publicity and programme:

- To provide promotional material
- To arrange translation of Society promotional material into a local language

- To work with the national Girl Guide/Girl Scout Organization to provide information on the Society
- To provide resources to Supporters who have volunteered to promote the Society
- To promote and encourage knowledge of the Society in any way appropriate in their region/area

Administration:

- To communicate with the Manager regularly
- To report back to the Manager with any photos/news
- To identify funding for all promotional events

Events:

- To prepare annually a brief country report for the Board, and to attend, or name a substitute to attend, the Coordinators' Meeting at Events
- To arrange for, and chair, a country meeting if appropriate

3.9 Ambassadors

The President appoints individuals who are leading citizens in their country to encourage donations by demonstrating the value of the work of the Society in supporting WAGGGS and the relevance of the work for girls and women in their country. An Ambassador will be supported by a National Coordinator if one is appointed in the country, and by the Manager. Promotional materials will be provided but there are no funds to cover the cost of events. The President appoints an Ambassador for a term of two years, the appointment may be continued for a further two years if both agree

4 Procedures of the Society

4.1 Elections to the Board

Elections to the Board of the Society are held when vacancies occur on the Board (normally every two years). Elections are organised by the Manager.

Nominations are invited from Supporters of the Society of individuals who are prepared to undertake the duties of a Director taking account of the range of skills necessary to enable the Board to fulfil the mission of the Society. A nominee needs to be a fully paid Supporter of the Society.

The Call for Nominations includes:

- The names, regions, and terms of office of the current Board
- The number of vacancies on the Board
- A copy of Policies and Procedures (including descriptions of Board roles)
- A nomination form
- The date by which nominations are due

Nominees must sign the nomination form to indicate that they give permission for their name to go forward for consideration. The form is also signed by the proposer and a seconder. Following receipt of the form, the Manager will contact the nominee to gather biographical information, which will be sent to the Board to assist in voting.

To be elected, a nominee must receive a vote from a minimum of 2/3 of the Board. If two nominees receive the same number of votes and only one vacancy remains, the President has discretion to ask the Board to decide which nominee is elected by calling for a second vote. The names of those elected are submitted to the Patron for ratification.

The current Board elects the required number of Directors from the nominations received. Directors are elected for a period of four years with the possibility of being re-elected for two years thereafter. A Director may serve up to ten years if elected to the office of President or Vice President. A Director may not stand for re-election until one year after the end of their previous six year term.

The names of those elected are reported formally at the next Society Event. Following their election, all newly elected Directors are invited to attend the next scheduled Board meeting as observers. Retiring

Directors complete their term of office at the end of the Society event at which the outcome of elections is announced.

4.2 Election of the President and the Vice-President/s

Elections for President and for the Vice-President/s are held when vacancies occur but normally every four years from their appointment. If the election is for a Vice-President or Vice-Presidents the number to be elected should be determined prior to the election taking place.

The appointment of the President and Vice President/s is normally taken up immediately after the Society event at which the previous President and/or Vice President/s demit office.

Elections are conducted by the Manager.

Nominations are initially invited from retiring, remaining or incoming Directors. A general call to all Supporters will only take place should there be no candidates among the Directors.

Nominees must give permission for their name to go forward for consideration. No proposer or seconder is required. Following receipt of the nominee's permission, the Manager will contact the nominee to gather biographical information, which will be sent to the Board to assist in voting.

The current Board and newly elected Directors vote to elect the President and/or Vice President/s. Except for this vote, new Directors do not assume their roles until after the end of this Board meeting and Society event.

The nominee receiving the highest number of votes is elected. If two nominees receive the same number of votes and only one vacancy remains, the current President has a deciding vote.

The names of those elected are submitted to the Patron for ratification.

4.3 Voting

Each Director has one vote for or against a resolution. Where an equal number of votes are cast, the President has a casting vote.

Decisions are normally taken on a straight majority but where the matter concerns a change to the criteria for joining the Society, a minimum of two thirds of the Directors must support the change.

In the event of a Director being unable to attend a meeting, she may direct another Director to vote on her/his behalf. The instruction for a proxy vote must be in writing to the Manager. No Director may accept more than one proxy vote.

4.4 Quorum

A quorum is one half of the number of Directors plus one. Directors who are not physically present but have authorized another Director to represent her/him count towards the quorum.

4.5 Conduct of Board Meetings

The World Board and the Board follow the same code of conduct with regard to meetings. This code requires courtesy, commitment to the mission of the Society and respect for confidentiality where this is appropriate.

Meetings are conducted in English with due care and consideration for those members for whom English is not their first language. The President or Vice President/s takes the chair at each meeting. Minutes of the proceedings are taken by a member of WAGGGS staff. Where possible the Manager is in attendance.

4.6 Working Groups

The Board may appoint working groups to focus on specific tasks. The composition of a working group varies. A Director normally convenes each working group and presents a progress report to the Board at appropriate stages of the work.

4.7 Society Events

4.7.1. Society Events

Society Events are held in different WAGGGS Regions to reflect the international nature of the Society. The Board is responsible for deciding the dates and venues in consultation with the World Board. Planning a Society Event normally requires 2 to 3 years of preparation. The President or Chief Commissioner of the Girl Guides or Girl Scouts of the country wishing to host an event, issues an invitation to the President.

Full details of event delivery can be found in OB-PS Events Manual (Appendix 1)

4.7.2. National Meetings

Some National Coordinators and Ambassadors arrange meetings at national level to which Supporters are invited.

5 Glossary of Terms

5.1 Recognition

5.1.1. Society Badge

The badge or lapel pin with the Society logo, which is presented by the Patron together with a certificate, in recognition of individuals who have joined the Society with a donation of £6,000 or more or who have made first donation of their pledge. A Society lapel pin and special certificate is presented to Young Supporters.

5.1.2. OB-PS Gold Supporters Award

Awarded to a donor who has gifted a total of £10,000

5.1.3. OB-PS Global Supporters Award

Awarded to a donor who has gifted a total of £15,000

5.1.4. President's Award

Awarded to a donor who has gifted a total of £20,000

5.1.5. Princess Benedikte Award

Awarded to a donor who has gifted a total of £25,000.

A donor may choose to remain anonymous.

5.1.6 Presentation Ceremony

Official ceremony of honour, where supporters are recognised for their donations in an appropriate manner for their donations.

5.2 Finance

5.2.1. Anne Scott Fund

A fund set up to honour Anne Scott, President of the Society from 2000 - 2004, for the purpose of providing small amounts of financial assistance to girls and young women who are selected to attend a WAGGGS leadership training or similar event or who require financial support for a project inspired by that training. This fund is administered by the Board through a Director appointed to do this.

5.2.2. Designated Fund

These are funds specifically set aside by the World Board for a particular purpose, over which they have discretion to utilise. In regards to the OB-PS raised income, this is a fund established by a resolution of the World Conference in 1999. Its aim is to provide a fund, the income and capital of which can be used to safeguard the continuing development, promotion and expansion of WAGGGS. The Board operates this fund in line with this resolution.

5.2.3. Operating Fund

A fund which provides income for current WAGGGS projects.

5.2.4. The World Foundation for Girl Guides and Girls Scouts inc.

An incorporated organization of the USA set up to provide a tax efficient method for citizens of the USA to donate to Girl Scouts USA and WAGGGS.

5.2.5. The Canada Girl Guides for the World Friendship Fund

A fund which provides a tax efficient method for citizens of Canada to donate to the Canada Girl Guides and WAGGGS.

5.3 Board and Operational

5.3.1. The Board

The Executive Committee of the Society.

5.3.2 The Manager

WAGGGS Staff member responsible for supporting activities of the Society.

5.3.3. President's Team

The President, the Vice President/s, the Patron and the Manager.

5.4. WAGGGS

The World Association of Girl Guides and Girl Scouts

5.4.1. Chief Executive Officer

The Chief Executive Office is most senior staff member of WAGGGS.

5.4.2. Friends' Group

A national or regional group of individuals who support a World Centre or a WAGGGS Region.

5.4.3 Fund Development Committee

A Committee operating under the World Board structure with focus on Fund Development for WAGGGS.

5.4.4 Engagement Team

WAGGGS Department in which the Manager of the Society is a staff member.

5.4.5. Member Organization

A national organization which is a member of WAGGGS.

5.4.6 WAGGGS Region

WAGGGS Member Organisations are grouped in 5 Geographical regions: Africa, Arab, Asia Pacific, Europe and Western Hemisphere Region.

5.4.7. World Board

The governing body of WAGGGS.

5.4.8. World Bureau

The Secretariat of WAGGGS located in London, UK.

5.4.9. World Centre

WAGGGS' Centres in the UK, Mexico, Switzerland, India and Africa (a virtual centre) open to members of national organizations.

5.4.10. World Conference

The governance meeting of WAGGGS held every three years in the country of a Member Organization.