

# Chapter 14

## OTHER MATTERS

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### Rule 14.1 Political Activities

- a. The Scout Movement is not connected with any political body.
- b. Members of the Movement in uniform, or individuals when acting as representatives of the Movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

### Rule 14.2 Citizenship and Participation

- a. The Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.
- b. In pursuance of the Association's Purpose, each Member of the Movement shall, within the bounds of age and mental maturity, be encouraged:
  - to become involved in the processes by which decisions are made within the Association and, to that end, to understand the organisation of the Association;
  - to become more aware of major social issues at local, national and international level;
  - to understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes.
- c. It is accepted that this will involve Members of the Movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing the Association must not endorse any particular political party or candidate.
- d. If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Scout Leader, the Leader of an Explorer Scout Unit, or a Scout Network Leader may, with the consent of the District Commissioner, offer the services of Scouts provided that each individual participates voluntarily.

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#### **Rule 14.3 Expressions of Opinions of the Association's Policy**

- a. Members of the Movement may not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of the Association when appearing on television, speaking on the radio or writing for or being interviewed by the Press, unless they have previously obtained permission to do so from Headquarters.
- b. Members of the Movement may not address correspondence on matters relating to Scouting or as representatives of the Association to any Royal personage, Department of State, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference except after consultation with and through Headquarters.

#### **Rule 14.4 Associate Organisations**

- a. Headquarters may designate certain organisations whose aims and purposes relate to those of the Association.

#### **Rule 14.5 Student Scout and Guide Clubs**

- a. A Student Scout and Guide Club may be formed in a higher education or further education institution.
- b. A Club is recognised through the local Scout and Guide County after its constitution has been approved by the local Scout and Guide Commissioners.
- c. The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.
- d. The purpose of a Student Scout and Guide Club is:
  - to provide a programme of activities for its members whether or not they are Members of the Scout and Guide Movements;
  - to create a wider understanding and appreciation of the work of the Scout and Guide Movements, particularly among fellow students, by spreading information and by example;
  - to render service, as a Club, to Scouting and Guiding and the community;
  - to maintain relationships with the Scout and Guide Movements locally.
- e. Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.
- f. They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout and Guide Commissioners, who must forward it to their respective Headquarters for registration.
- g. A registered and recognised Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- h. All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.
- i. A Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.
- j. A Club is self-financing and is required to pay the annual affiliation fee to the Student Scout and Guide Organisation.
- k. All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding.
- l. A member of a Student Scout and Guide Club who is also a Member of the Scout or Guide Movement may wear the Student Scout and Guide Club Badge on uniform.
- m. Further details may be obtained from the Scout Information Centre.

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### **Rule 14.6 Student Scout and Guide Organisation**

- a. The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- b. The Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- c. Further details may be obtained from the Scout Information Centre.

### **Rule 14.7 Protected Badges and Designations**

- a. Except as authorised below the following badges and all Scout designations are protected and may not be used without the prior permission of Headquarters:

#### Badges and Emblems

- The World Membership Badge
- The Arrowhead Badge and all badges the design of which incorporates the Arrowhead Badge
- The Armorial Bearings of the Association
- The Silver Wolf
- The Wood Badge

#### Designations

- The name of the Association
  - All designations of Members and appointments which incorporate the word 'Scout'
  - The title 'Scouter'
- b. Scout Executive Committees may, under this Rule, authorise reproduction of the following on flags, letterheads, forms, reports and other stationery, band instruments, signs and notice boards, publicity material, pictures of events or places connected with Scouting, fund raising items and items for presentation and Scout gifts:
    - the Arrowhead Badge;
    - the name of the Association;
    - all badges of the Association (excluding the World Membership Badge and the Armorial Bearings of the Association).
  - c. The badges and designations permitted are restricted to specific items and quantities being ordered.
  - d. This Rule does not empower manufacturers or printers to create stocks of items incorporating such reproductions.

### **Rule 14.8 Trade Marks**

- a. The expression "Trade Mark" or "Trade Marks" refers to those words, symbols, Marks, Logos, domain or other names or a combination of any of these which are owned by the Association and which cannot be used without the prior written authorisation of Headquarters. The expression 'Trade Mark Licensee' refers to those who have obtained the written permission of Headquarters to use the Association's copyright material.
- b. Individuals, members and/or Scout Units must not use, apply to register or otherwise seek to obtain any trade mark which is or may in the Association's view be identical or confusingly similar to its Trade Marks without the prior written authority of Headquarters. For the avoidance of doubt a Trade Mark (or domain name and other names) containing the word "scout" in any form will be considered confusingly similar to the Trade Marks of the Association.

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- c. Failure to comply with these Rules may constitute a breach of Trade Mark law and give rise to legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members and, in particular the Scout Unit's Executive Committee, to ensure that these rules are followed.
- d. A Trade Mark Licensee must not claim any right, title or interest in the Trade Mark and must further ensure that use of the Trade Mark will not:
  - i. Damage or be likely to damage the goodwill in any Trade Mark;
  - ii. Be misleading or impose any liability on the Association;
  - iii. Devalue, damage, bring into disrepute or conflict with the good name and reputation of the Association or the Movement as a whole;
  - iv. Jeopardise or invalidate any registration of any Trade Mark or cause the removal of any Trade Mark from the relevant Register;
  - v. Prejudice the right or title of the Association to the Trade Mark.
  - vi. The user shall not at any future time register or use any of the Trade Marks in its own name as proprietor.
- e. A Trade Mark Licensee must:
  - i. Promptly inform the Association of any use of any unauthorised or unlicensed use the Trade Marks;
  - ii. Hold all goodwill and any other intellectual property rights generated by the use of the Trade Marks on trust for the benefit of the Association and, if the Association so instructs, shall do all such things necessary to ensure that the same are transferred or assigned absolutely to the Association without any cost or penalty to the Association.
  - iii. Not sub-licence, purport to licence or otherwise authorise use of any of the Trade Marks to any other party;
  - iv. Not seek to profit from any use;
  - v. Hold any profit or other benefit received from use of the Trade Mark on trust for the Association which will be entitled to full access to any related accounts and/or other records;
  - vi. Any money or other benefit received as a result of use of the Trade Marks shall, unless agreed otherwise, be held on trust for the Association which shall be entitled to full access and sight of any and all accounting and other relevant records.

#### **Rule 14.9 Copyright**

- a. The expressions 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right, rental right, right to authorise or lend as well as any database right created by or vested in the Association. The expression 'Copyright Licensee' refers to those who have obtained the written permission of Headquarters to use the copyright material.
- b. Failure to comply with these rules may constitute copyright infringement and give rise to legal action against individuals, members and/or Scout Units. It is the responsibility of all members and in particular the Scout Unit's Executive Committee to ensure that these rules are followed and that the Association's copyright is protected.
- c. In general, copyright material may not be reproduced, distributed, sold, licensed, sub-licensed or assigned (in whole or in part), especially to any commercial entity, without the prior written permission of Headquarters save that the Executive Committee of a Scout Unit may authorise reproducing extracts for use in not-for profit scouting activities provided that:
  - i. No representation is made that the resultant item or work has been approved (in content,

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quality or otherwise) by the Association.

ii. The resultant item or work is not misleading or imposes or creates any liability on the Association or devalues the good name and reputation of the Association;

iii. All rights in the resultant item or work, including all moral rights under the Copyright, Designs and Patents Act 1988, shall automatically vest in the Association to the exclusion of all other parties (including the author) and, if the Association so instructs, such parties will do all such things necessary to assist the Association to enforce such rights.

iv. If any profit or other benefit is received from the resultant item or work then this will be held on trust for the Association which will be entitled to full access to any related accounts and/or other records.

d. A Copyright Licensee shall:

i. Not at any time assert any claim, right, title or proprietary interest in the copyright material or any part thereof.

ii. Promptly inform the Association of any unauthorised or unlicensed use of any copyright material which comes to its attention.

iii. Hold all goodwill and any other intellectual property rights generated by the use of the Trade Marks on trust for the benefit of the Association and, if the Association so instructs, shall do all such things necessary to ensure that the same are transferred or assigned absolutely to the Association without any cost or penalty to the Association.

### **Rule 14.10 Transport**

a. When Members or units of the Movement use their personal or unit transport on Scout activities, they should be aware of the current regulations affecting motor transport. Guidance can be obtained from the Scout Information Centre.

### **Rule 14.11 Data Protection and Responsibilities within Scouting**

a. The Scout Association is committed to protecting personal data in compliance with the Data Protection Act 1998 ('the Act') which regulates the collecting and handling of personal data whether kept using electronic or structured manual systems. The Scout Association is a Data Controller under the Act.

b. Scout Units (i.e. Groups, Districts, Counties or Countries), as charitable organisations processing personal data, are also Data Controllers under the Act. Scout Executive Committees, as the charity trustees, are responsible for ensuring that proper systems are in place in respect of their relevant Group, District, County or Country and that any personal data is collected, managed, kept or handled in compliance with the Act.

c. Personal data in Scouting will be held and used in accordance with the provisions of the Data Protection Act 1998. In particular:

- Personal data will only be collected and used for the purpose of activities directly relating to Scouting and/or a person's Membership or association with Scouting.
- The information must not be sold to any party and may only be shared in strict compliance with the rules of the Association and the law.
- The information will be kept as accurate and up-to-date as possible for the purposes for which it is being held.
- The information will be kept secure and prevented from being used in an unauthorised or unlawful way.
- The information will be securely destroyed when no longer required.

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- Individuals can request a copy of their personal data by making a Subject Access Request (SAR) to the relevant Group, District, County, Country or National Headquarters
- d. All Members and Associate Members must ensure that when handling any personal data they comply with the Data Protection Act and the requirements set out in this Rule 14.11.

*For further general guidance please see the Data protection and Scouting guidance on Member Resources online. For detailed guidance please also see the ICO website at <http://ico.org.uk/>*

#### **Rule 14.12 Compass Membership System (“Compass”)**

- a. Compass is the official membership system of the Association.
- b. Compass must contain accurate and up-to-date information on all youth, adult Members and Associate Members of the Association as well as connected individuals such as Executive Committee Members, Occasional Helpers and relevant parents/carers.
- c. Compass must be used in compliance with the Data Protection Act 1998 and the rules given in Rule 14.11 above. In respect of data stored on Compass, The Scout Association is a Data Controller in common together with Groups, Districts, Counties and Countries and each must ensure that the processing of personal data, for which they are responsible, complies with the Act.
- d. Adult members are responsible for maintaining their own data e.g. name, address, contact details either directly or via a nominated individual. Certain other data may only be updated/maintained by authorised persons e.g. roles, training records, permits etc.
- e. Responsibility for maintaining youth data rests with the leader of the Section(s) to which the young person belongs.
- f. All membership data should be checked as regularly as possible to ensure it is correct/factually accurate and must, in any event, be checked on an annual basis.
- g. All joining information must be either entered directly into compass or recorded using the Association’s official Joining Forms and then be transferred accurately into Compass.
- h. Members must ensure that any reports from Compass (electronic or hardcopy) are held and stored in compliance with the Data Protection Act and the Rules given in 14.11 above.
- i. Members must ensure that any reports from Compass (electronic or hardcopy) are destroyed securely as soon as no longer required.