

# **The Scout Association of Australia (NSW Branch)**

## **Sydney North Region Rover Council Constitution**

### **1. Name**

The name of the Council shall be the Sydney North Region Rover Council and shall be referred to herein as the Council.

### **2. Function**

The affairs of the Rover section in the Region are conducted by the Council which has the following functions:

- a) To be responsible for the development and the maintenance of the standards of Roving in the Region
- b) To promote Rover activities in the Region
- c) To organise training courses for Rovers in the Region and particularly Crew Leaders
- d) To make recommendations to the Branch Rover Council
- e) To maintain a record of Crews, Crew contacts, meeting places and times of meetings and to receive reports from each Crew at each Region Rover Council meeting
- f) To make decisions about the rules and methods by which it governs, administers and implements its operations, but in those matters which may affect the general principles of the Movement as expressed in Part 1 of "Policy & Rules", other sections of the Movement or existing relations with other organisations, approval of the Region Commissioner is required.

To fulfil these duties the Council has the authority to:

- i) recommend to Branch Headquarters the registration of new Crews
- ii) recommend to Branch Headquarters the de-registration of Crews
- iii) recommend to Branch Headquarters the de-registration of Crews that do not maintain any minimum standards (as per By-Law 1 of the Sydney North Region Rover Council Constitution) laid down by the Branch Rover Council and this Council
- iv) recommend to Branch Headquarters the issue of Certificates of Adult Leadership to Crew Leaders
- v) recommend to Branch Headquarters the issue of Certificates of Adult Leadership to Rover Advisers.

### **3. Membership**

- a) The Council shall comprise all Rovers and Rover squires/trainees who are members of Crews listed with the Council, all Rover Advisers holding a Certificate of Adult Leadership in the Region, the Regional Commissioner - Rovers and the Assistant Regional Commissioner - Rovers.

#### **4. Attendance**

- a) Each registered Crew of the Council shall have at least one delegate in attendance at each Region Rover Council meeting.

#### **5. Meetings (Time and Venue)**

- a) General Meetings shall be held six (6) times per year on alternate months commencing in March in accordance with the Region Rover programme. The Council shall meet at a pre-determined place.
- b) Extraordinary General Meetings
  - i) shall be called by the Council Executive when requested by notice in writing. Such notice shall specify the matter or matters to be considered at the meeting and only such matter or matters shall be dealt with.
  - ii) Each Crew shall be notified forthwith of such meetings and matter or matters to be dealt with
- d) Annual General Meeting (“AGM”).
  - i) The AGM shall be held in March each year or as deemed necessary by the Council
  - ii) All Rover Crews shall be advised in writing 1 month prior to the meeting with time, place and agenda of the meeting.
  - iii) The agenda shall be defined as in Annexure A of the Sydney North Region Rover Council Constitution.
- e) Council Executive meetings shall be held as determined by the Council Executive and all office holders are required to attend.

#### **6. Voting**

- a) Each registered Crew of the Council shall have 2 votes.
- b) There shall be no voting by proxy.

#### **7. Quorum**

The quorum of the Council shall consist of representation from 60% of the registered Rover Crews in the Region.

## **8. Officers**

- a) The officers of the Region Rover Council shall be:
  - i) Chairman
  - ii) Assistant Chairman
  - iii) Secretary
  - iv) Assistant Secretary (if the RRC see fit to appoint at the AGM)
  - v) Treasurer
  - vi) Branch Rover Council Delegates (4)
  - vii) Activities Co-ordinator - Region social activities
  - viii) Activities Co-ordinator - Outdoor / Rock related
  - ix) Public Relations Co-ordinator
  - x) Service Co-ordinator
  - xi) Rover / Venturer Liaison
  - xii) Training Co-ordinator
  - xiii) Region Rover Newsletter Editor
  - xiv) Regional Commissioner - Rovers
  - xv) Assistant Regional Commissioner - Rovers
  - xvi) Any other officers the Executive sees fit to appoint
- b) The Duties of these officers shall be as set out in Annexure B of the Sydney North Region Rover Council Constitution.
- c) Officers (i) - (v) above may not nominate for a separate concurrent office but may stand in for any Branch Rover Council delegate if required.

## **9. Election of Officers**

- a) Election of officers of the Council, other than the Regional Commissioner -Rovers and Assistant Regional Commissioner - Rovers shall be held at the Council's Annual General Meeting each year.
- b) The positions of all officers shall be open to registered fully invested Rovers who will not have attained their 26th birthday in the succeeding 12 months.
- c) Nominations for positions of the Council excluding Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers shall open 3 months prior to the AGM
- d) Verbal nominations for all positions may be received at the AGM
- e) A Returning Officer shall be appointed by the Region Rover Council at the AGM.
- f) All positions shall be declared vacant by the Returning Officer at the AGM.
- g) Should any officer resign during their term of appointment, the position can be filled at any following Region Rover Council meeting. Election of the new officer shall be in the manner set out above.
- h) Election shall be by show of hands or by ballot if requested by a member of the Region Rover Council. The nominee obtaining the majority of votes shall be elected.
- i) The Chairman shall hold office for one year with a maximum term of two successive years.
- j) If, at an election of Council Officers, a Crew delegate is elected as Chairman, the Crew that the delegate represents, is entitled to a further delegate to represent it, in order that the Chairman can remain impartial.
- k) Every three years the Council shall nominate to the Regional Commissioner a person or persons for appointment or reappointment as Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers

- l) Nominations for the positions of Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers shall be called 3 months prior to the meeting of the Council closest to which the Commissioners' Certificate of Adult Leadership is due for review.
- m) Nominations shall close 1 month prior to the above date.
- n) Nominations shall contain a statement outlining the nominee's experience and suitability.
- o) The Council, at its earliest convenience, shall convey to the Regional Commissioner the nominations for Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers, with its recommendation.

## **10. Representatives and Delegates**

- a) The Council may appoint representatives and delegates of the Council ad hoc. Persons so appointed shall hold that position until the next Annual General Meeting or as long as deemed necessary by the Council.

## **11. Council Executive**

- a) The Council Executive shall consist of all the officers detailed in section 8
- b) The duties of the members of the Council Executive are-
  - i) to meet regularly.
  - ii) to transact all urgent business
  - iii) to prepare business, recommendations, proposals, and background information for the Council.
  - iv) to do such administrative tasks as are necessary for the efficient operation of the Council
  - v) to advise the Regional Commissioner - Rovers and the Assistant Regional Commissioner - Rovers in the exercise of their duties.

## **12. Committees**

- a) The Council may establish committees to organise and supervise Region Rover activities, business and projects in the best interests of Roving.
- b) Members of such committees may be elected or coopted and chairmen may be appointed by the Council or elected by any such committee.
- c) Such committees shall give reports to each Council meeting and to the Chairman of the Council through their Chairman.

## **13. Training**

- a) An application for a Certificate of Adult Leadership for a Crew Leader shall be approved by the Chairman of the Region Rover Council.
- b) An application for a Certificate of Adult Leadership for a Rover Adviser shall be approved by the Regional Commissioner - Rovers.
- c) In considering an approval for a Certificate of Adult Leadership, the Chairman or Regional Commissioner - Rovers may take advice from the Council Executive.

#### **14. Funds**

- a) Each Rover Crew shall pay to the Council an annual fee. The amount of such fee is to be determined at the Region Rover Council meeting 2 months prior to the AGM and is payable 14 days prior to the AGM
- b) Surplus'/(deficits) of activities run by Rover Crews on behalf of the Council shall be put into/(borne by) the Region Rover Council account.
- c) Budgets for all activities run by Rover Crews on behalf of the Council shall be submitted to the Council at least two Council meetings in advance of the activity.
- d) The Treasurer shall pay such expenses incurred by officers of the Council in carrying out their duties as approved by the Council.

#### **15. Procedures**

- a) Notices of Motion shall be given at the meeting of the Council prior to the meeting at which the motion will be considered. Such notices shall be incorporated in the agenda.

#### **16. Constitutional Amendments**

- a) This constitution may only be amended as follows
  - i) Notice of the proposed change shall be given at a meeting of the Council.
  - ii) At the subsequent meeting, the proposed change may be carried by the vote of  
75% of the registered Rover Crews present.
- b) This Constitution shall not be changed otherwise.
- c) The Annexures are not part of the Constitution.

#### **17. Standing Orders and By-Laws**

- a) The Council may establish such standing orders as are necessary or convenient for the control of meetings.
- b) The Council may establish By-Laws consistent with the Constitution, outlining policies and considerations to be exercised in the determination of its duties. Once established such By-Laws shall not be altered except pursuant to a motion on notice.

#### **18. Paramount Laws and Rules**

- a) Nothing in this Constitution shall derogate from the provisions of any Royal Charter, Act of Parliament, any subsidiary Legislation, "Policy & Rules" or any by law thereunder, or any rule of the Branch Rover Council having force within the NSW Branch of the Scout Association of Australia.

**Constitution adopted 23rd March, 1997**

**Sydney North Region Rover Council**

**Minimum Crew Standards (Guidelines)**

Every Crew should indicate that they are attempting / striving to meet the following standards:

- v Either the Crew Leader or the Rover Adviser holds a current Certificate of Adult Leadership responsible for the Rover Crew.
- v Crews shall have an elected Crew Executive Committee consisting of at least a Crew Leader, Secretary and Treasurer.
- v Crews are to maintain a minimum of ten invested members (Squires/trainees, Rovers) in their Crew.
- v Crews shall have a program plan covering 3 - 6 months ahead.
- v Crews shall participate in a variety of activities each year covering social, mental, physical, spiritual, and service.
- v Crews shall ensure that their Crew Leaders have attended the Rover Basic Sectional Techniques Course prior to election.
- v Crews shall maintain a good relationship with all feeder Venturer Units.
- v Crews shall operate within the provisions of the Region Rover Council Constitution.
- v Crew members shall wear correct uniform as required.
- v Crews shall complete their annual registration, census, insurance, and administration forms as required.

**Sydney North Region Rover Council**

**Agenda for the Annual General Meeting**

1. Open meeting
2. Apologies
3.
  - a) Minutes of previous meeting
  - b) Business arising from previous meeting
4. Reports
  - a) Chairman
  - b) Assistant Chairman
  - c) Secretary
  - d) Treasurer
  - e) Branch Rover Council Delegate
  - f) Activities Co-ordinator - Region social activities
  - g) Activities Co-ordinator - Outdoor / Rock related
  - h) Public Relations Officer
  - i) Service Officer
  - j) Rover / Venturer Liaison
  - k) Training Officer
  - l) Region Rover Newsletter Editor
  - m) Regional Commissioner - Rovers
  - n) Assistant Regional Commissioner - Rovers
5. Crew Reports
6. General Business
7. Election of office bearers (Annual General Meeting only)
  - a) Chairman
  - b) Assistant Chairman
  - c) Secretary
  - d) Assistant Secretary (if the RRC see fit to appoint at the AGM)
  - e) Treasurer
  - f) Branch Rover Council Delegates (4)
  - g) Activities Co-ordinator - Region social activities
  - h) Activities Co-ordinator - Outdoor / Rock related
  - i) Public Relations Officer
  - j) Service Officer
  - k) Rover / Venturer Liaison
  - l) Training Officer
  - m) Region Rover Newsletter Editor
  - n) Any other officers the Executive sees fit to appoint.
8. Close meeting

**Sydney North Region Rover Council**

**Duties of Office Holders**

**Chairperson**

- (1) To chair all meetings of the Council and to be conversant with the business of the Council.
- (2) To be responsible for the effective management, decisions and conduct of the Council.
- (3) To liaise with Committees.
- (4) To offer advice to the Chairpersons of Committees.
- (5) To be the official spokesperson of the Council.
- (6) To be the first member of, and to chair, the meetings of the Region Rover Council Executive.
- (7) To attend and represent the Rover Council at Region Executive meetings and Region Commissioner meetings.
- (8) To perform such other duties as are delegated to him/her by the Council.

**Assistant Chairperson**

- (1) To assume the duties of the Chairperson in their absence.
- (2) To co-ordinate the development activities of the Region Rover Council, particularly in the encouragement and formation of new Crews where desirable.
- (3) To co-ordinate the content of the Rover pages on the Region website and to ensure the site is maintained and developed as required.

**Secretary**

- (1) To maintain close liaison with the Chairperson, Regional Commissioner Rovers and other Council officers to facilitate the smooth running of the Council.
- (2) To keep a register of the names and addresses of all Crews registered with the Council, their constitution and any resolutions of the Council relating to them.
- (3) To control all clerical work of the Council and to carry out such other duties as are assigned to him/her by the Council.
- (4) To prepare and distribute agenda of meetings.
- (5) To prepare and distribute minutes of meetings and to maintain and safeguard a minutes book.

- (6) To maintain a file of Baden-Powell Scout Award notifications.
- (7) To keep a copy of the reports of all Committees.
- (8) To keep and maintain minutes of Region Rover Council Executive meetings.

#### **Treasurer**

- (1) To keep true records of the Council's finances and to submit a statement of the financial position of the Council at each meeting.
- (2) To pay all accounts authorised by the Council. All such payments shall be signed for by any two of the following officers of the Council: Chairperson, Secretary, Treasurer, Regional Commissioner - Rovers.
- (3) To ensure that the Council's accounts are audited annually.
- (4) To advise the Council of finances required to maintain its various projects and of the means available to raise such funds.
- (5) To co-operate and work with the Chairperson in the organisation of fund raising activities.
- (6) To ensure that Committee/Activity accounts are accurate by liaising closely with Committee/Activity Treasurers.
- (7) To provide advice Crews within the Region on matters of financial management.

#### **Branch Rover Council Delegates (4)**

- (1) To represent the Council at all meetings of the New South Wales Branch Rover Council.
- (2) To inform the Branch Rover Council of the Region Rover Council's opinion and to vote as instructed. If no instructions have been given, to vote as they think would best serve the interests of the Region Rover Council.
- (3) To promote the image of the Sydney North Region Rover Council to the Branch Council.
- (4) To submit a written report of Branch Rover Council meetings to each following Region Rover Council meeting.

#### **Activities Co-ordinator - Events / Social**

- (1) To liaise with Committees/Crews organising activities and to report to the Executive progress of each Committee/Crew organising an activity.
- (2) To ensure that Committees / Crews organising an activity are advised of all aspects of Council policy and established practise relating to that activity.
- (3) To maintain files of activities run through the Council for the benefit of future organisers.

### **Activities Co-ordinator - Outdoor / Rock related**

- (1) To liaise with the Region Activities Team and to report to the RRC all matters affecting outdoor / rock related activities.
- (2) To promote to Rovers the training courses provided by the Region Activities Team
- (3) To promote to a good image of Rovers to the Region Activities Team

### **Public Relations Officer**

- (1) To promote a good image of Rovering to the community and in Scouting and advise the Council of public relations aspects of all Council actions.
- (2) To advertise the Council's program and activities by writing the monthly report for the Region's newsletter.
- (3) To establish good communication links with Public Relations Officers and media editors so that Rover activities are regularly featured in:
  - a) Local newspapers
  - b) Static and dynamic displays
  - c) Recruiting pamphlets and posters
- (4) To develop Public Relations projects aimed at promoting Rovering in the Region and wider community.
- (5) To assist Committees/Crews organising Region events with their promotional efforts.
- (6) To be responsible for the management of the Council's PR resources (ie. display boards, videos, t-shirts, posters, leaflets, etc.) and to ensure that all items available for loan are maintained in good order.
- (7) To submit regular news items and other relevant public relations material for the Rover pages on the Region website.

### **Service Co-Ordinator**

- (1) To organise and arrange service activities for Rovers in the Region, taking into account:
  - a) The Council's potential for service, considering numbers, willingness, time, skills and commitments of both the Council and Crews.
  - b) The opportunities for Service, both in Scouting and through community organisations.
- (2) To ensure that service is a regular feature of the Council's program.
- (3) To ensure that any service activity undertaken is worthwhile and will benefit someone in need, and that it will be completed.
- (4) To arrange that equipment required for the service activity is ready and at hand.
- (5) To report to the Council on the impact of the service activity completed.

### **Rover-Venturer Liaison Officer**

- (1) To present Rovering and the Council to Venturers Units in the Region.
- (2) To represent the Council at Region Venturer Council meetings.
- (3) To encourage and aid Crews in developing solid relations with all potential feeder Units.
- (4) To assist/advise the Crew organising the Region Roventure.

### **Training Officer**

- (1) To encourage members to undertake training as laid down by Branch to ensure that a uniform and meaningful standard is being maintained and regularly advise the Chairperson of the state of training within the Council.
- (2) To organise or obtain information on Rover Training Courses, including Rover Orientation, Rover Basic Sectional Techniques, and Advanced Leadership and co-ordinate the distribution of the information to all Crews.
- (3) To prepare a suitable set of handouts and other training materials in liaison with the Public Relations Officer and other officers.

### **Region Rover Newsletter Editor**

- (1) Obtain and/or write articles for the Region Rover newsletter.
- (2) Co-ordinate the publication of the Region Rover newsletter.

### **Regional Commissioner - Rovers**

- (1) To represent the Regional Commissioner on the Council.
- (2) To represent the Council to the Regional Commissioner, the Region Executive and at Commissioner's meetings.
- (3) To represent the Council at Branch Rover Council.
- (4) To assist the Council implement the policies of the National Rover Council, the Branch Rover Council and of this Council.
- (5) To advise the Council on matters affecting the Rover Section in the Region.
- (6) To promote and encourage the growth of Rovering in the Region in conjunction with Council officers.
- (7) To continuously encourage Rover Crews to promote activities for self development and for service to the community.
- (8) To advise Crews and the Council in the selection and appointment of Rover Advisers.
- (9) To visit Crews in the Region.
- (10) To discuss any problems with Crews and/or Rovers and/or Commissioners and to offer advice on matters of Rover policy and practice.
- (11) To promote good teamwork and harmonious relations with other Sections of the Movement in the Region.
- (12) To co-operate with the Regional Commissioner in the general administration of the Region.
- (13) To perform such other duties as are assigned to him/her by the Regional Commissioner, provided that the Rover Section is given first preference.

### **Assistant Regional Commissioner - Rovers**

- (1) To assist the Regional Commissioner - Rovers in the exercise of his/her duties.