

1<sup>ST</sup> Turrumurra

Rover Crew

Constitution

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## Constitution

Amended January 2016.

### 1. Aims, Objectives and Principles

#### 1.1 The Aims of the Crew are to:

- a) Promote active citizenship.
- b) Provide service to the community and to the Scout Association.
- c) Provide members with a challenge and the opportunity to develop their abilities.
- d) Enable members to equip themselves to lead a satisfying and useful life.
- e) Take an active part in the development of the Scout Movement.

#### 1.2 The activities undertaken should:

- a) have appeal and cater for the needs and capacities of the members.
- b) provide young adults with companionship and good fellowship.
- c) provide experience in working within a purposeful group and the opportunity to exercise and develop leadership abilities.

#### 1.3 The Crew will operate under the Scout Law and Promise, furthering the aims of the Scout Association of Australia.

#### 1.4 All management and organisation of the Crew will be carried out in accordance with the current Policy, Organization and Rules of the Scout Association of Australia: the current Australian Rover Handbook in addition to the By-laws of this constitution.

#### 1.5 The Crew will be “traditional” as defined in the Australian Rover Handbook.

## **2. Crew Membership**

- 2.1 The Crew shall consist of Rovers, Rover Squires, prospective Members and a Rover Adviser who have paid their due fees.
- 2.2 Rover Squires are probationary members of the Crew.

## **3. Requirements for being Invested as a Rover Squire**

- 3.1 Attend four meetings, one of which must be an official business meeting
- 3.2 Attend a weekend activity with the Crew
- 3.3 Complete application for membership form to send to Scouts Australia
- 3.4 Understand and accept the Scout Law and Promise
- 3.5 Be invested as a Scout
- 3.6 Find or have appointed a Sponsor from the Invested Rovers and discuss the Crew Constitution.
- 3.7 Complete the current training modules necessary to stay as a registered Rover.
- 3.8 Submit a Working With Children Check to the relevant office
- 3.9 Agree to accept the Crew Constitution
- 3.10 Be accepted by the majority of the Invested Rovers
- 3.11 Reconfirm at time of Squire Investiture the Scout Promise in the presence of two or more Rovers on the Crew Flag

## **4. Requirements for being Invested as a Rover.**

The requirements for being invested as a Rovers are designed to bear out the following:

- a) to show involvement with and commitment to the Crew.
- b) to show the personal development of the candidate over the period as a Rover Squire.

- 4.1 Complete the 'Squire Training' Badge to National Rover Council Standards
- 4.2 Organise and lead a two or more day expedition of a personally challenging nature, such that it fully demonstrates an improvement in the organisational and leadership abilities initially shown as a Squire. Upon completion, submit a detailed account of the activities in the form of a logbook, to a standard acceptable by the Invested Rovers
- 4.3 Understand the duties and requirements of being a sponsor

- 4.4 Keep the vigil as described in the Australian Rovers Handbook to the satisfaction of the sponsor.
- 4.5 Be accepted by the majority of the Invested Rovers
- 4.6 Re-confirm at the time of Rover Investiture the scout promise in the presence of two or more Rovers on the Crew Flag.

## **5. Uniform**

Full uniform shall be worn to all formal meetings and other activities as determined by the Crew.

## **6. Meetings**

- 6.1 The Annual general Meeting and the election of office bearers shall be held in March each year. Apologies must be tendered in writing to the Crew a week before the AGM.
- 6.2 Formal Meetings will be held on the third Sunday of each month unless otherwise notified. It is considered appropriate that apologies be tendered to the secretary prior to all formal meetings.

## **7. Positions of Office**

- 7.1 The position of Crew Leader, Assistant Crew Leader and Squire Master/Mistress must be filled by Invested Rovers. All other positions are open to Rovers and Rover Squires.
- 7.2 The Rover Adviser shall not hold any executive positions. The Rover Adviser shall not hold the Warrant for the Crew.
- 7.3 To hold the position of Crew Leader, the person must have completed the training required to gain a Certificate of Adult Leadership.

## **8. Resignations**

- 8.1 All resignations from the Crew shall be tendered in writing.
- 8.2 All resignations from positions of office shall be tendered in writing giving four weeks notice.
- 8.3 Leave of absence for any extended period from the crew can be applied for in writing.

## **9. Voting**

- 9.1 A Rover shall have full voting rights on all matters.
- 9.2 A Rover Squire shall have voting rights on all matters except Constitutional amendments.
- 9.3 Prospective members have no voting rights.
- 9.4 A Rover Adviser shall have no voting rights on Constitutional and By-law matters.
- 9.5 Constitutional amendments may only be made after discussion of such amendments with the Crew at a formal meeting, giving four weeks notice. By-Laws may be amended at any meeting giving one weeks notice.
- 9.6 Invested Rovers have the right of proxy votes and these may only be given for amendments to the constitution and for the AGM.
- 9.7 70% of the total number of Invested Rovers must vote in favour of any motion regarding Constitutional amendments for the amendment to be passed.

## **By-Laws of the Constitution**

### **1. Activities**

- 1.1 A Rover activity shall be defined as any programed or minuted activity that has the participation of two or more Crew members.
- 1.2 A Rover activity shall be made available to all members of the Crew.
- 1.3 Any activity involving non-Crew members using Crew gear must have the approval of the Crew.
- 1.4 Any Rover activity that is considered a “prescribed” activity by the Scout Association shall be led by an appropriately qualified leader.  
“Prescribed” activities include any overnight events and rock, alpine or water related activities.
- 1.5 The Crew Leader must have prior notification of any Rover activity deemed to be a “prescribed” activity or bushwalk. Additionally, completed Activity Notification Forms must be sent to the appropriate authorities at least two weeks prior to the activity.

## **2. Gear**

- 2.1 Crew gear is only available on Crew activities as defined above. Any activity outside the conditions requiring Crew gear shall be considered on application to the Crew.
- 2.2 Snow tents will only be used on activities of an alpine nature.
- 2.3 All gear and resources shall be borrowed through the quartermaster and must be entered into the gear borrowers book.
- 2.4 All gear shall be deemed the responsibility of the borrower. All losses and damage other than reasonable wear and tear shall be made good by the borrower.
- 2.5 All Crew gear shall be returned in the condition in which it was borrowed within two weeks of the completion of the activity.
- 2.6 A fine of fifty cents per item per day shall be imposed on any persons failing to comply with By-law 2.5.
- 2.7 Magazines shall be borrowed on a weekly basis and the above condition (By-law 2.6) applies.
- 2.8 All books and resources shall be borrowed at the discretion of the Quartermaster.

## **3. Finance**

- 3.1 All cheques must be signed by any two of the following: Treasurer, Crew Leader, Assistant Crew Leader or Secretary.
- 3.2 All subscription fees are due one week before the AGM.
- 3.3 Subscription fees shall be set two months prior to the AGM by the Crew.
- 3.4 Members turning 26 within six months of the AGM will not be required to pay subscription fees but will be deemed financial members.
- 3.5 All debts will be settled on a monthly basis.
- 3.6 A telephone allowance will be made available to the Crew Leader upon presentation of a claim, quarterly for approval by the Crew.
- 3.7 The Crew shall subsidize members who attend Dragon skin, Roventure and Crew Christmas Party at a rate set at the previous AGM. Other Service activities may be subsidized, if agreed to by the Crew at a formal meeting prior to the activity, at the same rate.
- 3.8 The Crew shall subsidize members 50% of the cost of any Scout Activity Course, upon presentation of a completion certificate. Authorized Branch Rover Leadership Training course will be subsidized to the full cost.

3.9 If a person attends the dinner on the Saturday Night of a weekend activity and stays the night, they must pay the “per person” food cost for the whole weekend, unless it has been agreed with the caterer prior to the purchase of the food.

#### **4. Administration**

4.1 Minutes of each formal meeting will be distributed to all members of the Crew as soon as practicable following the meeting.

### **Positions of Office**

#### **Crew Executive Job Description**

The following job description are only a brief outline of the responsibilities that should be carried by the following Crew Executive. For a more detailed account see the Rover Handbook.

#### **Crew Leader**

The Crew Leader shall:

1. Administer and be responsible for all affairs of the Crew.
2. Be responsible for directing the Crew in attaining the agreed objectives of the Rover Section and for upholding the Crew Constitution.
3. Ensure that the Crew’s standards are maintained.
4. Chair all meetings.
5. Represent the Crew at meetings of other bodies.

#### **Assistant Crew Leader**

The Assistant Crew Leader shall:

1. Perform the duties of the Crew Leader in his/her absence
2. Undertake any specific duties delegated to him/her by the Crew Leader.
3. By the Crew’s senior delegate to Region Rover Council.
4. Be responsible for the Crew Log Book and keeping it up to date.

## **Squire Master/Mistress**

The Squire Master/Mistress shall:

1. Liaise closely with the Crew Leader in the introduction of new members to the Crew and ensure each is allocated a sponsor.
2. Maintain and keep records on the progress of members working towards Rover Investiture.
3. Report on progress of Squires and new members to the Rovers and advise them of Investiture arrangements.

## **Secretary**

The Secretary shall:

1. Take minutes of meetings and ensure copies are distributed to all Crew members.
2. Receive and file all inward correspondence and inform the Crew of correspondence.
3. Write and mail all outward correspondence on behalf of the Crew and file copies.
4. Ensure that the Crew's Post Office Box is cleared regularly.
5. Ensure all the Crew's past records are maintained in good order.

## **Treasurer**

The Treasurer shall:

1. Receive and bank into the Crew account all fees paid by members and all other monies paid by the Crew.
2. Maintain an accurate account of all monies received, paid and held on behalf of the Crew.
3. Make authorised payments on behalf of the Crew.
4. Prepare and submit at each business meeting a statement of receipts, expenditure and balance.
5. Prepare an Annual Account Statement for presentation at the Annual General Meeting of the Crew.
6. Ensure that the Crew's books are audited annually.

## **Quartermaster**

The Quartermaster shall:

1. Maintain all Crew equipment in good order and condition.
2. Maintain a list of all equipment and prepare an updated insurance valuation annually.
3. Ensure that all Crew equipment is borrowed in the proper manner.
4. Preserve all library material and maps of the Crew so that they are easily available to all members of the Crew.
5. Recommend all purchases of additional equipment and resources required for the effective operation of the Crew.

## **Public Relations Officer**

The Public Relations Officer shall:

1. Promote a favourable image of Rovering and of the Crew to the public and to the rest of the Scout Association.
2. Present Rovering and the Crew to all Venturer Units in the vicinity and ensure that Venturers leaving their units are given every opportunity and encouragement to join the Crew.
3. Assist or advise any Crew sub-committee formed for a specific activity (ie Moot, Ball, etc) with the necessary PR requirements.
4. Head and Co-ordinate the Crew PR team if such is elected and formed.
5. Provide a report on the Crew's activities for each issue of Karingal News.

## **Service Co-ordinator**

The Service Co-ordinator shall:

1. Co-ordinate service activities of the Crew.
2. Ensure that service is a regular feature of the Crew's programme, in accordance with the Crew's aims.
3. Endeavour to find new and challenging service opportunities for the Crew.

## **Region Rover Council Delegates**

Region Rover Council Delegates shall:

1. Represent the Crew at all Region Rover Council Meetings.
2. In conjunction with the Crew PR Officer, prepare a report on the Crew's activities and present this report at the Region Rover Council.

3. Report back to the Crew on all matters discussed at the Region Rover Council meetings.