

## **Service Alliance**



# **Service Corps**

**Venturer Company / Rover Crew**

**Constitution**



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## **1 NAME & ESTABLISHMENT**

1. The name of the Company/Crew shall be "Service Corps" established under the Charter of Scouts Canada dated September 2011. Currently under the sponsorship of the Royal Canadian Legion Branch 480.
2. The Company/Crew is part of and subscribes to the By-laws, Policies, and Procedures (BP&P) of Scouts Canada.
3. The members of the Company/Crew will endeavor to live according to the Mission, Principles, Practices, and Promise of Scouts Canada. The members of the Company/Crew will endeavor to plan activities (service-oriented, program or social) which will enable all members to participate actively.

## **2 MEMBERSHIP**

1. Full membership of the Company/Crew shall be open to anyone meeting the age criteria established by the BP&P of Scouts Canada and are willing to live up to the Company/Crew promise, the Aims and Principals of Scouts Canada, and accept the Constitution of the Company/Crew.
2. Applicants for membership shall undergo a trial period, consisting of two business meetings and one major service-oriented activity or two minor service-oriented activity, after which time at least two members of the Executive will interview, approve, or disapprove<sup>1</sup> their application to join.
3. Applicants for full membership shall make the Scout Promise to the assembled Company/Crew upon investiture.
4. Members of the Company/Crew must abide by the Company/Crew Code of Conduct. Failure to abide by the Code of Conduct will be reviewed by the Executive and can result in disciplinary action.
5. Members of the Company/Crew must abide by Robert's Rules of Order for all Company/Crew meetings in all cases which it does not conflict with the Company/Crew Constitution or Code of Conduct.
6. Members of the Company/Crew must report any violation of the Company/Crew Constitution or Code of Conduct to the Executive in a formal and accountable way.
7. Members of the Company/Crew must provide notice to the executive council in a formal and accountable way if they are unable to attend a meeting before the meeting takes place.
8. Members of the Company/Crew will be subject to a suspension of voting privileges if they miss three meetings without valid reason. An exception to this rule applies to youth members who are registered within Service Corp but are away at school.
9. The Executive, with the approval of the contact Advisor, has the authority to suspend any member of the Company/Crew for short durations for violations of the Service Corps Code of Conduct.
10. Membership in the Company/Crew can be reviewed and possibly permanently revoked by Service Corps if any member does not comply with this Constitution, the Code of Conduct, Scouts Canada's BP&P, Canadian Law, or fails to live up to their Scout Promise.
11. Any member may resign from the Company/Crew by providing notice of his/her intentions to the Executive at least two weeks in advance.

Any stipulation made to a member of the Company/Crew for compliance will also apply to all members of the Company/Crew. Scouting members who participate in the Company/Crew activities will be placed in one of three categories. Those youth and adults in the Primary and Secondary categories shall be considered full members of the Company/Crew for all purposes including voting privileges.

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<sup>1</sup>To deny recruitment the Executive Council must provide reason(s) and need the approval of the Advisors and Group Commissioner.

## **2.1 Primary**

Those youth and adult members who are registered with the Company/Crew as their primary group. Youth members are typically of Venturer and Rover age. These members shall complete an official Scouts Canada application for membership and submit to the Group Registrar annually. These youth and adults are active members of the Company/Crew and contribute to the organization or execution of events as well as attend regular meetings. The minimum annual requirements of the primary members are as follows: two major events, five elective events, three fundraiser events, all required training and 75% of meetings.

## **2.2 Secondary**

Those youth and adult members who are registered with another Scouts Canada group and are registered as a duplicate with the Company/Crew. These members shall complete an official Scouts Canada application for membership, print "DUPLICATE" on the top of the form along with their home group and membership number (if possible) and submit to the Group Registrar annually. These youth and adults are active members of the Company/Crew and contribute to the organization or execution of events as well as attend regular meetings. The minimum annual requirements of the secondary members are as follows: two major events, two elective events, two fundraiser events, required training, and 50% of meetings.

## **2.3 Honorary**

TODO

# **3 EXECUTIVE**

1. All Executive and Non-Executive positions will be elected positions.
2. Executive positions may only be held by full members who have been registered with the Company/Crew for a period of at least one year.<sup>2</sup>
3. There should be at least one member from the Venturer section, one from the Rover section.<sup>2</sup>
4. Executive positions within the Company/Crew are President, Vice President, Treasurer, Secretary, Quartermaster, and Contact Advisor.
5. Non-Executive positions within the Company/Crew is Master at Arms and Advisor.
6. Executive and Non-Executive position terms begin on September 1st and end on August 31st.
7. Annual elections for executive positions are to be held in the month of June.

## **3.1 Duties of the President**

1. Organize Executive and Company/Crew meetings, and ensure all members are notified.
2. Provide leadership to the Company/Crew at meetings and activities.
3. Chair Executive and Company/Crew meetings.
4. Ensure all members and Advisors are kept informed.
5. Attend monthly Group Committee meetings, representing the Company/Crew including making presentations and other related tasks.

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<sup>2</sup>An exception to this can be made based on the current group registration.

### **3.2 Duties of the Vice-President**

1. Act in place of the President when required.
2. Provide leadership to the Company/Crew at meetings and events.
3. Keep absentee members informed of current and upcoming activities.
4. Execute such tasks as assigned by the President.

### **3.3 Duties of the Secretary**

1. Maintain a record of attendance and notices of absence for all meetings.
2. Record proper minutes of Executive and Company/Crew meetings. Provide minutes to all members of the meeting.
3. Report on all internal communication by the Company/Crew.
4. Keep up-to-date membership list with phone numbers and e-mail addresses.
5. Keep copies of the minutes from Group Committee meetings.
6. Keep copies of the Company/Crew Constitution and Code of Conduct.

### **3.4 Duties of the Treasurer**

1. Maintain up-to-date records of the Company/Crew financial state, supported by documented accounts or revenues and expenses.
2. Submit Company/Crew financial records for Advisor(s) and Executive for review quarterly.
3. Submit Company/Crew financial records to Group Committee for auditing annually in September.

### **3.5 Duties of the Quartermaster**

1. Maintain a record of all equipment belonging to the Company/Crew.
2. Ensure the storage and maintenance of equipment belonging to the Company/Crew.
3. Provide a list of equipment to members planning events for sign-out and use at said events.
4. Ensure all equipment is necessary and in good repair.

### **3.6 Duties of the Master at Arms**

1. Ensure adherence to Robert's Rules of Order.
2. Ensure adherence to the Constitution and Code of Conduct.

### **3.7 Duties of the Advisors**

1. To assist the Company/Crew and its members to achieve their objectives, whether group or individual.
2. Advisors suggest and advise, but do not order members, excepting that Advisors have veto powers on issues of safety, or any rules/laws/by-laws that come into play.
3. Activities may be held without Advisors present after notification (with complete details) has been provided to the Advisors and the Advisors have approved the activities.
4. The contact Advisor is ultimately responsible to the Group Committee for the actions of the Company/Crew.

A motion of abandonment of position may be raised after any Executive has missed three consecutive meetings without a valid reason or has failed to carry out their duties without a valid reason. If for any reason the members of the Company/Crew wish to add or remove an Advisor, all changes in the Advisor team must first be approved by the Group Commissioner.

## **4 PROGRAM**

1. The central program theme of the Company/Crew shall be Community Service. The Company/Crew may also take part in Social Activities and camping. The majority of Company/Crew program planning, training, and resources will be directed toward these activities.
2. The Company/Crew at large will determine by vote, other program activities and objectives for action by the Executive.
3. The Company/Crew at large will determine the classification of all events, i.e., mandatory, major, elective, or fundraising.

## **5 UNIFORMS & INSIGNIA**

Full members will wear an appropriate order of dress for the he/she is attending activity. The executive council or activity organizer may prescribe an order of dress for an activity. The sponsor of an activity or Company/Crew sponsor may dictate additional uniform requirements.

1. No.1A Ceremonial Dress - Scouts Canada uniform shirt with appropriate crests, red/black Service Corps necker, tan pants and black or brown shoes
2. No.1C Semi-Ceremonial Dress - Scouts Canada uniform shirt with appropriate crests and red/black Service Corps necker
3. No.3 Service Dress - May consist of, but is not limited to, Scouts activity wear, special items provided from event organizers.

Weather concerns may also dictate uniform requirements. Group necker should be worn on the outside of jackets when activities take place during cold/wet weather. Please note that clothing should be in good condition and appropriate, and if it is not deemed acceptable by the executive council, the youth or adult member may be asked to change or leave the activity.

## **6 AMENDMENTS**

Should the need arise to amend the Constitution or Code of Conduct, the following steps should be followed.

1. All members should be informed seven days before a motion to amend the Constitution or Code of Conduct is put forward.
2. A motion containing the potential amendments is to be put forward at a group meeting.
3. If passed, the a draft detailing the amendment is to be produced and added to the group records.
4. All amendments must be added to the Constitution or Code of Conduct before the executive's term ends.

## **7 DISSOLUTION**

Should the Company/Crew at any time dissolve or cease to exist:

1. All monies and assets purchased and still held at the date of dissolution or cessation of existence shall revert to the Voyageur Council Service Alliance.
2. Upon payment of any outstanding debts, all remaining funds and assets shall revert to the Voyageur Council Service Alliance, to be held for a period of no less than two years as a contingency for the re-establishment of a new Company/Crew and then distributed for the benefit of the youth of said Group.
3. All records of the Company/Crew shall be placed under the jurisdiction of the Voyageur Council Service Alliance, in possession of the Group Administrator to be held for a period of no less than two years as a contingency for the re-establishment of the Company/Crew.