

# Constitution of

## MURRUMBIDGEE ROVER CREW

Scouts Australia – ACT Branch

1 MARCH 2011

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## **1 Name, Scarf, Uniform and Crew Observances**

- 1.1 The name of the Rover Crew shall be Murrumbidgee Rover Crew and shall be referred to in this Constitution as 'MRC'.
- 1.2 The scarf of MRC shall be black with silver edging.
- 1.3 Uniform for the purpose of crew-based meetings shall refer to rover shirt with appropriate badges, and crew scarf. Full uniform for the purpose of formal meeting shall refer to rover shirt with appropriate badges, crew scarf and black or tan long pants. It shall be the responsibility of the crew member organising an event to advise of appropriate uniform required.
- 1.4 The Crew shall observe 19 September as its birthday with a celebratory gathering as close to that day as is practicable.
- 1.5 Crew members are strongly encouraged to observe ANZAC Day (25 April), Founders Day (22 February), St George's Day (23 April) and World Scout Day (1 August) through participation in service or vigil.

## **2 Observance and distribution of this Constitution**

- 2.1 Every member of MRC, by their membership thereof, agrees to comply with and be bound by this Constitution.
- 2.2 This Constitution must be observed in its entirety.
- 2.3 A copy of this Constitution shall be made available for viewing in the MRC Rover Den at all times and a copy shall be made available to newly inducted Rover Squires to read.
- 2.4 A copy of this Constitution, and any amended version of, shall be submitted to the ACT Branch Rover Council Secretary for their safekeeping and record.
- 2.5 Any other person, group or institution requesting a copy of this Constitution must have approval of MRC executive before a copy shall be provided.
- 2.6 The constitution must be made available in electronic form by crew email list or crew website at all times.
- 2.7 All references to Crew Leader in this document may be replaced with Assistant Crew Leader should the Crew Leader be unavailable. Should the Assistant Crew Leader also be unavailable, power vests in the Treasurer and if unavailable, the Secretary.

### **3 Objectives and Aims**

**3.1** The objectives and aims of MRC are:

- a** To develop self reliant, responsible citizens, by encouraging members in Scout training
- b** To provide appealing activities for MRC members which embody the aims of Scouting and Rovering (including service)
- c** To operate as a Traditional Rover Crew where the motto of Service is upheld
- d** To attract and retain young adults as members of the Scout Movement

### **4 Membership and attendance**

**4.1** MRC shall be open to:

- a** Rover Knights
- b** Rover Squires
- c** Young men and women who have committed to physical, social, intellectual, emotional and spiritual development in their progress to adulthood to be known as Candidates. They shall meet the age requirements for Rovers as stated in Scouts Australia Policy and Rules.

**4.2** MRC shall consist of:

- An appointed Crew Leader who has suitable training
- Rover Adviser(s)
- Rovers invested as Knights of MRC
- Rover Squires inducted into MRC
- Candidates - Honorary Members

**4.3** All Knights of MRC are equals, regardless of physical distance, work or study commitments. If Knights feel they are unable to continue to commit to MRC, they may tender their resignation as per the process in clause 8.

**4.4** All Squires of MRC are equals. However, they should endeavour to attend regularly and participate actively as this will allow them to complete their squire training quickly and to a high standard.

- 4.5 All members of the crew should provide apology to a member of the executive and the organising member of the crew at least 5 hours prior of a weekly meeting should they not be attending. Any member unavailable for more than 2 months continuous should consider taking leave of absence or discussing their commitment to the crew with the Crew Leader.
- 4.6 The Crew Leader of MRC must have Rover training or be willing to enrol and complete the first Rover training course offered subsequent to their election.

## **5 Conditions of Membership**

- 5.1 Before young adults are admitted into MRC, the following conditions must be observed:
- a Applications for membership shall be made to the Crew Leader for consideration by MRC,
  - b Applicants not previously members of the Scout or Guiding Movements shall be recommended by a member of MRC as a person worthy of membership and be willing to undertake the Scout Promise and Law. Where they are not previously known to any member of the crew, they must satisfy three out of four members of the Executive that they are willing to undertake the Scout Promise and Law.
  - c All new members shall obtain and wear, whenever required, full Scout Uniform.
- 5.2 All members shall organise at least one (1) MRC activity and participate in one (1) service activity each calendar year.
- 5.3 All members (without reasonable excuse) shall participate in fundraising activities of MRC.

## **6 Sponsors and Squires**

### **6.1 Sponsors**

- 6.1.1 Rover Squires are to be sponsored by one (1) Rover Knight of MRC. Squires will be allocated a sponsor.
- 6.1.2 Sponsors will be allocated by the collective decision of all Rover Knights of MRC.

- 6.1.3 As much as is practicable, Squires and Sponsors must not be well-acquainted. The Squire/Sponsor process is designed to grow both individuals as people and as fellow Rovers.
- 6.1.4 Knights who are not currently, or have not previously been a Sponsor should receive priority over those who have.
- 6.1.5 If all Knights have previously been Sponsors then it is the collective decision of the Knights of the Crew as to who should be nominated to sponsor another Squire.

## 6.2 Responsibilities

- 6.2.1 A Sponsor's responsibilities are for the training, as laid down in this Constitution, of any Rover Squire put in their charge.
- 6.2.2 A Sponsor should support the Rover Squire in the Squire Training progress when required.
- 6.2.3 It is further the responsibility of the Sponsor to present the Rover Squire as having completed all training and being in readiness for investiture as a Rover Knight.

- 6.3 Squires shall undertake and complete the Squire training tasks as detailed in the appendix to this Constitution, to the satisfaction of their Sponsor.

## 7 Subscriptions and Finances

- 7.1 In consideration to Subscriptions and Finances the following must be observed:

- a Members shall be required to pay an annual crew subscription (MRC fee) as determined by MRC at the Annual General Meeting.
- b MRC fees may be paid in regular instalments, and this qualifies the member to full voting entitlements.
- c MRC fees may be paid by members of the Crew on Leave of Absence at half the agreed pro-rata rate.
- d Rover Advisers of MRC shall not pay except by donation.
- e MRC is to have a bank account under the name of 'Scout Association of Australia, Australian Capital Territory Branch Incorporated Murrumbidgee Rover Crew' it is to be held by the Treasurer and money drawn by two signatories: Crew Leader and Treasurer.
- f Any member who has not paid their subscription fees for three calendar months without good cause shall be relieved of authority to vote on MRC matters.

- g Where accepted and minuted at a formal meeting of MRC, member subscriptions may be paid by their participation in fundraising activities of the Crew.
- h The Treasurer shall collect levies on behalf of the ACT Branch Rover Council and National Rover Council where appropriate and forward such levies on the Crew's behalf.
- i Any Crew member who is not a financial member of Scouting (as determined by the records of the Branch Office) may be suspended from meetings at the Crew Leader's direction should their insurance be jeopardised.
- j It is the responsibility of the Treasurer to liaise regularly with the Branch Office regarding financial matters (such as outstanding debts and annual financial returns).

## **8 Resignations and Terminations**

8.1 Resignations are to be received by MRC in writing. Resignations will:

- a become effective immediately unless dated otherwise,
- b hold a one (1) month 'cooling off' period during which time the resignation may be withdrawn.

8.2 Withdrawals of resignations are to be received to MRC in writing.

8.3 Each member of MRC shall resign automatically on their twenty-sixth (26) birthday.

8.4 Membership and privileges of any member of MRC may be suspended at the decision of the Crew Knights if that person:

- a violates the Constitution or By Laws of MRC,
- b violates any resolution of MRC, or refuses to abide by the same,
- c is guilty of misconduct which is detrimental to the good name of MRC.

## **9 Meetings**

9.1 MRC shall meet weekly on Tuesday evenings from 7.30 PM AEST/AEDST at a location deemed appropriate by the individual(s) organising the activity on the given night within reasonable travel time for all members of the crew.

9.2 Business Meeting

9.2.1 Business Meetings shall require attendance of all MRC members.

- 9.2.2 Any member unable to attend must provide an apology in writing (text message, email etc) to a member of the Executive twenty four (24) hours or earlier before the start time of the business meeting.
- 9.2.3 Members unable to attend physically may attend via phone or internet-based communications (such as Skype). Members may appoint a proxy in writing for voting purposes. Any person acting as proxy is required to inform all present of their capacity as proxy before the vote commences. A member may hold an unlimited amount of proxies.
- 9.2.4 Members unable to attend physically may make submissions on matters via the Crew Leader. Such submissions must be delivered (whether by phone or email) to the Crew Leader two hours before the meeting.
- 9.2.5 The Business Meeting shall be held on the first meeting of each month for 1 hour of a two hour program.
- 9.2.6 Meeting agenda will be finalised by the Secretary before the commencement of each meeting and closing time for acceptance of mail, correspondence or other shall be twelve (12) hours before the meeting. This may be altered at the discretion of the Crew Leader.

### 9.3 Executive Meeting

- 9.3.1 Executive Meetings shall require attendance of only those members of the Crew appointed to the Executive. Executive Meetings shall be held at the discretion of the executive.
- 9.3.2 Executive Members unable to attend physically may attend via phone or internet-based communications (such as Skype or email) or deliver their apologies to the Crew Leader before the commencement of the meeting.
- 9.3.3 The agenda for Executive Meetings is the responsibility of the Crew Leader. Items for discussion should be submitted to the Crew Leader at least one (1) day before the meeting.
- 9.3.4 Guests may be invited by the Crew Leader to an Executive Meeting in the instance that their role in the crew is relevant to the agenda of the meeting and required for insight and input.

### 9.4 Special Meetings — Special meetings may be called in an instance where an urgent decision is required by the crew, or action by the crew is required prior to the next scheduled business meeting.

- 9.4.1 Special Meetings may only be called in extraordinary circumstances.



- 9.4.2** Should a member or members wish to call a Special Meeting, they must submit their reasons for request in writing to the Crew Leader. If the meeting is to be called regarding the Crew Leader, submissions should be made to the Assistant Crew Leader.
- 9.4.3** Upon receiving this information the Crew Leader may decide to call a Special Meeting.
- 9.4.4** Should such a meeting be called, requirements regarding attendance are at the discretion of the Crew Leader.
- 9.5** Annual General Meetings — The Annual General Meeting of MRC shall be held in the first week of March. At this meeting the Rover Adviser(s) shall conduct an election for each of the offices of MRC. Where Rover Advisers are unavailable, a person nominated by the Executive shall act as the Returning Officer.

## **10 Positions of Office**

- 10.1** The Crew shall have the following Positions of Office:
- a** Crew Leader (Executive)
  - b** Assistant Crew Leader (Executive)
  - c** Treasurer (Executive)
  - d** Secretary (Executive)
  - e** Quartermaster
  - f** Squiremaster
  - g** Crew Historian/Archivist
  - h** Such other offices as the Executive deems fit.
- 10.2** The duties of each office are described in the Appendix, and will also act as required by MRC.
- 10.3** All positions of office shall be for twelve (12) months.
- 10.4** All positions of office will be vacated immediately before elections.
- 10.5** The office of Assistant Crew Leader is occupied by the preceding Crew Leader and is not subject to election. If the preceding Crew Leader rejects the position, previous Crew Leaders will be given second priority, followed by longest standing member of the crew. Should the office not be filled after following the procedure, nominations will be called from the floor and a vote by simple majority taken.

- 10.6** Offices shall be elected by simple majority, each financial MRC member in attendance at that meeting having a deliberate vote. Voting shall be by secret ballot.
- 10.7** Should members be unable to be physically present, they may appoint a proxy, in writing. Any person acting as proxy is required to inform all present of their capacity as proxy before the vote commences. A member may hold an unlimited amount of proxies.
- 10.8** Any casual vacancy in any office may be filled by election at any Business Meeting of MRC and provision 10.6 shall apply.
- 10.9** All invested Rover Knights must be prepared to hold a position of office and whilst holding that office, execute the work that is necessary to keep that office functioning efficiently.

## **11 Responsibilities of Positions of Office**

- 11.1** Office bearers shall perform their required duties in accordance with the duty statements attached as an appendix to this Constitution.

## **12 Rover Advisers**

- 12.1** MRC shall select Rover Advisers who will guide and counsel MRC as a whole and its individual members when such guidance is required.
- 12.2** Rover Advisers, who shall be no less than thirty years of age, may not hold Certificates of Leadership in any other Section of Scouts Australia.
- 12.3** Rover Advisers of MRC shall be in possession of, or in the act of obtaining, a Certificate of Adult Leadership by the completion of the Rover training course.
- 12.4** MRC may have one (1) Rover Adviser but no more than two (2) Rover Advisers. Such positions shall be reviewed every AGM.
- 12.5** Rover Advisers shall be considered as members of MRC and shall enjoy all rights and privileges of an MRC Rover Knight unless otherwise stated in this Constitution.

## **13 Voting**

- 13.1** It is MRC's objective to include every member in the decision making processes of the Crew, and to take into consideration all of the issues and all of the opinions

of a matter requiring vote to be the deciding factor. Where possible, before any decision is put to vote, an 'open floor' policy will be adopted, making it possible for every person to make their contribution.

- 13.2 Final decision will lay in the voting of invested Rover Knights only, unless previously agreed otherwise or elsewhere stated in this Constitution.
- 13.3 All basic motions put to the floor shall be carried with a concurring vote greater than half of the invested Rover Knights present at the meeting, unless otherwise stated in this Constitution or previously agreed by MRC. Major decisions as identified or agreed by Crew Leader will require a concurring vote of two thirds (2/3) of the invested Rover Knights present at the meeting.

## **14 Dismissal of MRC Officers**

- 14.1 MRC may dismiss any member holding position of office, or any council of MRC, if it is felt by MRC that they are not fulfilling the responsibilities of their position, or due to other circumstances as set out in this Constitution.
- 14.2 A dismissal motion put to the floor shall be carried with a concurring vote of greater than seventy-five percent (75%) of invested Rover Knights present at the meeting by secret ballot.
- 14.3 The member(s) concerned are not permitted to vote in such a ballot.
- 14.4 It will be the duty of the Crew Leader to inform a member concerned about the outcome of the ballot.

## **15 Equipment**

- 15.1 No equipment or furniture shall be removed from MRC premises without the permission of the Quartermaster.
- 15.2 Any equipment removed from MRC premises must have a nominated member of MRC assume responsibility for its safe return.
- 15.3 All equipment must be returned as soon as possible to the Quartermaster. Equipment lost or damaged through neglect must be replaced or reimbursed immediately.

## **16 Affiliation**

- 16.1 MRC shall be affiliated with the ACT Branch Rover Council.
- 16.2 The Crew Leader (or their delegate) must attend meetings of the Host Group when requested by the Group.
- 16.3 The Host Group of MRC may be changed by a vote of simple majority at the first available business meeting following a proposal to alter the Host Group.
- 16.4 MRC may be represented on any bodies considered to be in the interest of MRC.

## **17 General**

- 17.1 MRC may set down the minimum number and types of activities in which MRC members are expected to participate.
- 17.2 Any person who is not a Rover of this or any other Rover Crew will not be permitted to attend organised Crew weekend activities, except where by invitation as a guest or as meeting Candidature requirements. The person must meet age requirements of 4.1 (c). The Rover inviting, or requesting the invitation of the guest, will be responsible for their guest's actions during the activity.

## **18 Constitutional Amendments**

- 18.1 All motions for change shall be forwarded in writing to the Secretary not less than five (5) days prior to the commencement of a Business Meeting.
- 18.2 No rule, provision or stipulation of this Constitution shall be amended, altered or rescinded, nor any rule added hereto except by the concurring vote of two thirds (2/3) of invested Rover Knights present at the meeting.
- 18.3 The constitution must be submitted for review once a year.

## **19 Appendices to this Constitution**

- 19.1 This constitution should be read in conjunction with its appendixes.
- 19.2 Associated documents do not form part of this constitution and may be enacted from time to time. The power to enact such document vests in the Executive.

**19.3** Such associated documents must be presented to the Crew for discussion and consideration before being enacted by the Executive.

**19.4** Associated documents include:

- Squire Procedures
- BP Proposal Forms and associated procedures
- Position descriptions for officeholders
- Forms and procedures developed by members of the Executive which assist in the efficient execution of their duties
- Other documents deemed necessary for the efficient functioning of the crew, as determined by the Executive.

## **A Changes**

### **A.1 1 March 2011**

- Changes were made to paragraph 9.3.1 to relax the requirement of executive meeting regularity. Instead of being monthly, they were changed to being held at the discretion of the executive.