



Sydney North Region Rover Council



Scouts Australia NSW

Sydney North Region Rover Council Constitution

1. Name

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

2. Function

- a) The affairs of the Rover section in the Region are conducted by the Council which has the following functions:
 - i) To be responsible for the development and the maintenance of the standards of Roving in the Region.
 - ii) To promote Rover activities in the Region.
 - iii) To organise training courses for Rovers in the Region and particularly Crew/Unit Leaders.
 - iv) To make recommendations to the State Rover Council.
 - v) To maintain a record of Crews/Units, their contacts, meeting places and times of meetings and to receive reports from each Crew/Unit at each Region Rover Council meeting.
 - vi) 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 and Rules", other sections of the Movement or existing relations with other organisations, approval of the Region Commissioner is required.
- b) To fulfill these duties the Council has the authority to:
 - i) Recommend to State Headquarters the registration of new Units.
 - ii) Recommend to State Headquarters the de-registration of Crews/Units.
 - iii) Recommend to State Headquarters the de-registration of Crews/Units that do not maintain any minimum standards laid down by the State Rover Council and/or this Council (as per By-Law 1 of this Constitution).
 - iv) Recommend to State Headquarters the issue of Certificates of Adult Appointment to Crew/Unit Leaders.
 - v) Recommend to State Headquarters the issue of Certificates of Adult Appointment to Rover Advisers.

3. Membership

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

4. Attendance

- a) Each registered Crew/Unit 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 the first Sunday of alternate months commencing in June, in accordance with the Region Rover calendar. The Council shall meet at a pre-determined place. Dates can vary depending on public holidays etc.
- 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/Unit shall be notified forthwith of such meetings and matter or matters to be dealt with.
- c) Annual General Meetings – Holding of
 - i) The Council must hold its Annual General Meetings:
 - a) Within three (3) months after the close of the Scouts NSW financial year (being 31st December)
- d) Annual General Meetings – Calling of and business at
 - i) The Annual General Meeting of the Council is, subject to Clause 5(c), to be convened on the date and at the place and time that the Committee thinks fit
 - ii) All Rover Crews/Units within Sydney North Region will be provided a minimum thirty (30) days' notice of the holding of an Annual General Meeting
 - iii) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - a) To confirm the minutes of the last preceding Annual General Meeting and of any extraordinary General Meeting held since that meeting,
 - b) To receive from the officers, reports on the activities of the RRC during the last preceding financial year,
 - c) To elect office bearers of the Council as outlined in Clause 8
 - d) To receive and consider audited financial statements in the form as determined by Scouts NSW and any other report required to be submitted to members under this constitution

- iv) An Annual General Meeting must be specified as that type of meeting in the notice convening it.
- e) Annual General Meetings – unconstitutional Annual General Meetings
 - i) An Annual General Meeting which does not meet the requirements as outlined in Clause 4(a), Clause 5(d) and Clause 7 of this constitution will be deemed to be unconstitutional and hence no business is able to transacted
 - ii) Following the determination that an Annual General Meeting is unconstitutional, notice is automatically provided for a special Annual General Meeting to be held within twenty eight (28) days, and prior to the New South Wales State Rover Council Annual General Meeting, following the original date of the unconstitutional Annual General Meeting
 - iii) A Special Annual General Meeting is held under Clause 5(d)
 - iv) Clause 5(d)(ii) and references to Clause 5(c) do not apply to Special Annual General Meetings

6. Voting

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

7. Quorum

- a) The quorum of the Council shall consist of representation from 60% of the registered Rover Crews/Units 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 sees fit to appoint at the AGM)
 - v) Treasurer
 - vi) State Rover Council Delegates (4)
 - vii) Activities Co-ordinator - Social
 - viii) Activities Co-ordinator – Rock/Outdoor
 - ix) Public Relations Co-ordinator
 - x) Merchandise Co-ordinator
 - xi) Service Co-ordinator
 - xii) Venturer Liaison Officer
 - xiii) Youth Liaison Officer
 - xiv) Training Co-ordinator
 - xv) Regional Commissioner - Rovers
 - xvi) Assistant Regional Commissioner – Rovers
 - xvii) 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 State 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, excluding the Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers, shall be open to registered Rovers who are members of a Crew/Unit within the Region, endorsed by a Crew/Unit in the Region, and will not have attained their 26th birthday before the succeeding AGM.
- c) Nominations for positions of the Council excluding Regional Commissioner - Rovers and Assistant Regional Commissioner - Rovers shall open three (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/Unit delegate is elected as Chairman, the Crew/Unit that the delegate represents is entitled to a further delegate to represent it, in order for the Chairman to 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 one 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 perform 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 co-opted 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 Appointment for a Crew/Unit Leader shall be approved by the Chairman of the Region Rover Council.
- b) An application for a Certificate of Adult Appointment for a Rover Adviser shall be approved by the Regional Commissioner - Rovers.
- c) In considering an approval for a Certificate of Adult Appointment, 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 deposited 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 at which the motion will be voted on. 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/Units 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 and Rules" or any by law thereunder, or any rule of the State Rover Council having force within Scouts NSW.

*Constitution adopted 23rd March, 1997
Amended and terminology updated 2nd February, 2020*

Sydney North Region Rover Council

Minimum Crew/Unit Standards

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

- Crews/Units shall have an elected Crew Executive Committee consisting of at least a Crew Leader, Secretary and Treasurer.
- Crews/Units are to maintain a minimum of ten registered members in their Crew/Unit.
- Crews/Units shall have a program plan covering 3 - 6 months ahead.
- Crews/Units shall participate in a variety of activities each year covering Community Involvement, Personal Growth, Creative, and Outdoors.
- Crews/Units shall ensure that their Crew/Unit Leaders have completed all Rover Basic level leadership training prior to election.
- Crews/Units shall maintain a good relationship with all feeder Venturer Units.
- Crews/Units shall operate within the provisions of the Region Rover Council Constitution.
- Crew/Unit members shall wear correct uniform as required.
- Crews/Units shall complete their annual registration, census, insurance and administration forms as required.

Sydney North Region Rover Council
Agenda for 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) State Rover Council Delegates
 - f) Activities Co-ordinator – Social
 - g) Activities Co-ordinator – Rock/Outdoor
 - h) Public Relations Co-ordinator
 - i) Merchandise Co-ordinator
 - j) Training Co-ordinator
 - k) Service Co-ordinator
 - l) Venturer Liaison
 - m) Youth Liaison
 - n) Regional Commissioner – Rovers
 - o) Assistant Regional Commissioner – Rovers
5. Crew Reports
6. General Business
7. Election of Office Bearers
 - a) Chairman
 - b) Assistant Chairman
 - c) Secretary
 - d) Treasurer
 - e) State Rover Council Delegates (4)
 - f) Activities Co-ordinator – Social
 - g) Activities Co-ordinator – Rock/Outdoor
 - h) Public Relations Co-ordinator
 - i) Merchandise Co-ordinator
 - j) Training Co-ordinator
 - k) Service Co-ordinator
 - l) Venturer Liaison
 - m) Youth Liaison
 - 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 all general and executive meetings, and to maintain and safeguard a minutes book or equivalent online storage.
- (6) To keep a copy of the reports of all Committees.
- (7) To routinely update the SNRRC Working Document as required.

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 fundraising activities.
- (6) To ensure that Committee/Activity accounts are accurate by liaising closely with Committee/Activity Treasurers.
- (7) To provide advice to Crews within the Region on matters of financial management.

State Rover Council Delegates (4)

- (1) To represent the Council at all meetings of the New South Wales State Rover Council.
- (2) To inform the State 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 State Council.
- (4) To submit a written report of State Rover Council meetings to each following Region Rover Council meeting.

Activities Co-ordinator - Social

- (1) To liaise with Committees/Crews organising RRC-sponsored 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 practice relating to that activity.

- (3) To maintain files of activities run through the Council for the benefit of future organisers.

Activities Co-ordinator – Rock/Outdoor

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

Public Relations Co-ordinator

- (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 report for the Region's "Compass" 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 and social media
 - (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 submit regular news items and other relevant public relations material for the Region website and any Region social media channels.

Merchandise Co-ordinator

- (1) Responsible for the acquisition and sales of Rover merchandise.
- (2) Responsible for managing the loan of the Rover banners.
- (3) Responsible for the maintenance of Rover merchandise and PR resources (posters, leaflets, display boards, videos etc.)
- (4) Responsible for Square credit card-reading device and associated payment portal.
- (5) Liaising with the Public Relations Co-ordinator on the promotion of Rover merchandise.

- (6) Assist the Public Relations Co-ordinator in the fulfilling of their duties as required.

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.

Venturer Liaison Officer

- (1) To present Roving and the Council to Venturer 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.

Youth Liaison Officer

- (1) To act as a point of contact for the younger Sections (other than Venturers), to co-ordinate Rover assistance, and to look for promotional opportunities with these Sections.
- (2) Look for opportunities and events to distribute promotional items to the younger Sections (other than Venturers) such as *'I want to be a Rover'* woggles and *'When I grow up I'm going to be a Rover'* t-shirts.
- (3) Liaise with the organiser of those events to include opportunities to provide promotional items.
- (4) Organise Rovers (that could include themselves) to attend other Sections' events, to promote the Rover Section and distribute promotional items.

Training Co-ordinator

- (1) To encourage members to undertake training as laid down by Scouts NSW 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 leadership training, including e-Learning, Rover Basic 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.

Regional Commissioner - Rovers

- (1) To represent the Region Commissioner on the Council.
- (2) To represent the Council to the Region Commissioner, the Region Executive and at Commissioner's meetings.
- (3) To represent the Council at State Rover Council.
- (4) To assist the Council to implement the policies of the National Rover Council, the State 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 Roving 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 Crew/Units 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 Region Commissioner in the general administration of the Region.
- (13) To perform such other duties as are assigned to him/her by the Region 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