

ACT BRANCH ROVER COUNCIL BY LAWS

3.1 – ACT BRANCH ROVER COUNCIL BY LAWS

These ACT BRC By Laws are to be read in conjunction with, and not made in contravention to, Branch Policy 3.1 – Branch Rover Council.

The Council

1. The name of the Council shall be the ACT Branch Rover Council and shall be herein referred to as the BRC, and shall follow the aims and procedures as outlined in these by-laws and additional BRC policies.
2. The BRC consist of all elected members of the executive plus two delegates from each ACT Rover Scout Unit.
3. The affairs of the Rover Scout Section in the ACT are conducted by the BRC which has the following functions:
 - a. To develop, implement and promote the Rover Scouts program within the ACT.
 - b. To represent and make recommendations to the Branch.
 - c. To make decisions about the rules and methods by which it governs and implements its operations.
 - d. To manage the Rover Scout section in the ACT by maintaining a record of Units and be responsible for the development and maintenance of Roving in the ACT.
 - e. To promote Rover Scout activities in the ACT
 - f. To promote the Rover Scout section to the Branch and broader community.
 - g. To represent and make recommendations to the National Rover Council.

The Executive

4. The Executive shall comprise of the Chair, Vice Chair, Secretary, Treasurer and other members as deemed necessary including the Chief Commissioners Representative- Rovers (Branch Rover Advisor) and any Assistant Branch Rover Advisors.
 - a. The Chair, Vice Chair, Secretary and Treasurer constitute the Core Executive.
 - b. The BRC Executive may also include such positions as deemed appropriate by the BRC including BEC Representative, NRC Delegate and any other such position required for the successful operation of the BRC. All positions will be voted upon and position descriptions added as attachments to these bylaws.
5. The duties of the Executive are:
 - a. To act at all times following the Scouts Australia Promise and Law;
 - b. To transact all urgent administrative business which cannot await the next BRC Meeting. Any business so transacted shall be tabled for endorsement at the next BRC meeting;
 - c. To carry out tasks assigned to it by BRC;
 - d. To prepare business, recommendations, and background information for BRC;
 - e. To do such administrative tasks as are necessary for the efficient operation of BRC;
 - f. To oversee the implementation of change;
 - g. To keep the BRC Chair informed of all matters relating to the operations and functions of the BRC;

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- h. To consult the Chief Commissioner's Representative - Rovers on all matters affecting the Rover section;
 - i. To prepare an Annual Report and Financial Statement summarising the year's activities to be presented at the BRC AGM; and
 - j. To invite any person they may deem an authority on any subject to address a meeting of BRC.
6. All records, files, information and associated documents held by any member of the BRC executive remain the sole property of the BRC and must be handed over to the BRC immediately when such member ceases to hold office.

Unit Delegate:

7. Each Unit shall assign two delegates to attend each BRC meeting and shall allow its delegates to vote on behalf of the Unit on matters raised;
8. One delegate should be the Unit Leader, however they may appoint another unit member to attend if they are unable; and
9. Rover Advisers may be Unit delegates only if no member of the Unit can attend and the Unit Leader has informed the BRC Secretary and Chair prior to the meeting of the BRC.

Meetings

10. The BRC shall aim to meet on a monthly basis but no fewer than five (5) times per year;
- a. A majority of the Executive or a majority of registered Units may call an extraordinary meeting;
 - b. Any members of ACT Rover Units, including members of the BRC executive, may attend freely, any other individual may attend by invitation or request by the Chair of the meeting;
 - c. A quorum at all meetings shall be constituted if 50% or more of registered Units are represented;
 - d. Standard meeting procedures will be observed at all meetings as outlined in Attachment one- "BRC Standard Meeting Procedures"; and
 - e. All meetings will be advised to all Units in writing to give a minimum of seven days clear notice.
 - f. The October Meeting shall be deemed to be the BRC AGM

Voting

11. At a BRC meeting each Unit shall be entitled to one vote per Rover present with a maximum of two votes. Proxy votes are allowed for members of Units unable to attend.
- g. A motion will be carried by a simple majority. A tied vote will be decided by the Chair of the meeting.
 - h. Voting will be conducted by a show of hands or verbal confirmation unless a secret ballot is requested.
 - i. Units are entitled to five minutes of private discussion time before votes are cast if requested.

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- j. Only those Rovers who are currently both registered and financial of Scouts ACT shall be entitled to vote at any meeting of the BRC;
- k. The BRC Core Executive shall not be entitled to vote;
- l. The Chief Commissioner's Representative – Rovers (Branch Rover Advisor) and Assistant Branch Rover Advisors are not entitled to vote.

Elections of the BRC Executive

- 12. The BRC shall elect an Executive in accordance with the following procedure;
 - m. All positions, with the exception of the BRC Representative to the Branch Executive Committee, will be declared vacant at the conclusion of the October BRC meeting;
 - n. The Chief Commissioners Representative Rovers will be appointed as the returning officer. They may appoint additional returning officers to assist in the process with approval of the BRC;
 - o. The Chief Commissioners Representative Rovers will call for nominations from the floor. All nominations must be seconded by another Unit;
 - p. Elections will be conducted via a secret, preferential ballot;
 - q. If there is only one nominee, a secret ballot of confidence will take place;
 - r. Units will be given time before each vote to discuss;
 - s. In the event that an election result is tied, the Chief Commissioners Representative Rovers (Branch Rover Advisor) will hold the deciding vote.
 - t. The incoming BRC Executive shall take office at the close of meeting at which they were elected
- 13. Where an elected member of BRC Executive ceases to be available to serve, they shall advise the BRC Chair (or Vice Chair in case of the Chair becoming unavailable) in writing and at the next BRC meeting, a suitable replacement member shall be elected who will serve until the October BRC Meeting.
- 14. To be eligible for nomination and subsequent election for a BRC Executive Position, the Rover Scout must meet the following conditions for the duration of their term;
 - u. Be an invested financial member of Scouts ACT;
 - v. Be a member of a Scouts ACT Rover Unit;
 - w. To have attained their 18th birthday and remain under the age of 26 for the duration of their term.
- 15. At the meeting of the BRC one month prior to the Scouts ACT Annual General Council Meeting, a Rover will be elected to the BRC Executive and serve as the Rover Representative on the Branch Executive Committee. They will take up the position following ratification by the Branch Council at the Scouts ACT Annual General Council Meeting.

Role Descriptions

16. In addition to the duties of the Executive outlined in Section 5;

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- x. The Chair shall:
- (i) Hold responsibility for Chairing the meetings of the BRC and BRC Executive, ensuring that the BRC functions smoothly and effectively, and ensuring that required actions are followed up.
 - (ii) The Chair cannot be a Unit Leader at any point during the term.
 - (iii) The Chair is responsible for working with the Executive, Sub Committees and Unit Leaders to ensure they can perform their roles successfully.
 - (iv) Ensure that the BRC is represented on other bodies and councils as appropriate.
 - (v) Be the BRC spokesperson and not publicly voice any Rover policy or opinion contrary to that of BRC
 - (vi) Sit on all BRC sub-committees in an ex-officio capacity
 - (vii) Lead the ACT Delegation to the Annual National Rover Council Conference
 - (viii) Carry out the recommendations and policy of the BRC
 - (ix) Make decisions on behalf of the BRC as circumstances dictate
 - (x) Represent Rover Scouts and make a written report on BRC activities at meetings of the Section Commissioners and others as deemed necessary by the Chief Commissioner in consultation with the Chief Commissioner's Representative – Rovers
 - (xi) Maintain a positive working relationship with the Chief Commissioner, other Branch Commissioners and ACT Unit Leaders,
 - (xii) Maintain a working relationship with Chairs of BRCs across the country.
 - (xiii) Coordinate the writing of the Rover Scout section of the Annual Report.
 - (xiv) Fill the honorary position as Immediate Past Chair for a period of three months after leaving office.
 - (xv) The Chair can appoint a member of the Core Executive or a Branch Rover Advisor to be their proxy to meetings without BRC approval.
- y. The Vice Chair shall:
- (i) Perform the full duties of the Chair in the Chair's absence.
 - (ii) Provide support, coordinate and liaise with BRC with respect to relevant activities and working groups.
 - (iii) Coordinate the Annual Branch Service Activity.
 - (iv) Participate as an active and engaged member of the BRC Executive by:
 - a. Attending BRC Executive Meetings.
 - b. Undertaking other duties as requested by the BRC Chair.
- z. The Secretary shall:
- (i) Arrange meetings of the BRC and BRC Executive in consultation with the BRC Chair.
 - (ii) Distribute the agenda and any attachments for meetings at least 48 hours before a meeting.

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- (iii) Record accurately, compile, and distribute accurate minutes of all meetings of BRC (including the AGM) within two weeks of the meeting.
 - (iv) Compile notes from BRC workshops for distribution.
 - (v) Write and receive correspondence on behalf of the BRC.
 - (vi) Maintain BRC file storage (i.e. Dropbox).
 - (vii) Maintain the BRC Contact List.
 - (viii) Manage effective communication within ACT Rover Scouts (e.g. mailing list).
 - (ix) Participate as an active and engaged member of the BRC Executive by:
 - a. Attending BRC Executive Meetings
 - b. Undertaking other duties as requested by the BRC Chair.
- aa. The Treasurer shall:
- (i) Report on all transactions and funds to the Branch and at each BRC Meeting.
 - (ii) Ensure all payments, invoices and debts are paid in a timely manner.
 - (iii) Ensure efficient operation and management of all BRC Bank Accounts.
 - (iv) Submit a budget to the BRC for approval each year.
 - (v) Work closely with the BRC Executive and event teams to provide advice on budgets, use of accounts, approval of floats and other financial matters as required.
 - (vi) Participate as an active and engaged member of the BRC Executive by:
 - a. Attending BRC Executive Meetings.
 - b. Undertaking other duties as requested by the BRC Chair.
- bb. The National Rover Council Delegate shall:
- (i) Keep the BRC updated with relevant changes, decisions, and initiatives that may impact ACT Rover Scouts.
 - (ii) Assist the BRC Chair to represent the ACT at NRC meetings throughout the year.
 - (iii) Attend and actively participate in NRC Meetings.
 - (iv) Prepare the ACT Report to be tabled at NRC Meetings.
 - (v) Lead the process of consulting for and drafting of papers from the BRC to be presented at the NRC.
 - (vi) Advise the NRC of any change in contact details or Executive positions.
 - (vii) Work as a collaborative team member under the direction of the NRC Vice Chairperson on various projects of the NRC.
 - (viii) Assist the running of the NRC by taking on a project or area to manage for the duration of their time in office.
 - (ix) Participate as an active and engaged member of the BRC Executive by:
 - (x) Attending BRC Executive Meetings
 - (xi) Undertaking other duties as requested by the BRC Chair

Awards and Badges

17. Badges/Trophies relating to awards, such as sections of the Baden-Powell Award or National Rover Service Award, may be obtained from the Branch Office only by a Unit Leader or other person authorised by the Unit.

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18. In order to recognise the service activities of a Rover or Rovers in the ACT, an ACT Rover Service Award has been introduced. This award is separate from the National Rover Service Award (P & R Section R9.5) and has been named in honour of Peter and Andrew Fredericksen who gave outstanding service to the Rover Section, following service as Cub Scouts, Scouts and Venturer Scouts. Their very full lives were cut short by muscular dystrophy. The Peter and Andrew Fredericksen Rover Service Award is in recognition of service for a one year period.

cc. The Peter and Andrew Fredericksen Service Award may be awarded by the Branch Rover Council, on the recommendation of a Unit or on its own initiative, to a registered Rover, at time of nomination, who gives outstanding service to the Rover Section over a period of not less than one year. In exceptional circumstances, more than one award may be considered in any one year. The Chair and Vice Chair shall not normally be eligible for nomination to receive this award whilst serving on the Award Selection Committee.

dd. The Unit Service Award may be awarded by the Branch Rover Council, on the recommendation of a Commissioner of the Branch, or on its own initiative, to Units, who give outstanding service to Scouting and the community over a period of not less than one year.

ee. The Peter and Andrew Fredericksen Service Award and the Unit Service Award may be awarded only when suitable nominations are received or suitable candidates are identified; they are not intended to be regular annual awards.

ff. The procedure for consideration of the Awards shall be as follows.

- (i) Nominations will be called in November each year for consideration by the Branch Rover Council in the following January. Nominations must be submitted in writing to the Chair by the 31st Day of December.
- (ii) Nominations will be referred to an Awards Selection Committee consisting of the Chair, Vice-Chair and Chief Commissioner's Representative - Rovers, who will make recommendations to the BRC. The Awards will be announced at the Annual General Meeting of the BRC.
- (iii) The Awards are subject to the approval of the Chief Commissioner.

Sub-Committees

19. The BRC may appoint sub-committees for specific tasks. Such sub-committees will always be lead by and contain members of the Rover Section plus any other resource experts as deemed necessary and such sub- committees must record minutes of all their meetings and pass them to BRC.

Amendments

20. These By Laws shall be amended only as follows:

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gg. notice of the proposed change shall be given at a BRC meeting; and

hh. at the subsequent meeting the proposed change will be carried where a majority of the votes are in favour of the motion.

Appointments in Units

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- a. Rover Adviser - Rover Advisers are appointed under P&R P5 - Personnel Management and the Branch Rules on Appointment of Adult Leaders.
- b. Unit Leader - Before being appointed Unit Leader, a Rover Scout will be expected to have completed Rover Scout Basic Level training or to undertake the training during the first Six (6) months of their term.
- c. Assistant Unit Leader - Units may appoint an Assistant Unit Leader and they should be encouraged to undertake the appropriate training.

Contingent Leaders

24. The procedure of appointing a contingent leader is as outlined below:

- a) A Request for nominations is published by the BRC Chair in writing and distributed via appropriate means to Rover Scout Units.
- b) Applicants submit an expression of interest in being appointed as a contingent leader to a specific interstate Rover event to the BRC Chair.
- c) BRC Chair presents any nominations to a meeting of the BRC, who then select an applicant to be recommended for appointment as a contingent leader.
- d) Upon the decision being ratified, the successful applicant is appointed to the position of contingent leader for a specific event.
- e) If a position needs to be filled urgently, the BRC Chair, in discussion with the Core Executive and the nominee's Unit Leader, will appoint a contingent leader

Contingent Leaders are to follow the guidelines as outlined in Attachment two 'Contingent Leader Guidelines'

AUTHORITY

These BRC By Laws or amended By Laws were approved by the Branch Rover Council on 11 May 2016, 18 February 2018, 17 March 2019, 15 September 2019 and 19 July 2020.