

CONSTITUTION of the WESTERN AUSTRALIAN ROVER COUNCIL

A document to constitute the Western Australian Rover Council, the representative body of the Rover Section of Scouts Australia Western Australian Branch.

Definitions

- 1.1 In this Constitution, unless a contrary intention appears:
- (a) “Branch” means Scouts Australia Western Australian Branch;
 - (b) “Chief Commissioner” means the Chief Commissioner for Scouting in Western Australia;
 - (c) “District” means an operational division of Branch under the control of a District Commissioner;
 - (d) “Rover” means a youth member of a registered Western Australian Rover Crew;
 - (e) “WARC” means the Western Australian Rover Council, the representative body of the Rover Section of Scouts Australia Western Australian Branch;
 - (f) “WARC Member” means a member of the Western Australian Rover Council, as defined by Section 3 of this Constitution; and
 - (g) “WARC Meeting” means a meeting of WARC Members, as defined by Section 4 of this Constitution;
 - (h) “Executive Member” means a member of the Executive body of WARC, as defined by Section 5 of this Constitution;
 - (i) “Executive Meeting” means a meeting of WARC Executive Members, as defined by Section 6 of this Constitution;
 - (j) “General Meeting” means a meeting open to all Western Australian Rovers, as defined by Section 8 of this Constitution;
 - (k) “Subsidiary Committee” means a committee established by WARC under Section 9 of this Constitution;
 - (l) “Western Australian Rover Section” means all Rovers and Rover Crews registered in Western Australia.

Aims and Objectives.

- 2.1. The Aim of WARC is to encourage and promote the development of the Rover Section within Scouts Australia and the community for the benefit of Rovers, Rover Crews, society and Scouting.
- 2.2. The Objectives of WARC are to:
- (a) Advise the Chief Commissioner on all matters pertaining to the Western Australian Rover Section;
 - (b) Be a source of encouragement to and advise where necessary Western Australian Rover Crews;
 - (c) Encourage the growth of the Western Australian Rover Section;
 - (d) Advocate on behalf of the Western Australian Rover Section at Branch;
 - (e) Mediate between Western Australian Rover Crews and Branch;
 - (f) Enforce Branch policy where it applies to the Western Australian Rover Section;
 - (g) Make recommendations on behalf of the Western Australian Rover Section to the National Rover Council;
 - (h) Facilitate the flow of information concerning the business of the Western Australian Rover Section;
 - (i) Encourage Rover representation at District level;
 - (j) Advocate continuity of Rover policy between State branches; and

- (k) Encourage the use of the Rover Award Scheme by the Western Australian Rover Section.
- 2.3. The income and property of WARC must be applied solely toward the promotion of the Aim and Objectives of this Constitution and no proportion of WARC income and property may be transferred directly or indirectly by the way of dividend, bonus or otherwise to members.
- 2.4. Section 2.4 does not prevent the payment in good faith to servants of WARC for services rendered to it.
- 2.5. WARC is the representative body of all Western Australian Rover Crews and is answerable to the Chief Commissioner.

WARC Membership

- 3.1. WARC Membership consists of the:
 - (a) WARC Chairman;
 - (b) Branch Rover Adviser, where such an appointment is made or the Chief Commissioner's representative in the absence of such appointment;
 - (c) WARC Vice-Chairman Membership and Training;
 - (d) WARC Secretary;
 - (e) WARC Treasurer;
 - (f) WARC Activities Officer;
 - (g) WARC Public Relations Officer;
 - (h) President – Rover Scout Motorsport, Western Australia.
 - (i) Project Commissioners.
 - (j) Two delegates from each Western Australian Rover Crew:
 - i. Delegates shall be selected by each Western Australia Rover Crew to speak and vote in the best interests of their Crew;
 - ii. These delegates may be squires or invested Rovers, or in the case where two Rovers are unable to attend, the Crew Rover Adviser;
 - iii. These delegates must be registered members of Scouts Australia; and
 - (k) The Chairman or nominee of any WARC Subsidiary Committee established under Section 9 of this Constitution.

WARC Meetings

- 4.1. WARC Meetings shall be held in accordance with WARC Standing Orders.
- 4.2. In order to constitute a WARC Meeting:
 - (a) A quorum comprising at least fifteen Crew delegates must be present within thirty minutes of the time appointed for the meeting; and
 - (b) If a quorum as defined in Section 4.2(a) is not present within thirty minutes from the time appointed for the meeting, the meeting shall lapse and be rescheduled not less than seven and not more than fourteen days hence.
- 4.3. A meeting rescheduled under Section 4.2(b) shall proceed according to agenda regardless of quorum.
- 4.4. The Chairman shall determine the rules of debate of WARC Meetings.
- 4.5. Voting at WARC Meetings:
 - (a) Each WARC Member as defined by Section 3 except for the Chairman, Branch Rover Advisor and Project Commissioners is entitled to one vote; and
 - (b) In the event of a tied vote, the Chairman is entitled to the deciding vote.
 - (a) A motion favoured by a simple majority of WARC Members present at a WARC Meeting shall be the decision of WARC.

WARC Executive Membership

- 5.1. WARC Executive consists of the following Executive Members:
 - (a) WARC Chairman;
 - (b) Branch Rover Adviser where such an appointment is made, or the Chief Commissioner's representative where it is not;
 - (c) WARC Vice-Chairman Membership and Training;
 - (d) WARC Secretary;
 - (e) WARC Treasurer;
 - (f) WARC Activities Officer;
 - (g) WARC Public Relations Officer; and
 - (h) President – Rover Scout Motorsport, Western Australia.
 - (i) Project Commissioners
- 5.2. Excepting the Branch Rover Adviser and Project Commissioners, Executive Members shall be elected from a General Meeting of the Rover Section to be held in October each year and shall hold office for the calendar year following.
- 5.3. Following the recommendation of WARC by vote at a WARC Meeting, the Chief Commissioner may appoint a Branch Rover Adviser for a period of three years.
- 5.4. Following the recommendation of WARC by vote at a WARC Meeting, the Chief Commissioner may appoint Project Commissioners for a period necessary for the completion of any assigned projects but not more than three years.
- 5.5. The office of an Executive Member becomes vacant when the office-bearer:
 - (a) Resigns in writing;
 - (b) Ceases to be a member of a Western Australian Rover Crew, excepting the Branch Rover Adviser and Project Commissioners;
 - (c) Is absent without apology recorded in the WARC Minutes from three consecutive WARC Meetings or without leave of absence from three consecutive WARC Meetings;
 - (d) Is dismissed from office by a resolution passed by a two-thirds majority vote at a WARC Meeting; or
 - (e) Dies.
- 5.6. In the event of a vacancy occurring in the office of a WARC Executive Member:
 - (a) WARC Executive shall appoint an Executive Member to act in that office; and
 - (b) That person so appointed shall hold office until either:
 - i. A General Meeting is held for the purpose of filling the vacant office; or
 - ii. The next Annual General Meeting of the Rover Section.
- 5.7. Executive Members are responsible to WARC and shall observe directions given by WARC Meeting and General Meeting resolutions.
- 5.8. WARC Executive where it deems necessary may make decisions on behalf of WARC and is accountable to WARC for decisions made.

WARC Executive Meetings

- 6.1 Meetings of the WARC Executive shall be held in accordance with WARC Standing Orders.
- 6.2 A decision favoured by a simple majority of Executive Members present at a WARC Executive Meeting shall be the decision of the WARC Executive.

WARC Finances

- 7.1 A bank account for WARC monies shall be held at a financial institution in the name, "Scouts Australia Western Australian Branch WA Rover Council".

- 7.2 No person shall incur debt or enter agreements on behalf of WARC unless authorised to do so by the WARC Executive or by resolution of a WARC Meeting.
- 7.3 The WARC accounting period for reporting purposes is 1 November to 31 October.
- 7.4 The WARC Treasurer shall present audited financial reports to the Annual General Meeting of the Western Australian Rover Section.

General Meetings of the Western Australian Rover Section

- 8.1 The WARC Chairman or in the WARC Chairman's absence or whenever there is a vacancy in the office of the WARC Chairman, the WARC Vice-Chairman Membership and Training, may at any time convene a General Meeting of the Western Australian Rover Section.
- 8.2 The WARC Chairman or in the WARC Chairman's absence or whenever there is a vacancy in the office of the Chairman, the WARC Vice-Chairman Membership and Training Officer, or in the absence of both, the Branch Rover Adviser or the Branch Chief Commissioner's representative, shall convene a General Meeting of the Western Australian Rover Section:
 - (a) When the Chief Commissioner receives written requisition of a General Meeting from at least ten Rovers, setting forth fully and clearly the objectives for which a General Meeting is required; and
 - (b) The General Meeting shall be held not more than twenty-eight days and not fewer than fourteen days after receipt of the written request.
- 8.3 In order to constitute a General Meeting:
 - (a) A quorum comprising at least forty registered Rovers, representing at least ten registered Western Australian Rover Crews must be present within thirty minutes of the time appointed for the meeting; and
 - (b) If a quorum as defined in Section 8.3(a) is not present within thirty minutes from the time appointed for the meeting, the meeting shall lapse and be rescheduled not less than seven days hence and not beyond the next scheduled regular meeting of WARC.
- 8.4 A meeting rescheduled under Section 8.3(b) shall proceed according to agenda regardless of quorum.
- 8.5 Notice of General Meetings:
 - (a) The WARC Secretary shall deliver to Rovers at least fourteen days notice of a General Meeting and of all Motions on Notice to be considered at the Meeting; however
 - (b) Accidental omission to give notice of a General Meeting to any Rover shall not invalidate anything done at the General Meeting.
- 8.6 Motions on Notice must:
 - (a) Be addressed to the WARC Secretary;
 - (b) Reach the WARC Secretary fourteen clear days before the General Meeting at which the motion is to be considered; and
 - (c) In the absence of the WARC Secretary, be directed to the WARC Chairman, or in the absence of the WARC Chairman or whenever there is a vacancy in the office of the WARC Chairman, to the Chief Commissioner.
- 8.7 In the absence of the WARC Chairman and the WARC Vice-Chairman Membership and Training, the General Meeting shall by resolution elect from the Rovers present a Chairman for the meeting.
- 8.8 The Chairman shall determine the rules of debate of General Meetings.
- 8.9 General Meeting voting:
 - (a) Each Rover is entitled to one vote at General Meetings;

- (b) A Rover may appoint in writing another Rover to act as a proxy to attend and vote on behalf of the appointing Rover at a General Meeting;
 - (c) General Meeting resolutions except for the election of Executive Members shall be effected by a two-thirds majority of votes cast on a show of hands and proxy votes unless a written ballot is demanded by at least ten members; and
 - (d) Election of Executive Members shall be effected by a simple majority of votes cast by written ballot.
- 8.10 The Annual General Meeting of the Western Australian Rover Section shall:
- (a) Be held in place of the December WARC Meeting;
 - (b) Mark the handover of responsibilities of the WARC Executive to those elected at the October General Meeting to undertake Executive Membership; and
 - (c) Receive reports from Executive members for the preceding year.
- 8.11 Other Annual General Meeting business shall be tabled according to Section 8.6 of this Constitution.

Subsidiary Committees

- 9.1 WARC may establish Subsidiary Committees for any purpose as determined by WARC.
- 9.2 A Subsidiary Committee Chairman shall be elected for each Subsidiary Committee by WARC Meeting resolution.
- 9.3 Nominations for the position of Subsidiary Committee Chairman shall be called for at least one WARC Meeting prior to the election.
- 9.4 The Subsidiary Committee Chairmen shall provide a report at each WARC Meeting.
- 9.5 The WARC Chairman or his or her nominee may sit *ex officio* on any Subsidiary Committee.

Duties of Executive Members

- 10.1 The WARC Chairman's duties are to:
- (a) Promote and pursue the aims and objectives of WARC;
 - (b) Chair WARC Meetings, WARC Executive meetings and remain conversant with WARC business;
 - (c) Represent the Western Australian Rover Section at the Chief Commissioner's Council;
 - (d) Conduct other duties as defined by the WARC Standing Orders; and
 - (e) Be responsible for a two-month hand over to his or her successor.
- 10.2 The WARC Vice-Chairman Membership and Training's duties are to:
- (a) Assume the duties of the WARC Chairman in his or her absence;
 - (b) Promote membership of the Rover Section;
 - (c) Encourage Rovers to undertake Rover training;
 - (d) Promote the Baden-Powell Scout Award and maintain a record of progress of Baden-Powell Scout Awards pursued by Rovers;
 - (e) Conduct other duties as defined by the WARC Standing Orders; and
 - (f) Be responsible for a two-month hand over to his or her successor.
- 10.3 The WARC Secretary's duties are to:
- (a) Control all clerical work of WARC and to carry out such duties as assigned to him or her by WARC;
 - (b) Maintain a permanent record of all WARC and Rover Section minutes;
 - (c) Facilitate and manage official WARC communications;
 - (d) Conduct other responsibilities as defined by the WARC Standing Orders; and
 - (e) Be responsible for a two-month hand over to his or her successor.

- 10.4 The WARC Treasurer's duties are to:
- (a) Keep a true record of WARC's finances and to submit a WARC Statement of the Financial Position at each WARC Meeting;
 - (b) Conduct other duties as defined by the WARC Standing Orders; and
 - (c) Be responsible for a two-month hand over to his or her successor.
- 10.5 The WARC Activities Officer's duties are to:
- (a) Support Rovers with the organisation of WARC events or events organised on behalf of WARC;
 - (b) Sit as an *ex officio* member of all Subsidiary Committees established to conduct WARC events;
 - (c) Maintain a record of events on the WARC calendar;
 - (d) Conduct other duties as defined by the WARC Standing Orders; and
 - (e) Be responsible for a two-month hand over to his or her successor.
- 10.6 The WARC Public Relations Officer's duties are to:
- (a) Promote the image of Rovering to the community and in Scouting;
 - (b) Advise WARC of the public relations aspects of WARC's actions;
 - (c) Conduct other responsibilities as defined by the WARC Standing Orders; and
 - (d) Be responsible for a two-month hand over to their successor;
- 10.7 The President – Rover Scout Motorsport, Western Australia's duties are to:
- a) Act as liaison with CAMS for all Rover Scout Motorsport (WA) events.
 - b) Represent Western Australia as a spokesperson for national discussions on Motorsport.
 - c) Chairing any committee's to modify the standing regulations and supplementary regulations of any Rover Scout Motorsport (WA) events
 - d) Attend Rover Scout Motorsport (WA) event meetings and sit ex-officio on the Event Committee.
 - e) Conduct other duties as defined by the WARC Standing Orders; and
 - f) Be responsible for a two-month hand over to his or her successor;
- 10.8 The Branch Rover Advisor's duties are to:
- (a) Upon request, advise WARC and the WARC Executive on specific matters concerning the Western Australian Rover Section;
 - (b) Conduct other duties as defined by the WARC Standing Orders; and
 - (c) Be responsible for a two-month hand over to his or her successor;
- 10.9 The WARC Project Commissioners' duties are to:
- (b) Initiate new projects recommended by the WARC that contribute to the development of Rovering in Western Australia; and
 - (c) Conduct other duties as defined by the WARC Standing Orders.

Amending or Rescinding the Constitution

- 11.1 This constitution shall not be amended or rescinded except by a two-thirds majority vote of a General Meeting.