

## **STANDING ORDERS of the WESTERN AUSTRALIAN ROVER COUNCIL**

### **1. Duties of Executive Members Additional to Those Outlined in the Constitution**

- 1.1. The WARC Chairman's additional duties are to:
  - (a) Be responsible for the effective management, decision-making and conduct of WARC;
  - (b) Call and conduct meetings of the WARC Executive;
  - (c) Be the official WARC spokesperson;
  - (d) Represent WARC at National Rover Council;
  - (e) Be responsible for the recruitment of members to the Western Australian Rover Section; and
  - (f) Ensure that a Rover represents youth members on the WA BMC Policy and Strategic Direction sub committee.
- 1.2. The WARC Vice-Chairman Membership and Training's additional duties are to:
  - (a) Maintain a register of all Subsidiary Committees established by WARC and Subsidiary Committee members;
  - (b) Organise and obtain information on Rover Training courses;
  - (c) Liaise with the Branch Membership Officer in maintaining a register of all Rovers and Crews registered with Scouts Australia Western Australia Branch;
  - (d) Support and assist Rovers and Crews with registration procedures; and
  - (e) Represent the WARC at Branch Training Team meetings.
- 1.3. The WARC Secretary's additional duties are to:
  - (a) Keep a register of the names and addresses of all WARC members;
  - (b) Prepare and distribute meeting agendas;
  - (c) Prepare and distribute minutes of meetings in a timely manner and to maintain an archive of minutes;
  - (d) Support the ongoing development of improved communication tools and procedures;
  - (e) Support the ongoing development and maintenance of the WARC website and its subsidiaries; and
  - (f) Ensure that a Rover represents youth members on WA BMC Performance Improvement sub committees.
- 1.4. The WARC Treasurer's additional duties are to:
  - (a) Pay all accounts authorised by WARC; all payments shall be signed by any two of the following WARC Executive Members: WARC Chairman, WARC Vice-Chairman Membership and Training, WARC Activities Officer, WARC Secretary, WARC Treasurer, Branch Commissioner for Rovers;
  - (b) Ensure that WARC's accounts are audited and presented to the Annual General Meeting;
  - (c) Advise WARC of the finances required to maintain its various projects and of the means to raise such funds;
  - (d) In the event of the WARC Treasurer's position becoming vacant, ensuring that WARC accounts are immediately audited; and
  - (e) Ensure that a Rover represents youth members on WA BMC Finance and Investment sub committee.
- 1.5. The WARC Activities Officer's additional duties are to:
  - (a) Promote the support of WARC events by Rovers;
  - (b) On request, provide support to Crews running Crew events;
  - (c) Promote sound fiscal management of events;

- (d) Maintain a register of physical assets held by WARC;
  - (e) Maintain a register of equipment usage to ensure timely return and to conduct maintenance as required;
  - (f) Develop tools to assist activity organisers;
  - (g) Ensure reports of WARC events are presented to WARC in a timely manner;
  - (h) Ensure an archive of such reports is maintained; and
  - (i) Ensure that a Rover represents youth members on the WA BMC Property and Assets sub committee.
- 1.6. The WARC Public Relations Officer's additional duties are to:
- (a) Develop public relations projects aimed at promoting Rovering in the wider community;
  - (b) Assist Crews and Subsidiary Committees organising WARC events with their promotional efforts;
  - (c) Make recommendations to WARC concerning Western Australian Rover merchandise;
  - (d) Manage Western Australian Rover merchandise on behalf of WARC; and
  - (e) Assist the WARC Secretary in maintaining the WARC website and its subsidiaries as a promotional tool.
  - (f) Ensure that a Rover represents youth members on WA BMC Marketing Fundraising and Communications sub committee.
- 1.7. President – Rover Scout Motorsport, Western Australia.
- (a) Be responsible for branding of Rover Scout Motorsport events in Western Australia.
- 1.8. The Branch Rover Adviser's additional duties are to:
- (a) Advise and assist the Executive Members in carrying out their duties, as requested;
  - (b) Promote and encourage the growth of Rovering; and
  - (c) Advise Rover Crews and WARC in the selection and appointment of Rover Advisers.
- 1.9. The Project Commissioners additional duties are to:
- (a) Attend WARC Meetings and WARC Executive meetings upon request of the WARC Chairman.

## **2. Meetings of the WARC Executive**

- 2.1. Executive Meetings shall be convened by the WARC Chairman as required to conduct WARC business.
- 2.2. Executive Meetings shall be held not more than sixty days apart.
- 2.3. In order to constitute a WARC Executive Meeting:
- (a) A quorum comprising at least four Executive Members must be present within thirty minutes of the time appointed for the meeting; and
  - (b) If a quorum as defined in Section 2.3(a) is not present within thirty minutes from the time appointed for the meeting, the meeting shall lapse and be rescheduled as convenient for the majority of the Executive Members.
- 2.4. A meeting rescheduled under Section 2.3(b) shall proceed according to agenda regardless of quorum.

## **3. WARC Meetings**

- 3.1. WARC Meetings shall be held at least monthly, excepting January where there shall be no meeting and December where the regular meeting may be replaced by the Annual General Meeting.

- 3.2. Notice of the time and location of a WARC meeting shall be given at the WARC meeting prior.
- 3.3. In the absence of both the WARC Chairman and the WARC Vice Chairman Membership and Training, the meeting shall elect a Chairman from amongst the members present.
- 3.4. The general order of business at each WARC meeting shall be as follows:
  - 3.4.1. Breaking of the national flag;
  - 3.4.2. Acceptance of the minutes of the last WARC meeting and of any meeting held since the last regular meeting;
  - 3.4.3. Consideration of business arising from previous minutes;
  - 3.4.4. Executive Members' reports;
  - 3.4.5. WARC subsidiary committee reports;
  - 3.4.6. Crew reports;
  - 3.4.7. Adjourned business;
  - 3.4.8. General business;
  - 3.4.9. Lowering of the national flag;
  - 3.4.10. Prayer
- 3.5. Notice of agenda items for consideration by WARC Members shall be given to the WARC Secretary before the beginning of WARC Meetings
- 3.6. Notice of Rover activities to be promoted at WARC Meetings be given to the WARC Secretary at least two WARC Meetings prior.
- 3.7. Any WARC member desiring to speak shall address themselves to the Chairman.
  - 3.7.1. Any member wishing to sit on the WARC table after the meeting has commenced shall address the Chairman and request permission to sit on the table.
  - 3.7.2. Any member who wishes to leave the table during a meeting shall have given prior notification to the Chairman in order not to disrupt the meeting. Should that member wish to be replaced on the table, the Chairman must be informed also.
- 3.8. The regular order of business may be suspended at any meeting by permission of the WARC members present.
- 3.9. Any business may be deferred to the end of the meeting and then dealt with in private, if in the opinion of the Chairman it is a confidential matter.
- 3.10. Any WARC member may raise a point of order which shall take precedence over all other business. The point must be raised at the time that the alleged irregularity in proceedings occurred. An explanation or contradiction shall not constitute a point of order.
- 3.11. All proposals made to the meeting must be in the form of a motion.
- 3.12. A motion may be moved by any WARC member.
- 3.13. A motion or amendment may be seconded pro-forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.
- 3.14. A motion shall be decided upon by a show of hands unless a written ballot is demanded by at least six WARC members.
- 3.15. Any WARC member may require her or his vote to be recorded in the minutes
- 3.16. All proceedings of the WARC meetings shall be kept in a permanent record of minutes by the WARC Secretary. The names of all WARC Members present at the meeting shall be entered into the record.
  - 3.16.1. Copies of the minutes shall be circulated by the WARC Secretary to all WARC members and persons involved with WARC business in a timely manner.

3.17. The interpretation of the Standing Orders is the responsibility of the Chairman, subject to appeal.

**4. National Rover Council Delegation**

- 4.1. The outgoing and incoming Chairmen shall be the two Rover delegates to NRC.
- 4.2. Where one of these people can not attend, or the Chairman has been appointed for a second term, WARC will appoint, by vote, another suitable candidate to be the second delegate.

**5. Insignia**

- 5.1. The WA Rover Council logo shall be a boot logo surrounded by a circle. It shall contain the words “WA Rovers” and “All Go”. The boot print shall be 45° off vertical.



**6. Modification of Standing Orders**

- 6.1. These Standing Orders shall not be amended or rescinded except by a majority vote of a WARC Meeting.