



ROVER SCOUTS
SOUTH AUSTRALIA

**STANDING RESOLUTIONS
OF
THE SOUTH AUSTRALIAN
BRANCH ROVER SCOUT
SECTION**

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Adopted at the BRC AGM June 2013
These Resolutions replace the Constitution of the BRC

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The BRC Executive is authorised to correct the spelling, grammar, numbering and layout of pages, sections, resolutions and points as required except where such change would alter the intent.		
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SECTION 1 - PRELIMINARY

1.1 INTRODUCTION

Rover Scouts are self managing.

These Standing Resolutions detail the Rules of Management for the Rover Scout Section in South Australia.

1.2 AUTHORITY

The Rover Scout Section and the Branch Rover Council in South Australia exist and operate within the structure of Scouts SA. Rovers are bound to the governance policies and procedures of the Scout Association of Australia and those of the SA Branch. Nothing within these Standing Resolutions may override such policies and procedures and where these Standing Resolutions are silent on any matter, direction must be taken from those documents that bind Scouting within Australia.

1.3 PARAMOUNT LAWS AND RULES

Nothing in these Standing Resolutions shall derogate from anything contained in any Royal Charter, Act of Parliament or any subsidiary legislation.

1.4 NAME

The name of the managing body of the Rover Scout Section within Scouts SA is the South Australian Branch Rover Council and is referred to as BRC.

1.5 INTERPRETATION

Unless the contrary intention appears herein, the following words or phrases have or include, as the case may be, the corresponding meaning shown:

"Scouts Australia" - means The Scout Association of Australia

"Scouts SA" - means The Scout Association of Australia (SA Branch)

"SA Rover Scout Section" - means the Rover Scout Section within Scouts SA

"The Council", "BRC" - means the South Australian Branch Rover Council, as defined herein.

"The Executive" - means the Executive Committee of the SA Branch Rover Council.

In these Resolutions, unless inconsistent with the context, words indicating masculine gender shall include feminine gender, words in the singular shall include the plural and Resolutions shall apply to a Rover Crew as much as an individual and vice versa.

1.6 PURPOSE & AIMS

a. The Purpose of the SA Rover Scout Section is: to help the transition from adolescence to adulthood and support young adults, young women and men, in the final phase of their integration into adult society.

b. The Aims of the SA Rover Scout Section are to:

i. provide young adults with opportunities to undertake their development through the areas of personal growth, which Scouting recognises: physical, intellectual, emotional, social, spiritual growth which leads to character development.

ii. give young adults the opportunity to discover the challenges of today's world and to develop the motivation and the skills to face them, not only within their community and their country but also at international level.

iii. help young adults acquire experience and skills in leadership.

- iv. help young adults develop their own path in life and actively plan their future.
- v. To honour the Rover Section motto of "Service", defined by Scouts Australia as: Help that Rover Scouts give to someone, a community or an organisation, to further the Rovers' development, especially by using Scouting skills, ability and knowledge
- c. Service for Rover Scouts must be:
 - i. planned within a reasonable timeframe and agreed by both parties,
 - ii. part of the Rover Program (including the Award Scheme)
 - iii. a contribution to the development of the Rover Scout
 - iv. weighted towards the local and global community.

1.7 FUNCTIONS

The function of BRC shall be:

To do all such lawful things as are conducive or incidental to the attainment of the Purpose and Aims of Scouts Australia, Scouts SA and the SA Rover Scout Section.

1.8 APPLICATION OF INCOME AND PROPERTY

- a. The income and property of BRC howsoever derived, shall be applied solely towards the promotion of the Aims as set forth in these Standing Resolutions and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, by way of profit to the members of the SA Rover Scout Section.
- b. Notwithstanding Resolution 1.8a of these Standing Resolutions, nothing herein shall prevent the payment in good faith of reasonable and proper remuneration for any services actually rendered to BRC by any member or servant of BRC. Nor shall anything herein prevent the repayment of approved out-of-pocket expenses or payment of an approved rate of interest on any money lent to BRC.
- c. The provisions of this Resolution shall not apply to any payment to any company of which a member of the SA Rover Scout Section may be a member.
- d. All property & funds acquired by the SA Rover Scout Section remain the property of Scouts SA and must be surrendered to Scouts SA if requested.

SECTION 2 – MEMBERSHIP

2.1 MEMBERSHIP OF THE SA ROVER SCOUT SECTION

Membership of the SA Rover Scout Section shall comprise any registered and financial member of Scouts SA with the following appointments: Rover, Rover Crew Leader, Rover Adviser, Activity Leader (Rovers), Project Commissioner (Rovers), ABC (Rovers), BC (Rovers)

2.2 APPLICATION & APPOINTMENT OF MEMBERSHIP: ROVER

Membership appointment as a Rover to the SA Rover Scout Section shall be open to any adult who conforms to the Aims and Principles of the Scout Movement along with the age restrictions as specified in "Policy and Rules" of Scouts Australia

- a. Application for membership to the SA Rover Scout Section shall be in writing using all prescribed forms as determined by Scouts SA.
- b. The Application form shall be signed by the Crew Leader of the Applicant's Crew.
- c. On receipt of an application to become a member of the SA Rover Scout Section, the BRC Chairman or the BC Rovers shall deal with the application as quickly as possible.

2.3 NON RESIDENT MEMBERSHIP

Should a Rover leave South Australia, their Membership of the SA Rover Scout Section is subject to the individual Rover remaining a financial member of Scouts SA and the SA Rover Scout Section. Additionally, Non Resident Membership must be approved by the Rover's own Crew.

2.4 APPLICATION FOR APPOINTMENT AS A ROVER CREW LEADER

- a. Application for Appointment as a Crew Leader shall be made only by members of Rover age who are registered members of the SA Rover Scout Section,
- b. The application shall be made on the form prescribed by Scouts SA, signed by the outgoing Crew Leader or Treasurer of the Applicant's Crew, and shall be forwarded to the BRC Chairman.
- c. Rover Crew Leaders are required to have completed Rover Basic training or an equivalent level within Scouts SA - OR
- d. Upon appointment as a Crew Leader, a Rover must endeavour to undertake the necessary training as set out by Scouts SA at the first available opportunity.

2.5 CANCELLATION OF APPOINTMENT AS A ROVER CREW LEADER

- a. A resigning Crew Leader shall complete the form prescribed by Scouts SA. The signed form shall be forwarded to the BRC Chairman or the BC Rovers for processing.
- b. The BRC Executive has the authority to remove a Crew Leader, subject to ratification by the BRC.

2.6 APPLICATION FOR MEMBERSHIP: ROVER ADVISER

- a. Application for appointment as a Rover Adviser shall be in writing on the prescribed form as determined by Scouts SA.
- b. The Applicant shall have attained the age of twenty six (26) years.
- c. The application shall be forwarded to the BRC Chairman or the BC Rovers.

- d. The Executive shall have the power to reject the application of a Rover Adviser.
- e. Rover Advisers are required to have completed Basic training or an equivalent level within Scouts SA - OR
- f. Upon appointment, a Rover Adviser must endeavour to undertake the necessary training as set out by Scouts SA at the first available opportunity.

2.7 BRANCH COMMISSIONER FOR ROVER SCOUTS (BC Rovers)

- a. The BC Rovers and Assistant BC(s) Rovers are appointed by the Chief Commissioner of Scouts SA, who may consider the recommendation of the BRC through the BRC Executive.
- b. The BC Rovers and Assistant BC(s) Rovers are appointed for such duties as may be determined by the Chief Commissioner. Such duties are detailed in Position Descriptions provided by Scouts SA.
- c. The position of BC Rovers shall be reviewed by Scouts SA after 3 (three) years and may be extended for a further term (or terms) in accordance with the Scouts SA appointment review process, subject to the agreement of the Chief Commissioner.
- d. The BC Rovers shall represent the Chief Commissioner of Scouts SA on the BRC.
- e. The BC Rovers may advise BRC on matters affecting the SA Rover Scout Section within the Scouts Australia and Scouts SA and shall assist the BRC to implement Policies and Rules.
- f. The BC Rovers shall represent BRC at meetings within Scouts SA as required and will report to the BRC on the outcomes of those meetings
- g. The BC Rovers and Assistant BC(s) Rovers shall be ex officio members of the Executive and the Council.
- h. The BC Rovers shall have access to the Scouts SA database for members of the Rover Scout Section.
- i. Additional duties and variations to the duties listed above shall be defined by a position description as applicable to all Executive members.

2.8 ANNUAL AFFILIATION FEE AND BRC LEVY

- a. The Annual Affiliation Fee of Scouts SA shall be payable upon application for Membership.
- b. The BRC Levy payable by the members of the SA Rover Scout Section, shall be as determined by the BRC. The Executive shall be empowered to deal with any disputes or prescribe different rates of Levy for Members on application.
- c. The BRC Levy shall only be payable by Rovers and Rover Crew Leaders.

2.9 CANCELLATION OF MEMBERSHIP

- a. Membership of the SA Rover Scout Section shall cease if a member:
 - i. is convicted of any offence arising out of or in any way incidental to an allegation of conduct which is grossly indecent or obscene, or may reflect adversely on Scouts Australia and its Branches; OR
 - ii. in the view of the Chief Commissioner is considered to be unfit for membership of Scouts SA; OR
 - iii. by due process is expelled from holding membership as provided for in these Standing Resolutions or the Policies and Procedures of the BRC. OR

iv. resigns at any time, by giving notice in writing on the prescribed form as determined by Scouts SA;

b. Providing that on payment of all outstanding monies, and if Scouts SA approves, membership may be reinstated, or Scouts SA may request submission of a new Membership Application.

2.10 LIABILITIES OF CEASED MEMBERS

Every person ceasing to be a member of the SA Rover Scout Section shall:

a. continue to be liable for all monies due to BRC,

AND

b. immediately forfeit all rights to or claims upon BRC, which that person would have had by reason of their being a member.

2.11 DISCIPLINARY PROVISIONS

a. Action will be taken if a Member of the SA Rover Scout Section:

i. Wilfully infringes any provision of these Standing Resolutions or the Policies and Procedures of the BRC,

OR

ii. In the opinion of a duly appointed Court of Honour, is guilty of any conduct prejudicial to the interests of the SA Rover Scout Section or conduct which shall render the member unfit to be associated with the SA Rover Scout Section,

b. If a matter can not be rectified by negotiation and general agreement it is expected that the BRC will be called to form a Court of Honour. This will allow an accused person to present their point of view to a panel of their peers.

c. Any Court of Honour will operate as described in the SA Rover Scout Section Policy "Court of Honour – Establishment & Procedures".

d. On the recommendation of a Court of Honour, the Executive shall have the power to reprimand, suspend, expel or accept the resignation of the member and commence deregistration procedures. Such actions must only be undertaken in accordance with the process set out in Resolution 2.12 and subject to an Appeal under Section 9 of these Standing Resolutions.

2.12 EXPULSION OF A MEMBER

a. The Executive shall provide notice in writing to the person concerned advising of any charge or charges laid against that person as provided for by these Standing Resolutions.

b. The notice of charge shall detail any charges against the Member, any action proposed by the Executive under Resolution 2.11d of these Standing Resolutions and it shall include notification of the right to appeal at an Appeals Tribunal.

c. Notification of Appeal must be received in writing by the BRC Chairman within twenty eight (28) days of sending the said notice of charge. The BRC Chairman will then convene an Appeal Tribunal as provided for in Section 9 of these Standing Resolutions.

SECTION 3 - A ROVER CREW

3.1 FORMATION AND REGISTRATION OF A ROVER CREW

- a. For all information about formation of a Rover Crew refer to the Crew Starter Kit.

3.2 A ROVER CREW

- a. A Rover Crew shall:
 - i. be registered with the BRC and Scouts SA;
 - ii. consist of no less than six (6) members (or any other such number as determined by the BRC) including a registered Crew Leader;
 - iii. be self determining in conforming with the Aims and Principles of Scouting as described in Policy and Rules;
 - iv. conform with these Standing Resolutions and Policies and Procedures of the BRC.
 - v. provide 2(two) Voting Delegates to every meeting of the BRC, in person or by Proxy
 - vii. conduct their finances in line with appropriate accounting practices & ensure any bank accounts are held in the name of Scouts Australia (SA Branch) - **** Rover Crew
 - viii. submit a copy of the Crew's Annual Financial Reports to BRC, within a period of 2(two) months after the Crew's Annual General Meeting.
- b. A Rover Crew may select Rover Advisers to perform advisory functions as required by the Crew and its Members
- c. A Rover Crew has the right to determine its own Membership and may admit as a Member any person who complies with Section 2 of these Standing Resolutions.
- d. Scouts SA recognises each Rover Crew as an independent Group and the Crew Leader holds a position equivalent to a Group Leader. This recognition also grants the Crew Leader a right to vote at the Scouts SA Annual General Meeting.

3.3 CLOSING OF A ROVER CREW

- a. A Rover Crew may be closed by either;
 - i. a majority decision of the financial members of that Crew. OR
 - ii. a decision of the BRC if a Crew is in breach of these Standing Resolutions.
- b. If a Rover Crew is not represented at 3 (three) consecutive meetings of the BRC (in person or by proxy). **Note:** A Crew may request permission from the BRC Chairman to be absent. If no communication or representation is received to the satisfaction of the BRC, that Rover Crew shall be no longer deemed a Rover Crew of the SA Rover Scout Section and deregistration processes will commence.
- c. If a Rover Crew is closed, the appropriate forms must be lodged with Scouts SA.
- d. Crew members who wish to remain within the SA Rover Scout Section may join an existing Crew, or apply to form a new Crew, in accordance with Resolution 3.1.
- e. All property & funds acquired by the Crew remain the property of Scouts SA and must be surrendered to the BRC. No individual members of a Crew may profit from their membership as outlined in Resolution 1.8.
- f. all documents & records of the Crew shall be sent to BRC and the final accounts shall be audited.

SECTION 4 - BRANCH ROVER COUNCIL

4.1 THE BRANCH ROVER COUNCIL (BRC)

- a. The BRC is the Management body of the Rover Scout Section within Scouts SA
- b. The BRC shall consist of the following:
 - i. The Executive,
 - ii. Two delegates from each Registered South Australian Rover Crew,
AND
 - iii. Any other persons that the BRC may consider necessary or desirable to further the Aims of the SA Rover Scout Section.

4.2 AUTHORITY OF THE BRANCH ROVER COUNCIL

- a. The Council of the SA Rover Scout Section shall be empowered to make or rescind any Policies and Procedures of the BRC. The council does not have the Authority to change any Policies and Procedures created by Scouts Australia or Scouts SA.
- b. The Council shall be responsible for the enforcement of these Standing Resolutions and for the creation and enforcement of Policies and Procedures of the BRC.

4.3 DELEGATES TO THE BRANCH ROVER COUNCIL

- a. 2 (two) Financial Members from each registered Rover Crew are chosen at the discretion of the Rover Crew to be the delegates to the BRC. BRC Executive Officers shall not be Crew Delegates.
- b. The Crew Delegates shall identify themselves to the BRC Chairman prior to the commencement of each meeting by a method specified by the BRC Chairman.

4.4 VOTING AT THE BRANCH ROVER COUNCIL

- a. Each delegate present at the meeting shall be entitled to one vote.
- b. Each Crew shall be entitled to a maximum of 2 (two) votes either by delegates present or by proxy, as provided for in these Standing Resolutions. A crew with less than 6 (six) registered and financial members shall be excluded from voting at any meeting.
- c. For a vote to take place, Quorum must be established as specified in Resolution 10.2.
- d. All motions shall be passed by a simple majority - greater than half the eligible votes required by the relevant Quorum, unless otherwise specified in these Standing Resolutions

SECTION 5 - BRC EXECUTIVE

5.1 THE EXECUTIVE

- a. The Executive of the BRC shall consist of at least 5 (five) positions, including a Chairman and a Treasurer.
- b. Other positions, either Executive or Supporting, may be proposed to enable the BRC to carry out its functions. The creation (or dissolution) of such positions shall be subject to the approval of two thirds (2/3) majority of the votes present at a BRC Meeting, in person or by proxy.
- c. Executive Officers are required to have completed Basic training or an equivalent level within Scouts SA - OR
- d. Executive Officers must endeavour to undertake the necessary training as set out in their Position Descriptions at the first available opportunity.

5.2 AUTHORITY OF THE EXECUTIVE

- a. The Executive shall be responsible to and follow the lawful directions of the BRC of the SA Rover Scout Section.
- b. The Executive of the BRC shall be the Management Committee of the SA Rover Scout Section and shall be the sole authority for the interpretation of these Standing Resolutions. The Executive's decision upon any matter of question or interpretation affecting the BRC, and not provided for in these Standing Resolutions, shall be final and binding on all Members of the SA Rover Scout Section.

5.3 ELECTION OF EXECUTIVE OFFICERS AND SUPPORT ROLES

- a. The Executive of the BRC shall be elected annually at an Annual General by Members of the BRC, as specified in Resolution 10.3; however the position of BRC Chairman may be elected prior to the AGM, as specified in Resolution 5.5.
- b. All nominations for election must be for current financial Rovers or Rover Crew Leaders of the SA Rover Scout Section. Preference should be considered for a candidate who will remain a registered Rover or Rover Crew Leader for the entire term.
- c. A Member of the SA Rover Scout Section may not nominate and be elected for more than 2(two) consecutive terms in the same position.

5.4 DUTIES OF THE EXECUTIVE

- a. The Executive is responsible for the implementation of decisions made by the BRC.
- b. The Executive shall:
 - i. transact all urgent business;
 - ii. carry out tasks assigned to it by the BRC;
 - iii. do such administrative tasks as necessary for the efficient operation of the BRC;
 - iv. maintain and distribute any policies, procedures or operational resolutions made by the BRC that affect the operation of the SA Rover Scout Section;
 - v. advise the BC Rovers and other supporting Leaders in the exercise of their duties;
 - vi. prepare an Annual Report and Financial Reports summarising the year's activities to be presented at the Annual General Meeting;
 - vii. maintain the standards of the SA Rover Scout Section;
- c. All business carried out by the Executive must be reported to the Council.
- d. Detailed Position Descriptions for Executive Officers and BRC Support Roles shall be set out in writing and be made available. The Executive shall review and alter these documents annually, and any changes shall be ratified at the next meeting of the BRC.

5.5 PRE-ELECTION OF BRC CHAIRMAN

- a. The BRC Executive may choose to hold a pre-election for the position of Chairman.
- b. The BRC Executive shall inform the BRC of their decision by the end of January.
- c. Should the BRC Executive choose not to hold a pre-election, or fail to inform the BRC of their decision, Resolution 5.5 is not applicable.
- d. The Crew Delegates, as specified in Resolution 4.3a, in person or by proxy, shall elect on the basis of 1 (one) vote per Delegate a person to fill the role of BRC Chairman.
- e. The BC (Rovers) or his appointed nominee shall take the Chair for the pre-election. The BC (Rovers) shall also act as the Returning Officer for all nominations.
- f. The method of election at shall be by secret ballot.
- g. Nominations for Chairman shall open at the February BRC meeting.
- h. Nominations must be received by the Returning Officer no later than the close of the March BRC Meeting.
- i. Notification of candidates to all Crews shall be distributed within 7 days of the March BRC Meeting.
- j. All Nominations received within the period of acceptance shall be final.
- k. All ballots shall be conducted by 1 (one) or more scrutineers, appointed by the Returning Officer. A candidate shall not be a scrutineer.
- l. In the event of a tied vote being cast in favour of 2 (two) or more candidates, the Returning Officer shall provide a pre-cast vote. This vote shall take place prior to the ballot at the pre-election; it shall be sealed and held in confidence by a scrutineer for that pre-election.
- m. The BC (Rovers) shall ensure that all matters concerning the pre-election are conducted in a true and fair manner and in accordance with these Standing Resolutions.

5.6 HANDOVER OF BRC CHAIRMAN

- a. Should a pre-election take place, as per Resolution 5.5, the elected person shall be known as the BRC Chairman-elect during the handover period.
- b. The Chairman-elect shall take office as BRC Chairman at the Annual General Meeting when the remaining Executive Officers are elected, ending the handover period.
- c. The Chairman-elect shall be allowed to accompany the Chairman in all duties as carried out under that role, including any meetings that the Chairman attends.
- d. The Chairman should make all efforts to include the Chairman-elect in all relevant communications during the handover period, and should make available any resources and documents that relate to the role.
- e. It is a function of the BRC Chairman to train and mentor the Chairman-elect during the handover period.
- d. The Chairman-elect has no authority or responsibility above their current position until they take office as BRC Chairman.

SECTION 6 - CASUAL VACANCIES

6.1 OCCURRENCE OF CASUAL VACANCIES

The office of a member of the Executive shall immediately be vacant if the officer:

- a. is, by due process, expelled as provided for in these Standing Resolutions;
- b. by notice in writing resigns;
- c. exceeds the age range of the Rover Scout Section during their term; however this will not apply to a casual vacancy appointment;
- d. fails to attend 3 (three) consecutive meetings of the Executive Committee, BRC, or other bodies as specified in their role statements, without first obtaining leave of absence from the respective Committee, Council or body;
- e. is removed from office by two-thirds of the other members of the Executive subject to the ratification of the BRC.

6.2 FILLING OF CASUAL VACANCIES

- a. If the office of any member of the Executive becomes vacant during the term of the elected office, the remaining members of the Executive shall within a period of 30 (thirty) days after such vacancy occurring, appoint a successor to hold that office until the next Annual General Meeting.
- b. The new officeholder shall be, in order of preference:
 - i. A Rover who shall be Registered and Financial for the remainder of the term.
 - ii. A Rover who will exceed the age range during the term. Upon reaching the age limit they must take on another appointment within Scouts SA.
 - iii. Any other Member of the SA Rover Scout Section.
 - iv. Any other Adult Member of Scouts SA.
- c. An appointment by the Executive shall be ratified at the next meeting of the BRC.
- d. If the Executive is unable or unwilling to appoint a successor the BRC may vote to leave the position vacant until the next AGM or may vote to call for nominations of people willing to fill the position.

SECTION 7 - FINANCE

7.1 DETAILS OF BANK ACCOUNTS

- a. The Executive of BRC shall instruct the Treasurer to open all accounts in the name of Scouts Australia (SA Branch) BRANCH ROVER COUNCIL.
- b. Any such account opened in the name of BRC shall only be operated by 2 (two) signatures of the Executive, signified by 1 (one) signatory counter-signing the other.

7.2 AUDIT

- a. The Executive shall appoint annually a suitably qualified person as Auditor.
- b. At the conclusion of the Scouts SA Financial year, the accounts and books of BRC shall be examined and the correctness of the Treasurer's Reports ascertained by 1 (one) or more duly appointed Auditors.
- c. An additional audit shall also take place for any reason deemed applicable by the BRC.

7.3 ANNUAL BALANCE SHEET

The Executive shall create and present before every Annual General Meeting, an Annual Balance Sheet and Income and Expenditure Statement for the Financial Year of the BRC.

7.4 FINANCIAL YEAR

The Financial Year of the BRC shall align with the financial year of Scouts SA being the year commencing on the 1st day of April and ending on the 31st day of March in each year or any such dates as decided by Scouts SA

SECTION 8 - NATIONAL ROVER COUNCIL (NRC)

8.1 NATIONAL ROVER COUNCIL - DELEGATES

- a. NRC is recognised as the governing body of the Rover Scout Section in Australia. Except where that governance may conflict with any rules and regulations of Scouts SA.
- b. The SA Rover Scout Section shall be represented at NRC by 3 (three) delegates.
- c. The Rover delegates shall be:
 - i. the BRC Chairman;
 - ii. the NRC Delegate of the BRC;OR, where one of the above is unable to attend;
 - iii. a person of appropriate experience capable of representing the best interests of the SA Rover Scout Section.
- d. the BC (Rovers) or appointed substitute is also a delegate.
- e. BRC shall be responsible for payment or reimbursement of reasonable and proper expenses that may be incurred by the BRC Chairman and NRC Delegate in relation to the attendance at NRC Meetings.
- f. It is expected that Scouts SA will fund the attendance of the BC (Rovers)

8.2 NATIONAL ROVER COUNCIL – OBSERVER(S)

- a. A Registered Rover of the SA Rover Scout Section who wishes to attend NRC as an official observer may apply in writing to attend through the BRC Executive including any request for a subsidy of their expenses.
- b. Any subsidy will be at the discretion of BRC on the recommendation of the BRC Executive

SECTION 9 - APPEALS

9.1 ENTITLEMENT TO APPEAL

Any Member of the SA Rover Scout Section shall be entitled to attend any meeting at which any charge against them is being heard, for the purposes of answering any said charge or for giving notice of intention to Appeal.

9.2 APPEAL TRIBUNAL

- a. If notice of intention to Appeal is received, the BRC Chairman shall order the convening of an Appeal Tribunal.
- b. The Appeal Tribunal shall total 7 (seven) members and consist of the following persons elected by ballot:
 - o 2 (two) Members of the Executive;
 - o 3 (three) Crew Leaders, not being Members of the Executive, and
 - o 2 (two) other Appeal Tribunal Nominees who are Members of the SA Rover Scout Section but they shall not be Crew Leaders or members of the Executive.
- c. No member of the Appeal Tribunal shall be a member of the Appellant's Crew, be personally related to, or in a close personal relationship with the Appellant.
- d. The Appeal Tribunal shall be convened within 1 (one) calendar month of receipt of any notice of intention to appeal, at such times and places as convenient to all persons concerned.
- e. The BC (Rovers) or his appointed nominee shall be the Chairman and shall conduct the Appeal Tribunal in such a manner as to allow a correct and fair hearing of the said charge. The Chairman shall have no voting rights.

9.3 VOTING AT AN APPEAL

The voting of Members at an Appeal Tribunal shall be by secret ballot, and no motion to reprimand, suspend or expel an appellant will be passed unless at least 4 (four) Members of the Tribunal vote in favour of such a motion.

9.4 ATTENDANCE AT APPEALS

- a. If an Appellant cannot attend they shall advise the Tribunal Chairman as soon as possible to:
 - i. arrange an alternative time or place OR
 - ii. provide written evidence in their defence
- b. If an Appellant fails to attend at the time and place notified, without reasonable excuse, the charge or complaint shall be heard and decided by the Appeal Tribunal upon the evidence before it, the Appellant's absence notwithstanding.
- c. Attendance at any Appeal Tribunal shall be restricted to the Members of the Appeal Tribunal, the Appellant and any witnesses required to give evidence.

9.5 DECISION OF AN APPEAL TRIBUNAL

A decision of an Appeal Tribunal shall be final and binding, and no further appeals shall be convened by the BRC for the same complaint.

SECTION 10 - PROCEDURAL MATTERS

10.1 FREQUENCY OF MEETINGS

Both the Executive and the BRC shall meet individually at least six (6) times during the year, at such times and places convenient to the respective Members of such committees.

10.2 MEETING QUORUM

- a. No business shall be transacted at any meeting unless a quorum of Members is present at the time when the meeting commences. The meeting may be held but no binding decisions are possible without a Quorum. Any Crew excluded from voting under Resolution 4.4b shall not be counted towards a Quorum.
- b. The quorum for a meeting of the BRC Executive shall be in person, greater than half of the voting Members of the Executive.
- c. The quorum for a General Meeting of the BRC shall be in person, or by proxy, greater than half the total votes based on the number of registered and eligible crews at the time. E.g. 12 (twelve) crews would hold 24 (twenty four) votes so greater than half = 13 (thirteen).
- d. The quorum for the AGM of the BRC shall be in person, or by proxy, two thirds (2/3rd) of total votes based on the number of registered and eligible crews at the time. E.g. 12 (twelve) crews would hold 24 (twenty four) votes so 2/3rd = 16 (sixteen)

10.3 ANNUAL GENERAL MEETING (AGM)

- a. The AGM of the BRC shall be held in accordance with these Standing Resolutions, immediately following the June BRC.
- b. The Crew Delegates, as specified in Resolution 4.3a, in person or by proxy, shall elect on the basis of 1 (one) vote per Delegate a minimum of 5 (five) persons to form the BRC Executive. Should a pre-election for Chairman have taken place, the Chairman-elect is automatically elected to the Chairman role.
- c. The BC (Rovers) or his appointed nominee shall be the AGM Chairman. The BC (Rovers) shall also act as the Returning Officer for all nominations.
- d. The method of election at each AGM shall be by secret ballot.
- e. Nominations shall open at the April BRC Meeting.
- f. Nominations must be received by the Returning Officer no later than the close of the May BRC Meeting.
- g. Notification of candidates to all Crews shall be distributed within 7 days of the May BRC Meeting.
- h. All Nominations received within the period of acceptance shall be final. The AGM Chairman may only call for nominations at the AGM for those Executive positions for which no nominations were received by the due date.
- i. All ballots shall be conducted by 1 (one) or more scrutineers, appointed by the AGM Chairman. A candidate shall not be a scrutineer.
- j. In the event of a tied vote being cast in favour of 2 (two) or more candidates, the AGM Chairman shall provide a pre-cast vote. This vote shall take place prior to the ballot at the AGM; it shall be sealed and held in confidence by a scrutineer for that AGM.
- k. The BC (Rovers) shall ensure that all matters concerning the AGM are conducted in a true and fair manner and in accordance with these Standing Resolutions.

10.4 PROXY VOTES

- a. The document for appointing a proxy shall be the approved Scouts SA form for Rover Section Appointment of Proxy.
- b. A proxy must be a Registered and Financial Member of the SA Rover Scout Section. A proxy shall not be held by any member of the BRC Executive.
- c. Unless otherwise instructed, the proxy may vote as he thinks fit upon any resolution put to the vote at the meeting.
- d. Appointment of Proxy Forms must be lodged with the Chairman of the meeting prior to the commencement of business at the meeting.
- e. If crew delegates are in attendance and proxies are also lodged, the crew will be entitled to only two votes, preference being given to delegates in attendance at the Chairman's discretion.

10.5 STANDING ORDERS

Standing Orders shall be adhered to at every meeting of the BRC.

Standing Orders are:

- a. On all questions, and during all discussion, the person speaking shall address the meeting through the Chairman.
- b. In the council a Member may not be referred to by name, but by the Crew they represent, or the office they hold.
- c. Motions can only be put to the Council by either a Crew Delegate or the BRC Executive (through the BRC Chairman). An individual Rover may not put a motion before the Council unless it is:
 - i. moved by a delegate from their own Crew OR if not supported by their Crew
 - ii. moved by the Executive after 4 (four) weeks prior consideration OR
 - iii. moved by a delegate from another Crew that does support the motion
- d. The BRC recognises all Rovers rights to have opinions; however they must speak through their Crew delegates, unless recognised and named by the Chairman.
- e. Motions must be seconded by a Delegate from a different Crew before discussion is allowed.
- f. Once a motion is moved & seconded it may be discussed, amended, voted or deferred as the Council chooses.
- g. If a motion is not seconded it shall fail & may not be discussed or moved again during that meeting without the express permission of the BRC Chairman.
- h. A Member may not speak a second or further time to a question except:
 - i. During consideration in detail.
 - ii. To explain some material part of speech which has been misquoted or misunderstood.
 - iii. Having moved a motion, the Member shall be allowed a reply confined to the matters raised during the debate.
- i. Any question or subject that has been settled by a vote cannot be re-discussed at that meeting.
- j. Any business that is adjourned at any meeting shall be the first item of business to be dealt with at the next appropriate meeting.
- k. The Chairman may silence a Member in the event of tedious and irrelevant repetition.
- l. Only 1 (one) amendment to a motion shall be entertained at one time. If an amendment is carried, it shall become the substantive motion, the original motion lapsing.

- m. A Member may move without notice, and whether or not any other Delegate is speaking, that *the question be now put*. The motion for closure must be resolved immediately without debate or amendment.
- n. A Member may raise a point of order without notice, and whether or not any other Member is speaking, and shall state the point clearly and distinctly. The Chairman shall rule on a point of order promptly without discussion or debate.
- o. Standing Orders may be suspended either temporarily or permanently during any meeting by a simple majority of votes of the Delegates present in person at the meeting.
- p. In cases not herein provided for, the ordinary Parliamentary rules for Debate shall apply.
- q. The Chairman of any meeting of the BRC shall be the sole authority for the interpretation of these Standing Orders.

10.6 SAVINGS PROVISION

All Acts, proceedings and resolutions of any meeting of BRC or any Committee of BRC, notwithstanding that it is afterwards discovered that there was some defect in the appointment of 1 (one) or more of the constituent members thereof or there was an accidental failure to give proper notice, or to follow proper procedures at such meetings, will be as valid and binding as if the defect or failure did not exist.

10.7 AMENDMENTS TO STANDING RESOLUTIONS

- a. These Standing Resolutions shall not be altered, amended or annulled unless notice of motion is given to the BRC Chairman in writing.
- b. Upon receipt of such notice the BRC Chairman shall notify all registered Crews, in writing as soon as possible. Crews will be given at least 1 month to discuss the motion before it is presented for discussion at BRC.
- c. When the motion is first included in the BRC agenda it will be for discussion only.
- d. Crews will then have further time for discussion of the motion or any proposed amendments prior to a vote being called at the following BRC.
- e. Such alteration, amendment or annulment must be passed by two-thirds (2/3) majority of the registered and eligible Crew delegates, in person or by proxy.

10.8 REVISION HISTORY

These Resolutions were originally created as the Constitution of the SA Branch Rover Council at the AGM – 1982
Revised and amended as required from 1983 to 2012
Reworked into Standing Resolutions and adopted at the AGM, June 2013

~ ~ ~ End of Standing Resolutions