



ROVER SCOUTS SOUTH AUSTRALIA

STANDING RESOLUTIONS OF THE SOUTH AUSTRALIAN BRANCH ROVER SCOUT SECTION

Updated November 2024
Adopted at the BRC AGM June 2013

These Resolutions replace the Constitution of the BRC

TABLE OF CONTENTS

SECTION 1 - PRELIMINARY	1
1.2 AUTHORITY.....	1
1.3 PARAMOUNT LAWS AND RULES.....	1
1.4 NAME.....	1
1.5 INTERPRETATION.....	1
1.6 PURPOSE & AIMS	1
1.7 FUNCTIONS	2
1.8 APPLICATION OF INCOME AND PROPERTY	2
SECTION 2 – MEMBERSHIP.....	3
2.1 MEMBERSHIP OF THE SA ROVER SCOUT SECTION	3
2.2 APPLICATION, APPOINTMENT AND REMOVAL OF MEMBERSHIP: ROVER.....	3
2.3 NON RESIDENT MEMBERSHIP.....	3
2.4 APPLICATION FOR APPOINTMENT AS A ROVER UNIT LEADER	3
2.5 CANCELLATION OF APPOINTMENT AS A ROVER UNIT LEADER	3
2.6 APPLICATION FOR MEMBERSHIP: ROVER ADVISER.....	3
2.7 BRANCH LEADER FOR ROVER SCOUTS (BL Rovers).....	4
2.8 ANNUAL AFFILIATION FEE AND BRC LEVY.....	4
2.9 LIABILITIES OF CEASED MEMBERS.....	4
2.10 DISCIPLINARY PROVISIONS AND EXPULSION OF MEMBERS	4
SECTION 3 - A ROVER UNIT.....	5
3.1 FORMATION AND REGISTRATION OF A ROVER UNIT.....	5
3.2 A ROVER UNIT.....	5
3.3 CLOSING OF A ROVER UNIT.....	5
SECTION 4 - BRANCH ROVER COUNCIL	7
4.1 THE BRANCH ROVER COUNCIL (BRC).....	7
4.2 AUTHORITY OF THE BRANCH ROVER COUNCIL	7
4.3 DELEGATES TO THE BRANCH ROVER COUNCIL.....	7
4.4 VOTING AT THE BRANCH ROVER COUNCIL	7

SECTION 5 - BRC EXECUTIVE.....	8
5.2 AUTHORITY OF THE EXECUTIVE.....	8
5.3 ELECTION OF EXECUTIVE OFFICERS AND SUPPORT ROLES.....	8
5.4 DUTIES OF THE EXECUTIVE	8
5.5 PRE-ELECTION OF BRC CHAIRPERSON	9
5.6 CONFIRMATION VOTE OF BRC CHAIRPERSON	9
5.7 HANDOVER OF BRC CHAIRPERSON.....	10
SECTION 6 - CASUAL VACANCIES.....	11
6.1 OCCURRENCE OF CASUAL VACANCIES.....	11
6.2 FILLING OF CASUAL VACANCIES.....	11
SECTION 7 - FINANCE	12
7.1 DETAILS OF BANK ACCOUNTS.....	12
7.2 AUDIT.....	12
7.3 ANNUAL BALANCE SHEET	12
7.4 FINANCIAL YEAR.....	12
SECTION 8 - NATIONAL ROVER COUNCIL (NRC).....	13
8.1 NATIONAL ROVER COUNCIL - DELEGATES	13
8.2 NATIONAL ROVER COUNCIL – OBSERVER(S).....	13
SECTION 9 - PROCEDURAL MATTERS	14
9.1 FREQUENCY OF MEETINGS.....	14
9.2 MEETING QUORUM.....	14
9.3 ANNUAL GENERAL MEETING (AGM)	14
9.4 PROXY VOTES	15
9.5 STANDING ORDERS.....	15
9.6 SAVINGS PROVISION.....	16
9.7 AMENDMENTS TO STANDING RESOLUTIONS.....	16
9.8 REVISION HISTORY.....	17

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. "Unit" and "Unit Leader" - means Rover Unit and Rover Unit Leader respectively.

"Financial Rover Unit" - means a rover unit that has no outstanding debt to the BRC, and has completed their financial audits of the previous financial year.

"Financial member" and "Financial Rover" - means a registered rover of a financial rover unit who meets all unit financial expectations.

In these Resolutions, unless inconsistent with the context, words in the singular shall include the plural. Resolutions shall apply to a Rover Unit 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 persons, in the final phase of their integration into adult society.
- b. The Aims of the SA Rover Scout Section are to:

- c. Provide young adults with opportunities to undertake their development through the areas of personal growth, which Scouting recognises: physical, intellectual, emotional, social, spiritual growth and character.
- d. 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 the international level.
- e. Help young adults acquire experience and skills in leadership.
- f. Help young adults develop their own path in life and actively plan their future.
- g. To honour the Rover Section motto of "Beyond the horizon", defined by Scouts Australia as:
Discovering their potential, tackling real issues, and influencing positive change in the world.

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 1.8.a 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 Unit Leader, Rover Adviser, Activity Leader (Rovers), Project Commissioner (Rovers), ABL (Rovers), BL (Rovers).

2.2 APPLICATION, APPOINTMENT AND REMOVAL 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 as specified on the application form A1 and A3 along with the restrictions as specified in "Policy and Rules" of Scouts Australia.

Removal of membership is to be conducted in conjunction with the Adults in Scouting Grievance, Complaint and conduct Manual.

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 Unit and hold a current National Police Clearance

2.4 APPLICATION FOR APPOINTMENT AS A ROVER UNIT LEADER

- a. Application for Appointment as a Unit 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 Unit Leader or Treasurer of the Applicant's Unit, and shall be forwarded to the BRC Chairperson, or Group Leader.
- c. Rover Unit Leaders are required to have completed Scouting Essentials training or an equivalent level within Scouts SA - OR
- d. Upon appointment as a Unit 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 UNIT LEADER

- a. A resigning Unit Leader shall complete the form prescribed by Scouts SA. The signed form shall be forwarded to the BRC Chairperson, BL Rovers or Group Leader for processing.
- b. The BRC Executive has the authority to remove a Unit Leader, subject to ratification by the BRC and Branch Grievance policy guidelines.

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 thirty (30) years OR younger if approved by the BRC OR Executive.
- c. The application shall be forwarded to the BRC Chairperson or the BL Rovers.

- a. The Executive shall have the power to reject the application of a Rover Adviser.
- b. Rover Advisers are required to have completed Scouting Essentials training or an equivalent level within Scouts SA - OR
- c. 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 LEADER FOR ROVER SCOUTS (BL Rovers)

- a. The BL Rovers and Assistant BL(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 BL Rovers and Assistant BL(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 BL 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 BL Rovers shall represent the Chief Commissioner of Scouts SA on the BRC.
- e. The BL 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 BL Rovers shall represent BRC at meetings within Scouts SA as required and will report at the discretion of the information to the BRC OR Executive on the outcomes of those meetings
- g. The BL Rovers and Assistant BL(s) Rovers shall be ex officio members of the Executive and the Council.
- h. 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 Unit Leaders.

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

2.10 DISCIPLINARY PROVISIONS AND EXPULSION OF MEMBERS

- a. See branch Grievance policy and Procedure

SECTION 3 - A ROVER UNIT

3.1 FORMATION AND REGISTRATION OF A ROVER UNIT

- a. For all guidelines about formation of a Rover Unit refer to the Unit Starter Kit.
- b. A rover Unit must adhere to 3.2.a of the standing resolutions to be able to start a Unit.

3.2 A ROVER UNIT

- a. A Rover Unit shall:
- b. Be registered with the BRC and Scouts SA;
 - i. Consist of no less than six (6) members (or any other such number as determined by the BRC) including a registered Unit Leader;
 - ii. Be self determining in conforming with the Aims and Principles of Scouting as described in Policy and Rules, and all have completed a National Police Clearance, Child safe and WHS E-learning;
 - iii. Conform with these Standing Resolutions and Policies and Procedures of the BRC.
 - iv. Provide 2 (two) Voting Delegates to every meeting of the BRC, in person or by Proxy
 - v. Conduct their finances in line with appropriate accounting practices & ensure any bank accounts are held in the name of Scouts Australia (SA Branch) - **** Rover Unit
 - vi. Submit a copy of the Unit's Annual Financial Reports to BRC, within a period of 2 (two) months after the Unit's Annual General Meeting.
- a. A Rover Unit may select Rover Advisers to perform advisory functions as required by the Unit and its Members
- b. A Rover Unit 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.
- c. Scouts SA recognises each Rover Unit as an independent Group and the Unit Leader holds a position equivalent to a Group Leader. This recognition also grants the Unit Leader a right to vote at the Scouts SA Annual General Meeting.

3.3 CLOSING OF A ROVER UNIT

- a. A Rover Unit may be closed by either;
 - i. A majority decision of the financial members of that Unit. OR
 - ii. A decision of the BRC if a Unit is in breach of these Standing Resolutions.
- b. If a Rover Unit is not represented at 3 (three) consecutive meetings of the BRC (in person or by proxy). **Note:** A Unit may request permission from the BRC Chairperson to be absent. If no communication or representation is received to the satisfaction of the BRC, that Rover Unit shall be no longer deemed a Rover Unit of the SA Rover Scout Section and deregistration processes will commence.
- c. If a Rover Unit is closed, the appropriate forms must be lodged with Scouts SA.
- d. Unit members who wish to remain within the SA Rover Scout Section may join an existing Unit, or apply to form a new Unit, in accordance with Resolution 3.1.

e. All property & funds acquired by the Unit remain the property of Scouts SA and must be surrendered to the BRC. No individual members of a Unit may profit from their membership as outlined in Resolution 1.8.

f. All documents & records of the Unit 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:
- c. The Executive,
- d. Two delegates from each Registered South Australian Rover Unit, AND
- e. 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. (two) Financial Members from each registered Rover Unit are chosen at the discretion of the Rover Unit to be the delegates to the BRC. BRC Executive Officers shall not be Unit Delegates.
- b. The Unit Delegates shall identify themselves to the BRC Chairperson prior to the commencement of each meeting by a method specified by the BRC Chairperson.

4.4 VOTING AT THE BRANCH ROVER COUNCIL

- a. Each delegate present at the meeting shall be entitled to one vote.
- b. Each Unit 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 Unit with less than 4 (four) 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 9.2.
- 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 Chairperson 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. The executive Officers are required to have completed Scouting Essentials training or an equivalent level within Scouts SA - OR
- d. The 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 Meeting by Members of the BRC, as specified in Resolution 9.3; however, the position of BRC Chairperson may be elected prior to the AGM, as specified in Resolution 5.5 and Resolution 5.6.
- b. All nominations for election must be for current financial Rovers or Rover Unit Leaders of the SA Rover Scout Section. Preference should be considered for a candidate who will remain a registered Rover or Rover Unit Leader for the entire term.
- c. The term for the BRC Chairperson shall be two (2) years, subject to a confirmation vote as specified in Resolution 5.5. Executive or Supporting role shall be one (1) year.
- d. A Member of the SA Rover Scout Section may not nominate and be elected for more than 1 (one) term as BRC Chairperson or 2 (two) consecutive terms in the same Executive 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 BL 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 CHAIRPERSON

- a. The BRC Executive may choose to hold a pre-election for the position of Chairperson at the end of the current Chairpersons term, or at the resignation or removal of the current Chairperson.
- 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 Unit Delegates, as specified in Resolution 4.3.a, in person or by proxy, shall elect on the basis of 1 (one) vote per Delegate a person to fill the role of BRC Chairperson.
- e. The BL (Rovers) or their 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 shall be by secret ballot.
- g. Nominations for Chairperson 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 Units 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 BL (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 CONFIRMATION VOTE OF BRC CHAIRPERSON

- a. At the one (1) year mark of the BRC Chairperson term, the BRC shall hold a confirmation vote. The purpose of this vote is for the BRC to confirm they are happy with the conduct of the BRC Chairperson, and wish for the Chairperson to continue to the second half of their term.

- b. The vote will occur at the May BRC by Members of the BRC.
- c. The method of election shall be by secret ballot.
- d. Voting options of the election are Yes, No and Abstain.
- e. All ballots shall be conducted by 1 (one) or more scrutineers, appointed by the BC Rovers or appointed nominee. The Chairperson or Executive member shall not be a scrutineer.
- f. In the event of a tied vote being cast in favour of 2 (two) or more candidates, the BC Rovers or appointed nominee shall provide a pre-cast vote. The vote shall take place prior to the ballot: it shall be sealed and held in confidence by a scrutineer.
- g. In the event of a No vote, the nominations for Chairperson shall open.

5.7 HANDOVER OF BRC CHAIRPERSON

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

SECTION 6 - CASUAL VACANCIES

6.1 OCCURRENCE OF CASUAL VACANCIES

- a. The office of a member of the Executive shall immediately be vacant if the officer:
 - i. Is, by due process, expelled as provided for in these Standing Resolutions;
 - ii. By notice in writing resigns;
 - iii. Exceeds the age range of the Rover Scout Section during their term; however this will not apply to a casual vacancy appointment;
 - iv. 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;
 - v. 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.
- a. An appointment by the Executive shall be ratified at the next meeting of the BRC.
- b. 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 Chairperson;
 - 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 Chairperson 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 - PROCEDURAL MATTERS

9.1 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.

9.2 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 Unit 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 Units at the time. E.g. 12 (twelve) Units 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 Units at the time. E.g. 12 (twelve) Units would hold 24 (twenty four) votes so 2/3rd = 16 (sixteen)

9.3 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 Unit 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 Chairperson have taken place, the Chairperson-elect is automatically elected to the Chairperson role.
- c. The BC (Rovers) or their appointed nominee shall be the AGM Chairperson. 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 Units 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 Chairperson 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 Chairperson. 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 Chairperson 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 BL (Rovers) shall ensure that all matters concerning the AGM are conducted in a

true and fair manner and in accordance with these Standing Resolutions.

9.4 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 Chairperson of the meeting prior to the commencement of business at the meeting.
- e. If Unit delegates are in attendance and proxies are also lodged, the Unit will be entitled to only two votes, preference being given to delegates in attendance at the Chairperson's discretion.

9.5 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 Chairperson.
- b. In the council a Member may not be referred to by name, but by the Unit they represent, or the office they hold.
- c. Motions can only be put to the Council by either a Unit Delegate or the BRC Executive (through the BRC Chairperson). An individual Rover may not put a motion before the Council unless it is:
 - i. Moved by a delegate from their own Unit OR if not supported by their Unit
 - ii. Moved by the Executive after 4 (four) weeks prior consideration OR
 - iii. Moved by a delegate from another Unit that does support the motion
- d. The BRC recognises all Rovers rights to have opinions; however they must speak through their Unit delegates, unless recognised and named by the Chairperson.
- e. Motions must be seconded by a Delegate from a different Unit 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 Chairperson.
- 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 Chairperson 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 Chairperson 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 Chairperson of any meeting of the BRC shall be the sole authority for the interpretation of these Standing Orders.

9.6 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.

9.7 AMENDMENTS TO STANDING RESOLUTIONS

- a. These Standing Resolutions shall not be altered, amended or annulled unless notice of motion is given to the BRC Chairperson in writing.
- b. Upon receipt of such notice the BRC Chairperson shall notify all registered Units, in writing as soon as possible. Units 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. Units 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 Unit delegates, in person or by proxy.

9.8 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 Amendments Made June 2017 (Bek Hobbs)

Amendments Made November 2018 (Alex Warin)

Corrections to terminology, spelling, and grammar made December 2019 (Thomas Milham)

Amendments Made November 2024 (Philippa McMurtrie)

~~~ End of Standing Resolutions