



1st Epping Rovers
we don't do things by halves

1st Epping Rover Crew

Crew Constitution

2012



1. REGISTRATION

- The Crew shall be registered as "1st Epping Rover Crew."

2. AIMS

- To observe and comply with any over-arching rules of the Australian Scout Association.
- To continue the training in citizenship given to the Rover in Joeys, Cubs, Scouts and Venturers, with the same objectives layed down in the "Scouts Australia Policy & Rules" (P&R) but with a wider outlook.
- To introduce New Members with no Scouting experience to the worldwide brotherhood of Scouting.
- To encourage and assist the Rover to make a useful career for themselves, and to render service to their home, the community, and the Scouting movement.
- To broaden the Rover's Service, Physical, Intellectual, Spiritual, Emotional and Social experience of life, leading to character development.

3. MEETINGS

- The Crew will meet once weekly, unless otherwise stated on the programme.
- No member is to enter the hall or the den during flag parade. (When the red light is on!)
- Service activities will be given the highest priority of all activities.
- The Lava Lamp is to be turned on at the beginning of all meetings in the Den.

4. ATTENDANCE

- Members are expected to attend 75% of programmed activities or ask for leave.
- Applications for leave are to be made in writing to the Secretary.
- Each member is to aim for a goal of at least 6 hours of service per six-month period.
- If a member is not heard from for a period of four weeks then they will be asked to show cause. If no response is given, they may be resigned at the discretion of the Crew.
- For weekly activities, it is assumed you are attending.
If you are not please apologies to the activity organiser at least 2 days before hand.
- For weekend and major activities, it is assumed you are not attending.
Contact the organiser if you want to attend.
- Any resignations from the Crew should be notified, in writing, to the Secretary.

5. MEMBERSHIP

- Membership is open to any male or female between the ages of 18 and 25, who is willing to adopt the Scouting principles as laid down in the Scout Law and Promise, and is acceptable to the Crew. Venturers can begin linking at 17 1/2 years of age.
- A Crew Register Form is to be filled out for each member and kept up to date
- Membership of the Crew will consist of the following categories:
 - Recruits (new members and linking Venturers)
 - Rover Squires (probationary members of the Crew)
 - Invested Rovers (fully invested members of the Crew, known as Knights)
 - Rover Advisor

6. UNIFORM

- The uniform of the Rover Crew shall be as set out in the P&R and other State Amendments.
- The Uniform of the Crew will be worn to all meetings so specified in the program or when the Crew Leader advises - Including ALL Business Meetings (BM).

7. OFFICE BEARERS

- Office bearers shall be elected by show of hands, or by secret ballot at the request of any member, with absolute majority (greater than 50%) voting at the AGM or at an Extraordinary Business Meeting.
- Squires and Invested Rovers have the right to vote. RA's only have the right to vote in a stalemate. Recruits may vote if they make up more than 50% of the crew.
- Except in special circumstances, No Rover shall hold the same executive office for more than one year in a row.
- A standard term is one year.
- Office bearers shall be aware of their responsibilities as set out below.
- Office bearers will meet the criteria to hold office and may consist of the following:

TITLE	RESPONSIBILITIES	CRITERIA TO HOLD OFFICE
Crew Leader	<ul style="list-style-type: none"> • Lead the Crew Members in obtaining the objectives of the Crew and the goals of the Scout Association. • Conduct ceremonies. • Chair Meetings. • Represent the Crew at meeting of other bodies (including RRC and Group Council). • Manage the Crew by setting the standard for office bearers and committees, and ensuring that their tasks are completed correctly. • Demonstrate an interest in each Member of the Crew. • Ensure that there is harmony amongst the Crew and try to reconcile any problems. • Ensure the Crew is running smoothly. 	Be an Invested Rover and have completed their Certificate of Adult Leadership in the Rover Section.

Assistant Crew Leader	<ul style="list-style-type: none"> • To take the Crew Leaders place in their absence. • To carry out tasks delegated by the Crew Leader. • To assist the Crew Leader. 	Be a Squire or Invested Rover when possible.
ODSAM - OutDoor, Service & Activities Master	<ul style="list-style-type: none"> • Responsible for the production of a detailed program approximately every 3 months and a long term program spanning the year. • Ensure the weekly activities are organised and the Crew is informed of any variations or additions to the published program. • Ensure the program is well balanced with mental, spiritual, physical and social activities included. • Facilitate the achievement of the service goal. 	Be a Squire or Invested Rover when possible.
Treasurer	<ul style="list-style-type: none"> • To receive and bank into the Crew account all monies paid to the crew. • To issue receipts for all monies paid to the Crew. • To maintain accurate records' of all moneys received, paid or held on behalf of the Crew as Association guidelines dictate - Refer Group Handbook. • To only make authorised payments on behalf of the Crew. • To prepare and submit at each BM a statement of receipts, expenditures and balance. • To prepare and annual statement of accounts for submission to the Crew's Auditor and to the AGM of the Crew. • To collect payment of fees from Crew Members and ensure all Members are financially up to date. 	Be a Squire or Invested Rover when possible.
Secretary	<ul style="list-style-type: none"> • To take minutes at all BMs, AGM and at any other meetings, receive executive reports, file minutes and reports, and distribute minutes and summarised reports to Crew Members. • To inform all Crew Members of forthcoming meetings within the specified timeframe. • To tender the minutes of the previous meetings at BM. • Receive, file and read all inward correspondence at meetings. • To empty the crew mailbox, make Crew Leader aware of all relevant correspondence and pass it on to the appropriate office bearer. • Write, mail and keep a copy on file of all outward correspondence. Read at next BM. • Receive and file all reports prepared for the Crew. • Administer and keep up to date the Crew Register. 	Be a Squire or Invested Rover when possible.

<p>Squire Master</p>	<ul style="list-style-type: none"> • To be chief sponsor. • Follow the Crew Training Manual as closely as possible. • Administer the training section of the Crew Register. • Ensure Squire Board is up to date. • Ensure that sponsors fulfil their role. • Conduct the training of Recruits. • Oversee Squire and Rover Training - including registering new members for online training. • Report at Business Meetings on the Progress and problems in Crew Training. 	<p>Be an Invested Rover.</p>
<p>Den Master</p>	<ul style="list-style-type: none"> • To coordinate Den maintenance. • To maintain a regular cleaning roster of the Den by all members of the Crew. • To maintain the Crew's equipment. • To keep an inventory of all equipment and a log recording the issue and return of said equipment. • To recommend and investigate the purchase of any additional equipment that the Crew may need. • To keep and up to date list of who holds a key to the Den. • Ensure Fridge is stocked and a surplus supply is available. 	<p>Be a Squire or Invested Rover when possible.</p>
<p>Venturer Liaison Officer</p>	<ul style="list-style-type: none"> • Liaise with feeder Venturer Units to promote membership and awareness of the Crew to all Units, as well as promoting each Unit to the Crew. • Know which Venturers are approaching the age of 18, invite them to a meeting, and encourage their participation. • Co-ordinate joint activities regularly with the Crew and its feeder Venturer Units. 	<p>Be a Squire or Invested Rover when possible.</p>
<p>Public Relations Officer</p>	<ul style="list-style-type: none"> • To be responsible for Crew publicity to promote membership and awareness. • To act as webmaster of the Crew website and make regular updates, including articles, reports and photos. • To Submit a Crew report to any publication as required, including Group Newsletters, e-bulletins, external publications and other Media Platforms. • To keep a log book of all events. • Ensure a log entry is written for each activity by the organiser or substitute. 	<p>Be a squire or Invested Rover when possible.</p>
<p>RRC Delegates (3)</p>	<ul style="list-style-type: none"> • To attend the Region Rover Council (RRC) meetings. • To report back to the Crew at the next business meeting on important decisions made and topics covered. • To complete and submit the Crew report to RRC. • Ensure the Crew is represented by at least 2 members. 	<p>Be a Squire or Invested Rover when possible.</p>

8. CREW EXECUTIVE

- The Crew Executive will consist of the following Office Bearers:
 - Crew Leader
 - Assistant Crew Leader
 - ODSAM
 - Squire Master
 - Treasurer
 - Secretary

9. PROGRAMMING:

- Programs are to be designed by the whole Crew with invited input from all members present or by proxy at a scheduled programming meeting.
- Programs are to be well balanced with Service, Physical, Intellectual, Spiritual, Emotional and Social activities included.
- A detailed Program should be written approximately every 3 months and a long-term program written spanning the year ahead.
- Service activities should be given due priority.

10. BUSINESS MEETINGS:

- To be held approximately every 2 months.
- All accepted members of the Crew may attend.
- **Full uniform is to be worn.**
- At Least two weeks notice, along with a copy of the agenda, must be given to the Crew:
 1. Verbally to Crew members (in person/telephone).
 2. Written notice by any means.
- Office Bearers will give a written and verbal report to the meeting.
- Squires and Invested Rovers are eligible to vote.
- Recruits also have the right to vote if they make up more than 50% of the Crew.
- A quorum shall be formed when at least two thirds of the Crew (registered with NSW State Office and fully financial) is present.
- A 50% majority is required of those present to carry a motion.
- In the case of a stalemate, the Rover Advisor will have the casting vote.

11. EXECUTIVE MEETINGS

- Executive Meetings will be held every 2 months, if required. They will be held in the month when a business meeting is not held.
- The aim of Executive Meetings is to facilitate day to day workings of the Crew and to clarify issues so that clear choices can be put to the Crew at Business Meetings. The Executive is not aimed at taking decision making power away from Crew Members.
- A budget of \$100 shall be available the Executive to make purchases that can not wait until a Business Meeting for approval. Any purchases over \$100 must be put to the Crew at a Business Meeting for approval.
- Executives shall exercise discretion when discussing sensitive issues, outside the meeting. Issues relating to individual Crew Recruits and Members shall not be discussed outside the meeting except when an arranged continuance on the discussion so requires. However, the general issue shall be recorded in the minutes.
- The RAs have a standing invitation to the meeting but are not obliged to attend.
- Agenda for each Executive Meeting is put up on the notice board and posted/emailed to the Executive before the meeting.
- To allow the meeting to flow, only Executive will be able to speak generally at the meetings. Up to four Crew Members, not on the Executive, will be able to come and observe the meeting, but will not be able to speak to the meeting unless invited by the chair (usually the Crew Leader). Those Crew Members, not on the Executive, who are coming to an Executive Meeting to observe, should inform the Crew Leader prior to the meeting. Crew Members may be asked especially to attend or not to attend a particular meeting as an observer by the Executive.
- If a Crew Member, not on the Executive, would like to speak on a special issue at the Executive meeting, they should inform the Crew Leader of this issue at least a week before the meeting so that the issue can be put on the agenda. The Crew member may also be invited to speak on special issues by the Executive.
- If a Crew member feels they have achieved a training requirement to suitable standard but the Squire Master disagrees, this issue shall be negotiated at the Executive Meeting.
- Minutes from Executive Meetings are put up on the notice board.
- Minutes from Executive Meetings are tabled at Business Meeting.

12. INVESTED ROVERS (KNIGHT'S) MEETINGS

- Invested Rovers Meetings, or Knight's Meetings, will be held every 2 months, or as required. they will be held prior to the bi-monthly Business Meetings.
- Much like the Executive Meetings, the aim of the Invested Rovers Meeting is to facilitate the day-to-day workings of the crew which are not covered at Executive Meetings, and to clarify issues so that clear choices can be put to the Crew at Business Meetings, or where appropriate.
- Only Invested Rovers may attend the Invested Rovers Meetings, unless special permission or an invitation is given for a particular item, and then that person may only be present while that item is under discussion.
- The Rover Advisors have a standing invitation, but are not obliged to attend.
- Invested Rovers, and any other meeting attendees, shall exercise discretion when discussing sensitive issues outside the meeting. Issues relating to individual Crew members shall not be discussed outside the meeting except where an arranged continuance on the discussion so requires.

12. INVESTED ROVERS (KNIGHT'S) MEETINGS (contd)

- Decisions which affect the Crew made at an Invested Rovers Meeting will be announced at the next Business Meeting, or when appropriate.
- Items that the Crew is required to discuss, or make a decision on, will be added to the agenda of the next Business Meeting.

13. EXTRAORDINARY BUSINESS MEETINGS:

- To be held upon the request of any three Squires or Invested Rovers for the following reasons:
 1. Change the Crew Constitution.
 2. Vote of No Confidence in an Office Bearer.
 3. Discuss an important issue that can not wait until the next Business Meeting.
- Two weeks notice must be given to the Crew in two forms:
 1. Verbally.
 2. Written Notice by any means.
- Voting on "issues" shall follow the same procedures as stipulated in Section 10. Business Meetings.

14. ANNUAL GENERAL MEETINGS:

- To be held in early March after the end of the Financial period (i.e. after December 31) and before the Sydney North Region Rover Council AGM.
- All Office Bearers are to give a written and verbal report to the meeting.
- The Treasurer is to present the audited books along with a report. (Refer to Section 16 - Finance).
- The Crew will elect a "Returning Officer" to oversee elections (not a Crew Member).
- Voting shall follow the same procedures as stipulated in Section 10. Business Meetings.
- The election of Office Bearers is to take place. (Refer to section 7).

15. CHANGING THE CONSTITUTION

- Can take place at an Extraordinary Business Meeting or AGM.
- Two weeks notice of the proposed changed must be given to the Crew.
- Notice shall be given in the following forms:
 1. An obvious memo on the Den Notice Board.
 2. Verbally to at least 95% of the Crew (in person or telephone).
 3. Further Written Notice to the Whole Crew.
- Voting shall me by secret ballot, and a majority of 75% of the Crew is required to change the constitution.

16. FINANCE:

- The Crew will conduct a cheque type bank account.
- The signatories will be the Treasurer and ANY 2 of the Crew Leader, Secretary and Assistant CL.
- Fees will be paid by the date of the AGM unless otherwise stated. The amount will be fixed at a Business Meeting, and be divided up into:
 - Crew Funds.
 - Association Membership and Region Funds - including RRC Levies.

- Group Affiliation Fees.

16. FINANCE (Contd):

- Books showing records of receipts and expenses will be maintained by the Treasurer, closed and audited in time for the Crew AGM.
- Fundraising activities must be sanctioned at a Business Meeting and by Region with a Fundraising Certificate. Prior to acceptance by Crew the destination of the monies raised must be decided upon and a formula derived to distribute the monies between various recipients.
- If the Crew Organises and runs a fund raising activity, all Crew members will be expected to contribute a set minimum number of hours (agreed at a Business Meeting). If a Crew Member is unable to contribute time to such an activity he/she will be expected to organise and participate in another fundraising activity.

16. TRAINING:

- As stipulated in "The 1st Epping Rover Crew Training Manual".
- At the completion of each task the appropriate box in the Member's Crew Training Manual and Crew Register Form must be signed and dated by the:
 1. Sponsor and verified by the Squire Master, or
 2. Squire Master.
- It is the Sponsor's responsibility to guide the Member's Squire and Rover Training, and participation in the Crew. The Sponsor is to up keep the standard of Crew Training, but take into account the Members abilities. The Sponsor is to report to the Squire Master about the Recruits/Squire's progress and inadequacies.
- The Baden Powell Scout Award (BPSA) - Optional.
- Goals set for the B.P. Award must be presented and approved at a Business Meeting before the task is undertaken. Progress of goals must be reported at Business Meetings.
- The 'Training Development Fund' is for the purpose of paying the course fees of the required training courses in the most recent revision of the Crew Training Manual. The rules, conditions and administration details of the Training Development Fund are further outlined in Appendix 1 (see next page).
- The Crew will pay up to 50% (maximum \$50) of the cost of any Scouts Australia Activity Course successfully completed by a Crew Member.

17. BADGES AND AWARDS:

- Where awards, presentations, badges, etc. are involved the standards of the "Scouts Australia Policy & Rules" and any other RRC or BRC rules and standards will be adhered to.

18. THE DEN AND CREW EQUIPMENT:

- Will be made accessible to the Crew.
- An inventory of Crew gear and a log recording the issue and return of equipment shall be kept.
- All negligent damage to Crew equipment will be repaired or replaced by the person responsible. This will be decided at a Business Meeting.
- Keys will be numbered and held by selected members as approved by the Knights. A list shall be kept of who has each key.
- All Crew Equipment can only be borrowed with permission of the Den Master or Crew Leader.
- Smoking and consumption of illegal substances is not permitted in the Den.

Appendix 1 - THE TRAINING DEVELOPMENT FUND

- The Training Development Fund (TDF) is for the purpose of paying the course fees of the required training courses in the most recent revision of the Crew Training Manual, thus assisting Squires to progress through to Knighthood.
- Only Epping Rovers who partake in fundraising activities organised specifically for contributing towards the TDF will have their training subsidised.
- The TDF will be recorded on a separate ledger but will exist within the Crew's current bank account.
- The Crew Treasurer will be responsible for keeping the TDF accurate and up-to-date, and also to inform the individual Rover (and their respective Sponsor if they are a squire) when their fundraising contributions cover the cost of the next course.
- Access to these funds is conditional on the Crew member contributing through the fundraising activities up to or equal to the dollar level required for each course. The Rover will be re-imbursed with the full course fee upon providing proof of completion (such as the course certificate). If a Rover completes a course, but doesn't have enough available funds to cover the entire course fee, only the amount available to them will be reimbursed.
- For those who have completed the basic level training, the development fund is available for the Rover Advanced Leadership Training courses, prescribed in the current "NSW Training and Development Calendar." Once a Rover has completed both the basic and advanced training, when they participate in fundraising, their portion of the funds will go into consolidated Crew Revenue.
- Distribution of the funds will be determined and finalised at the conclusion of each TDF fundraising activity. The total profit raised will be divided up equitably base upon the number of hours contributed by each participant and the total number of participants.
- The Invested Rovers should help with the TDF fundraising activities to encourage the Squires to undertake the training courses.