

# ROVERS VICTORIA

## Standing Orders of the Victorian Rover Council as Adopted by the Victorian Rover Council

Updated April 2018

Adopted by the Victorian Rover Council February 2018

These Standing Orders replace the corresponding policies in the Victorian Rover Council Policy Book

## Victorian Rover Council Standing Orders

### INTRODUCTION

- I. This document outlines the functioning and governance of the Victorian Rover Council. This document is to be used as a framework for Rover Scout governance; further policies and directions may and will be developed by the Victorian Rover Council.
- II. These Standing Orders and any adopted policies or direction do not derogate from the rules, policy or regulations of Scouts Victoria.
- III. Definitions
  - a. The Victorian Rover Council (VRC), previously known as the Branch Rover Council (BRC), is the peak governing body of Rover Scouts in Victoria.
  - b. Scouts Victoria is the governing body of Scouting in Victoria. It is led by the Chief Commissioner.
  - c. The National Rover Council (NRC) is the peak governing body of Rover Scouts in Australia.
  - d. State Commissioner – Rover Support is the Rover Adviser for Victorian Rover Scouts and refers to any such position as it may be named in the future.
  - e. A Region Rover Community is the governing body of the Region’s Rover Scouts and refers to any such body as it may be named into the future.
  - f. The Region Rover Council represents the Region Rover Community.
- IV. Any reference to the Victorian Rover Council shall also refer to any future or past terminology adopted by Scouts Victoria to describe the peak governing body of Rover Scouts in Victoria.
- V. Any policy in these Standing Orders may be suspended by a majority vote of the Victorian Rover Council. An alteration of the text of the framework requires a two thirds majority vote of the Victorian Rover Council.
- VI. Interpretation of these standing orders is the responsibility of the presiding Chair of the Victorian Rover Council. This in no way limits the ability of the Victorian Rover Council to suspend such policies through a majority vote.

## Victorian Rover Council Standing Orders

### PART 1: The Victorian Rover Council

- 1.1** The role of the Victorian Rover Council is to conduct the affairs of the Rover Scout Section in Victoria. This shall include, but is not limited to the following:
- 1.1.1** To make decisions about the rules and methods by which it governs, administers and implements its operations. Where those matters may affect the general principles of the movement, other sections of the movement or existing relations with other organisations, approval of the Victorian Chief Commissioner will be sought as required.
  - 1.1.2** Support the Region Rover Communities.
  - 1.1.3** Promote Victorian Rover activities at a local, region, State and national level.
  - 1.1.4** To determine standards for Roving in the State.
  - 1.1.5** To encourage the development of Rovers and Roving within Victoria.
  - 1.1.6** To make recommendations to the National Rover Council.
- 1.2** The membership of the Victorian Rover Council shall consist of the following:
- 1.2.1** Two delegates representing each Region Rover Community, one of whom should be the Chairman of the respective Region Rover Community.
  - 1.2.2** The Region Rover Adviser for each Region Rover Community. Where a proxy is required, the Chairman of the VRC shall be informed of a suitable proxy.
  - 1.2.3** The Victorian State Commissioner - Rover Support and Assistant State Commissioner – Rover Support
  - 1.2.4** The Office Bearers as elected or appointed by the VRC
  - 1.2.5** The Chairman or representative of each VRC subcommittee
- 1.3** The voting rights of members of the Victorian Rover Council are as follows:
- 1.3.1** Two Region delegates or their proxies shall have the right to vote on all matters brought before the VRC, including elections of Office Bearers.
  - 1.3.2** The elected or appointed VRC Office Bearers do not have voting rights except where the subject matter relates directly to their portfolio. Where an Office Bearer is a Region Delegate they may exercise their voting rights as a Region delegate, except where the Office Bearer is the presiding Chair of the meeting.
  - 1.3.3** The representatives of the VRC Subcommittees do not have voting rights except where the subject matter relates directly to their subcommittee. This

## Victorian Rover Council Standing Orders

shall apply to subcommittees individually and not as a unified group of subcommittees.

- 1.3.4** Region Rover Commissioners do not have voting rights except where the relevant Region Chairman has nominated them to act as a proxy for their region.
- 1.3.5** The State Commissioner – Rover Support and Assistant State Commissioner(s) – Rover Support do not have voting rights.
- 1.3.6** In the event of a tied vote, the presiding Chair of the VRC shall have a deciding vote.

### 1.4 Election of Victorian Rover Council Office Bearers:

- 1.4.1** All Victorian Rovers are eligible to nominate or be nominated as candidates and must be eligible to remain so for the entirety of their term. The specific requirements for each Office Bearer position shall be outlined in the respective position descriptions.
- 1.4.2** The election of Office Bearers shall be conducted annually at the May meeting of the VRC, with the successful candidates assuming office as of the 1<sup>st</sup> of July of that year. All non-appointed Office Bearer positions will be open for election with the incumbent Office Bearers continuing on in their role until 30<sup>th</sup> of June. During the period between the election and assumption of office of the elected Office Bearer, an effective handover shall be conducted between the incumbent and elected Office Bearer.
- 1.4.3** Nominations for VRC Office Bearer positions shall be open at the March VRC meeting and close at the conclusion of the April VRC meeting, except for the positions as outlined below. Following receipt of nominations, the VRC Secretary shall notify each candidate's Crew Leader of the nomination.
  - 1.4.3.1** Where no nominations are received for a position by the conclusion of the April VRC meeting, the position shall remain open up until the election of said position.
  - 1.4.3.2** Nominations for the VRC Chairman will open at the March VRC meeting and close at the conclusion of the April VRC meeting. All nominations must be accepted or declined by the conclusion of the April VRC meeting. Where there are two or more candidates for the position of Chairman, an election shall be held at the April VRC meeting.

## Victorian Rover Council Standing Orders

**1.4.3.3** Nominations for the position of VRC Training Officer will open at the March VRC meeting and close at the May meeting of the Rover Training Support Team. The Rover Training Support Team will nominate a candidate to be confirmed by a vote of the VRC at the May meeting.

**1.4.4** Voting procedures shall be as following:

**1.4.4.1** Rovers nominated for a position at a meeting they are not present at must have accepted the nomination in writing.

**1.4.4.2** Where the Chairman of the VRC meeting where elections are being held is not seeking re-election as an Office Bearer, they may choose to act as Returning Officer. Otherwise the State Commissioner – Rover Support or Assistant State Commissioner – Rover Support will take the Chair and act as Returning Officer.

**1.4.4.3** Voting shall be by secret ballot and where there are three or more candidates, instant runoff preferential voting will be used.

**1.4.5** Where a casual vacancy exists, a candidate will be nominated by the Office Bearer group with a confirmation vote to be held at the next VRC meeting. In the event of a casual vacancy for the position of Training Officer, the Rover Training Support Team will nominate a replacement candidate.

## **1.5** Meeting procedure of the Victorian Rover Council

**1.5.1** A notice of motion is required for recommendations to the VRC that if successful, would result in a change of existing policies. Such a motion must be directed to the Minutes Secretary in reasonable time for inclusion in the agenda for the relevant VRC meeting, as stipulated by the Minutes Secretary.

**1.5.1.1** Where a motion is not delivered in time for inclusion in the agenda, other than simple machination or procedural motions that do not represent a change of existing policy or is brought from the floor of the VRC, a decision shall be deferred to the following meeting of the VRC.

**1.5.2** Regions are entitled to make recommendations to the VRC, table or move such recommendations so that they may be adopted and to vote on them.

**1.5.3** Office Bearers are entitled to make recommendations to the VRC on matters directly related to their own portfolio as well as speak to those recommendations and seek a voting member move the adoption of such recommendations.

## Victorian Rover Council Standing Orders

- 1.5.3.1** Where the Office Bearer group as a whole endorses the recommendation of an Office Bearer, then such a recommendation will be made on behalf of the Office Bearer group as a whole. This is the preferred method to be taken where such a recommendation is deemed controversial.
- 1.5.3.2** The Chairman has similar rights to any other Office Bearer and should not be restricted by the responsibilities of the Chair.
- 1.5.4** Subcommittee's representatives to the VRC are entitled to make recommendations to the VRC on matters directly related to their subcommittee as well as speak to those recommendations and seek a voting member to move the adoption of such recommendations.
- 1.5.5** The State Commissioner – Rover Support is entitled to make recommendations to the VRC in fulfilling their role as the principal adviser to the VRC.
- 1.5.5.1** Where practical, the State Commissioner – Rover Support should inform the Office Bearer's group of their recommendations before presenting them to the full VRC.
- 1.5.6** The Assistant State Commissioner(s) – Rover Support is entitled to make recommendations to the VRC directly relating to their portfolio and falling within current VRC policy. Where such a recommendation would fall outside of current VRC policy the recommendation is to be referred to the Office Bearer's group and if of an urgent nature, it is to be referred to the State Commissioner – Rover Support.
- 1.5.7** Recommendations arising out of Training Courses, Seminars or Conferences may either be referred directly to the Office Bearer's group for initial consideration and direction or by an individual through their Region Rover Community to the full VRC, depending on the nature of the recommendation and the referring body.
- 1.5.8** Ordinarily, the items for discussion shall be brought up in the order that they appear on the agenda of the VRC. The presiding Chair may decide to alter the order and a delegate may request that the presiding Chair alter the order of items for discussion.
- 1.5.9** Region Representatives shall be arranged during VRC meetings in a way that makes them clearly identifiable as voting members.

## Victorian Rover Council Standing Orders

**1.5.10** Where a Region Rover Community disagrees with a decision of the VRC, the objection is to be put in writing in the form of a motion and forwarded to the Minutes Secretary.

### **1.6** Expectations of members of the Victorian Rover Council

**1.6.1** All invested members of the Scouting Association in attendance at the VRC are expected to be in full Scout uniform. Region representatives are to be issued with and wear the relevant region scarf.

**1.6.2** Region Rover Communities are to ensure that a written report is made available in time for inclusion in the agenda as stipulated by the Minutes Secretary.

**1.6.3** Subcommittee representatives are to ensure that a written report is made available in time for inclusion in the agenda as stipulated by the Minutes Secretary. Subcommittee representatives are expected to only address the meeting on matters pertaining to their Subcommittee or matters directly affecting their Subcommittee, unless requested to comment by the Chairman.

**1.6.4** Office Bearers are to provide a written report in time for inclusion in the agenda as stipulated by the Minutes Secretary where there is relevant information to be shared with the VRC in regards to their portfolio.

### **1.7** Delegations to the National Rover Council Conference

**1.7.1** The delegation from Victoria to the National Rover Council Conference shall consist of the VRC Chairman, the elected voting delegate, the State Commissioner – Rover Support and two observers elected by the VRC

**1.7.2** The Chairman shall act as leader of the Victorian delegation. Should the Chairman be unable to attend the Conference, either the Deputy Chairman or the Assistant Chairman will take their place. Should none of the aforementioned individuals be able to attend, the VRC shall elect another Rover to lead the delegation.

**1.7.3** Should the State Commissioner – Rover Support be unable to attend the Conference, they may nominate a replacement.

**1.7.4** It is preferred that at least one member of the delegation will be willing and able to attend the following NRC meeting. It is also preferred that a member

## Victorian Rover Council Standing Orders

of the delegation should be eligible and willing to accept nomination to the NRC executive.

- 1.7.5** All members of the delegation should have been members of the VRC long enough to have an understanding of the Rover system of governance and VRC positions on issues likely to be raised.



**2.1** Region Rover Communities shall be responsible for the affairs of the Region's Rover Crews. This shall include but is not limited to the following:

- 2.1.1** To make decisions about the methods and rules by which the Region's affairs are governed.
- 2.1.2** To administer and implement its operations but where such operations affect the administration or operations of other sections of the movement or a relationship with an outside organisation, consultation of the Region Rover Commissioner is required.
- 2.1.3** To maintain a record of Crews in the Region and to receive annual reports from each Crew.
- 2.1.4** To be responsible for the development and the maintenance of standards of Rovering in the Region.
- 2.1.5** To promote Rover activities in the region, in particular, training courses for the Region's Rovers with an emphasis on Crew Leader training.
- 2.1.6** To be responsible for the financial operation of the Region Rover Community. This includes ensuring financial records of both the Region Rover Community and Rover Crews within the Region are audited annually.

**2.2** Region Rover Communities comprise of all registered members of the Rover section within the Region. Region Rover Communities shall have a Region Executive and a Region Rover Adviser.

**2.3** The current Region Rover Communities are as follows:

- Gippsland
- South West (comprising of Geelong and West Coast regions of Scouts Victoria)
- Lerderberg
- Plenty Valley
- Murray Midlands (comprising of Northern, North West and Western regions of Scouts Victoria)
- Mt Dandenong
- Bays

**2.4** Where a Region Rover Community cannot meet its financial commitments as evidenced by their properly audited financial statements, the VRC may either provide financial assistance to that Region or, where the problem is deemed too far reaching to be amended, the Region may be wound up and relevant Crews be attached to other Regions.

**2.4.1** Any outstanding debts of the wound-up Region Rover Community shall be assumed by the VRC.

**2.5** In order to support the activities of Victorian Rovers, the VRC shall provide an event roster outlining rotating responsibilities for each region for different events throughout the calendar year.

**3.1** Victorian Rover Crews are autonomous in their development of their programme and direction. Rover Crews are nonetheless subject to the decisions and rulings of their Region Rover Communities and the VRC on all matters.

**3.2** Decisions regarding the establishment of new or reviving defunct Crews are the responsibility of the relevant Region Rover Community. Such decisions should be made with regard to, but are not limited to, the following:

**3.2.1** Quantity and location of local crews.

**3.2.2** Capacity of local crews to engage and provide programme for new Rover Scouts.

**3.2.3** Interests of those Rover Scouts seeking to form a new Crew and capacity of other Crews to provide for such interests.

**3.2.4** The number of potential foundation members of the new Crew and the potential avenues for new members to join the Crew.

**3.3** The guidelines or process for the formation of a new crew or revival of a defunct Crew shall be outlined by the VRC.

**3.4** With the exception of Activity or Service Crews, Crews shall not normally be formed at a State or Region level. Rovers wishing to be members of Service or Activity Crews must be registered members of another Crew.

**3.5** Applications for approval of names, scarves, symbols and badges for new or revived defunct Crews are the responsibility of the relevant Region Rover Community. Such decisions shall have regard to the similarity to pre-existing Crews, naming conventions and the advice of previous custodians of the name, scarves, symbols and badges.

**3.5.1** Such decisions made in regard to approval of names, scarves, symbols and badges are to be forwarded to the VRC for recording.

**3.5.2** Where the proposed name of a new Crew or a revived defunct Crew is in honour of an individual, written permission of said individual or their next of kin is to be sought where practicably possible. If a Victorian Venturer Unit

## Victorian Rover Council Standing Orders

is known to have the proposed name then written approval of the Unit for use of the name is to be obtained.

**3.5.3** Upon the approval of a new scarf, whether for a new or revived defunct Crew or an established Crew adopting a new, distinctive scarf, the proposers of the Scarf are expected to provide a Crew Scarf to the Victorian Scout Heritage team. The Scarf should be accompanied with a description of the identifying features as well as any symbology adopted by the Crew and a brief biography of their namesake and the Crew's relationship to the namesake.

**3.6** Where there is not a functioning Region Rover Council, the mechanisms of the Region Rover Community as identified in Part 2 shall become the responsibility of the VRC.

#### **4.1 Vacancies for State Commissioner – Rover Support and Assistant State**

Commissioner – Rover Support roles are to be filled in the following way.

- 4.1.1** The position shall be advertised to the Roving and wider Scouting community, inviting applications. The applications shall be handled through the Victorian Personnel office.
- 4.1.2** The VRC Chairman shall form a committee to interview candidates, including the Chairman, an experienced Rover Adviser and at least one other experienced Rover Scout.
- 4.1.3** The selection process is to be kept secret. The interviewing committee's recommendation shall be forwarded to the Chief Commissioner.
- 4.1.4** When filling a vacancy for Assistant State Commissioner – Rover Support or Region Rover Commissioner, the State Commissioner – Rover Support will form a committee to interview candidates including the VRC Chairman, an experienced Rover Adviser and at least one other experienced Rover Scout.

#### **4.2 Rover Advisers must meet the adult membership requirements of the Scout**

Association, Victoria Branch but must be ineligible for membership as a Rover Scout. They must have at least 4 years of experience in an adult membership role following their booting if the individual was previously a Rover Scout.

**5.1** Crew swords are utilised by Rover Crews to perform ceremonies in relation to investing and Knighting Crew members. As a prohibited weapon according to the *Control of Weapons Act 1990* (Vic), their ownership and use is subject to the exemption provided for by the Governor in Council.

**5.1.1** The Victorian Rover Council will hold and maintain a register of known Rover Crew swords in line with the requirements of the exemption.

**5.1.2** Rover Crews that acquire a sword are to register the sword with the Victorian Rover Council through the relevant Rovers Victoria form “Crew Sword Information Sheet” and in line with the relevant policies as outlined on the Rovers Victoria website.

**5.1.3** Rover Crews that cease to exist or become defunct may either forfeit their sword to the relevant authorities, return the sword to whoever provided the sword originally or present the sword to the Victorian Rover Council to be held on trust for potential future incarnations of the Crew.

**5.2** Courts of Honour may be held to resolve issues of behaviour of individuals or groups of Rover Scouts and may be held at a Crew, Region or State level. A Court of Honour should be held in line with the relevant policy with particular respect for the privacy of those involved and regard for due process.

**5.3** The VRC may choose to affiliate with outside bodies. The current affiliations are as follows:

Confederation of Australian Motorsports (through Rover Scout Motorsport)

**5.4** The Victorian Rover Council shall bestow awards including, but not limited to:

W.F. Waters Rover Service Award (National Rover Scout Service Award)

State Commissioner – Rover Support Award

VRC Chairman’s Award

Baden Powell Lodge Service Award