



CONSTITUTION

2014-2018

It is recommended that if approved by the SCAASF membership in 2014, that this version replaces any earlier versions, and be submitted for approval to the Branch Fellowship Council in 2014. Changes have been minimal, and have incorporated more general wording and refer to Scouts NSW for up to date information such as the fee structure.

MISSION STATEMENT: The Southern Cross Adventurous Activities Scout Fellowship is committed to the promotion of Scouting to all age groups, in encouraging the pursuit of personal challenges in adventurous activities.

The Southern Cross Adventurous Activities Scout Fellowship are people who share common values and scouting ideals. As a collective of people involved in adventurous activities in NSW, we strive to maintain the highest standards and proven innovations by networking within SCAASF.

We meet every month for dinner, solve problems of the world, and discuss trips - both past and future. Our adventures are scheduled for the third weekend of the month.

We enjoy adventurous activities, and although we share these with youth members on occasion, there is no obligation to become a Scouting Leader. We make a commitment to assist with a youth activity on at least four occasions in the year.

1. OBJECT AND AIMS OF THE FELLOWSHIP:

1. To develop self reliant, responsible citizens by encouraging membership in Scouting,
2. To provide community service and support of youth in Scouting to participate in adventurous activities.
3. To provide appealing activities for members in an atmosphere of fun and fellowship,
4. To attract and retain adults as members of the Scouting movement,
5. To provide the benefits of Scout Fellowship to all interested people.

2. MEMBERSHIP:

The fellowship shall be open to all adults with an interest in various and assorted adventurous activities and a belief in scouting ideals.

See By-Law 5 Joining Flowchart

3. CONDITIONS OF MEMBERSHIP:

Before members are admitted to the Fellowship, the following conditions must be observed:

- 3.1. Applications for membership shall be made to the Scout Fellowship Executive for consideration by the Fellowship. Acceptance shall be by recommendation of the Fellowship.

3.2. The application will then be forwarded to the Branch Fellowship Council as per Organisation and Information Handbook.3. All members shall promote and live by the Scout Law and Promise.

3.4. Where a member is unavailable for an extended period of time, the member must apply to the executive for approval of Leave of Absence.

3.5. SCAASF Fellowship Members will assist or provide support to youth events at least 4 (four) occasions per year. One opportunity is RockSchool which is run jointly between Girl Guides NSW and SCAASF.

3.6. All members must fill out the required joining documents as well as the appropriate Working With Children checks.

3.7. Relevant annual fees are paid on time.

Scout Fellowship Policy Document 2003 states

3.1 Membership is open to all adults of at least 26 years of age who are prepared to accept the Scout Promise and give service to Scouting and the community.

4. SUBSCRIPTION, FINANCE AND FUNDRAISING

4.1 Members shall be required to remain financial by paying an annual subscription. The annual fee comprises the State fee as well as a small annual donation to SCAASF set at around 10% of the State fee per year per family.

4.2. Membership fees are to be paid by 31st January each year or membership will be considered lapsed and the member will be resigned unless special consideration is applied for (due to financial requirements of Scouts Australia).

4.3. Fellowship accounting complies with the articles of the association and will be audited annually. Books and training will be provided by Scouting NSW.

5. TERMINATION OF MEMERSHIP

Termination of membership may occur in the following conditions:

5.1. Unpaid dues after 28th February will render a fellow's membership invalid.

5.2. A member's resignation should be sent on the appropriate Scout form.

5.3. Membership may be forfeited should a fellow be proven to be not living by the law and promise.

6. UNIFORM

According to Fellowship Policy (Information Handbook, Jan06 version)

6. UNIFORMS

6.1 The uniform when worn is to conform to P&R and related New South Wales Branch policies.

6.2 When in uniform, Scout Fellowship members will wear the New South Wales Scout Fellowship scarf, name tape, and Scout Fellowship badge.

6.3 A Scout Fellowship shirt may be worn on informal occasions.

An informal 'uniform' shall be determined by the agreement of the majority of the Fellowship.

Turquoise/Bright Blue socks should be worn to all activities and meetings.

7. MEETINGS

7.1 The Fellowship will meet on the first Wednesday of each month at 7 p.m. for dinner.
See Bylaw 6 for MEETINGS AND VENUES

7.2 At a meeting in February 06, the membership agreed that the executive meet separately and handle any business together and present to a business meeting to be called 4 times per year around February, May (AGM), August, and November. Recommendations will made to the membership who then have opportunity for discussion and decision.

7.3 Southern Cross Adventurous Activities Scout Fellowship will conform to the Branch Scout Fellowship procedures, where a quorum is designated as consisting of 50% plus one.

7.4 The Annual General Meeting (AGM) shall be held in April or May annually, unless otherwise directed by the NSW Branch Executive Council.

8. FELLOWSHIP EXECUTIVE COMMITTEE

The Fellowship has the following elected executive positions:

Chairperson
Secretary/Deputy Chair
Treasurer

and four other elected officers who will perform other roles as agreed such as following up new members, managing web site, managing publicity etc.

Further, 2 Branch Scout Fellowship Council delegates will be elected, but may be nominated from the above.

The duties of the executive positions and officers are described in By-law 2.

All executive positions will be declared vacant at each Annual General Meeting and all positions will be re-elected from the body of the Fellowship. No member shall hold more than one position on the executive.

In order to keep a vibrant activities fellowship with new activities and ideas flowing it would be preferable if the executive would have a regular turnover of members. This would not be on a yearly basis as continuity and networks within the association also need to be maintained. With this in mind, it would be ideal for the length of time for any one person serving on the executive to be limited to a maximum of five consecutive years, with at least one new person entering the executive committee each year. One acceptable exception would be the treasurer's position which may be unlimited.

Officers shall be elected by simple majority, each Fellowship member having a deliberate vote except the Chair who shall have a casting vote, Voting shall be by ballot or show of hands and supervised by a member of Scouts Australia at State level or their delegate scrutineer.

Any casual vacancy in an office may be filled by election or by appointment of a volunteer.

Special Executive Committee Meetings will be held as called by the Chair/Secretary with at least four clear days notice as per Organization and Information Handbook.

9. CONSTITUTION AMENDMENTS

The constitution will be reviewed every three years. Notice of at least three months will be given for members to forward suggestions. A draft will then be circulated for approval which can be registered by personal vote, electronically or by letter within a designated time frame of two weeks

Any changes or additions to the Constitution or bylaws must be passed by two thirds of the

members of the fellowship, and be authorised by the Branch Fellowship Council before changes can take effect.

Every member admitted to the Southern Cross Adventurous Activities Fellowship shall be provided with a copy of this constitution and can access such on the website www.adventure.org.au .

10. BY LAWS

SCAASF may make by-laws as it may deem appropriate for the proper conduct, control and management of the Fellowship and in particular, may by any such by-law regulate the:

- a) management and good governance of the Fellowship
- b) conduct of members on Fellowship activities
- c) procedure of meetings of the Fellowship and its Executive Committees and Working Parties;
- d) application of persons and their rights consequent upon acceptance membership of the Fellowship
- e) establishment, operation and dissolution of remote groups within SCAASF;
- f) formation of any committees including the composition, terms of reference, and other relevant matters; and
- g) all such matters as are commonly the subject matter of regulation for the proper conduct of this fellowship, and not otherwise expressly dealt with in this Constitution.”

This document contains the current version of the By-Laws (when) approved along with the recommended changes to the constitution at the nominated Annual General Meeting of the Southern Cross Adventurous Activities Scout Fellowship

BY-LAWS and PAGE REFERENCES

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BY-LAWS

By-Law 1 INVESTITURE PROCEDURE

- The new member and executive representative will agree on a suitable occasion and location compatible with scouting ideals and adventure.
- The Chairperson will call a Scout parade.
- The applicant will publicly affirm or reaffirm the Scout Promise.
- The new member will be welcomed into the family of Scouting.

By-Law 2 EXECUTIVE COMMITTEE

The duties of the executive shall be as follows:

- Deal with all matters requiring immediate action which cannot wait till the subsequent meeting of the Fellowship, such action decided upon by the executive is subject to the ratification of the Fellowship at its next formal meeting;
- Perform such administration duties as assigned to it by the fellowship, or are necessary for the effective running of the Fellowship.

Bylaw 2.1 FELLOWSHIP EXECUTIVE POSITION DUTIES

The Chairperson shall

- Chair all meetings at which they are present, in accordance with Constitution and meeting procedures;
- Ensure that the Executive is executing their portfolios;
- Encourage new members to be active and vocal in the Fellowship affairs;
- Ensure that all members are treated fairly and equally;
- Prepare an annual report outlining the Fellowships aims and achievements for the preceding year for the Annual General Meeting;
- Give leadership and be willing to delegate authority;
- Have an overall knowledge of the Fellowships activities;
- Represent the fellowship, its principles and objectives.

The Secretary shall

- Coordinate information and administration of the Fellowship;

- Record business transacted at all meetings;
- Conduct the correspondence of the Fellowship;
- Prepare the annual report of the Executive Committee for the Annual General Meeting.

The Treasurer shall

- Maintain the accounts of the Fellowship in an accurate and responsible manner in accordance with the Charitable Fundraising Act;
- Receive and bank monies;
- Pay accounts as directed by the Fellowship;
- Record all receipts and payments of the Fellowship;
- Present regular statements of accounts to meetings;
- Prepare the annual Treasurer's report for the Annual General Meeting
- Arrange for the audit of, and presentation of the Treasurer's report to the Annual General meeting.

Other roles as required by the four remaining Officers on the Executive Committee may include

- Assist the Chairperson, and in his absence, assume the role of the Chair;
- The Assistant Chair may have a two-fold role depending on the situation. An outgoing Chair can support the new Chair, or a newly elected officer may take the opportunity for leadership mentoring in preparation for a role on the Executive.
- Perform special duties as delegated by the Chair.
- Publicise activities in an attempt to increase the membership and status of the Fellowship in the community;
- Ensure adequate publicity of Fellowship activities and functions;
- Report to the executive committee as required;
- Arrange for the production and distribution of promotional materials
- Maintain a register of members, including addresses and other relevant details;
- Collect and monitor members financial status;
- Co-ordinate recruitment activities;
- Report to the executive committee as required.

Delegates to the Branch Fellowship Council shall

- Represent the views and submit report from Southern Cross Adventurous Activities Scout Fellowship at Branch Scout Fellowship Council Meetings;
- Report to the executive committee as required.

By-Law 3 FEES, SUBSCRIPTIONS, FINANCE AND FUNDRAISING

Members are required to pay an annual subscription fee by 31st January each year, as set by the Fellowship committee and will comprise the following (annual Registration fee is set annually by Branch):

1. New Scouting members joining fee (one off payment to join Scouting)
2. Annual Registration fee (includes insurance), if not already paid in other Scouting position
** See Scouts NSW website for schedule of pro-rata fees.*
3. Suggested donation of 10% of subscription per year per family.

Fundraising.

Fund raising shall be organized under Scout Branch Organisation and Information Handbook.

By-Law 4 Patron

1. Role of a Patron:

The Patron is an Honorary Position of the Southern Cross Adventurous Activities Scout Fellowship (SCAASF) whose role is –

- (a) to act as a figurehead of the fellowship by adding integrity, exposure, profile and influential support;
- (b) to be a role model and champion of the fellowship;
- (c) to assist in the development and strengthening of the membership of the fellowship;
- (d) to attend some of the events of the fellowship, both social and 'activity', and the AGM.
- (e) to assume such other responsibilities as might be agreed between the patron and the management committee from time to time.

2. Selection Processes of a patron

2.1 Eligibility

It would be expected that a person nominated for patron of SCAASF is an eminent member of the Scout Association or a similarly suitable person ordinarily resident in NSW.

Although at the executive committee's discretion a person nominated for patron may *not* be a member of the Scout Association of Australia, their ability to perform the role described above must still be considered.

2.2 Term of a Patron

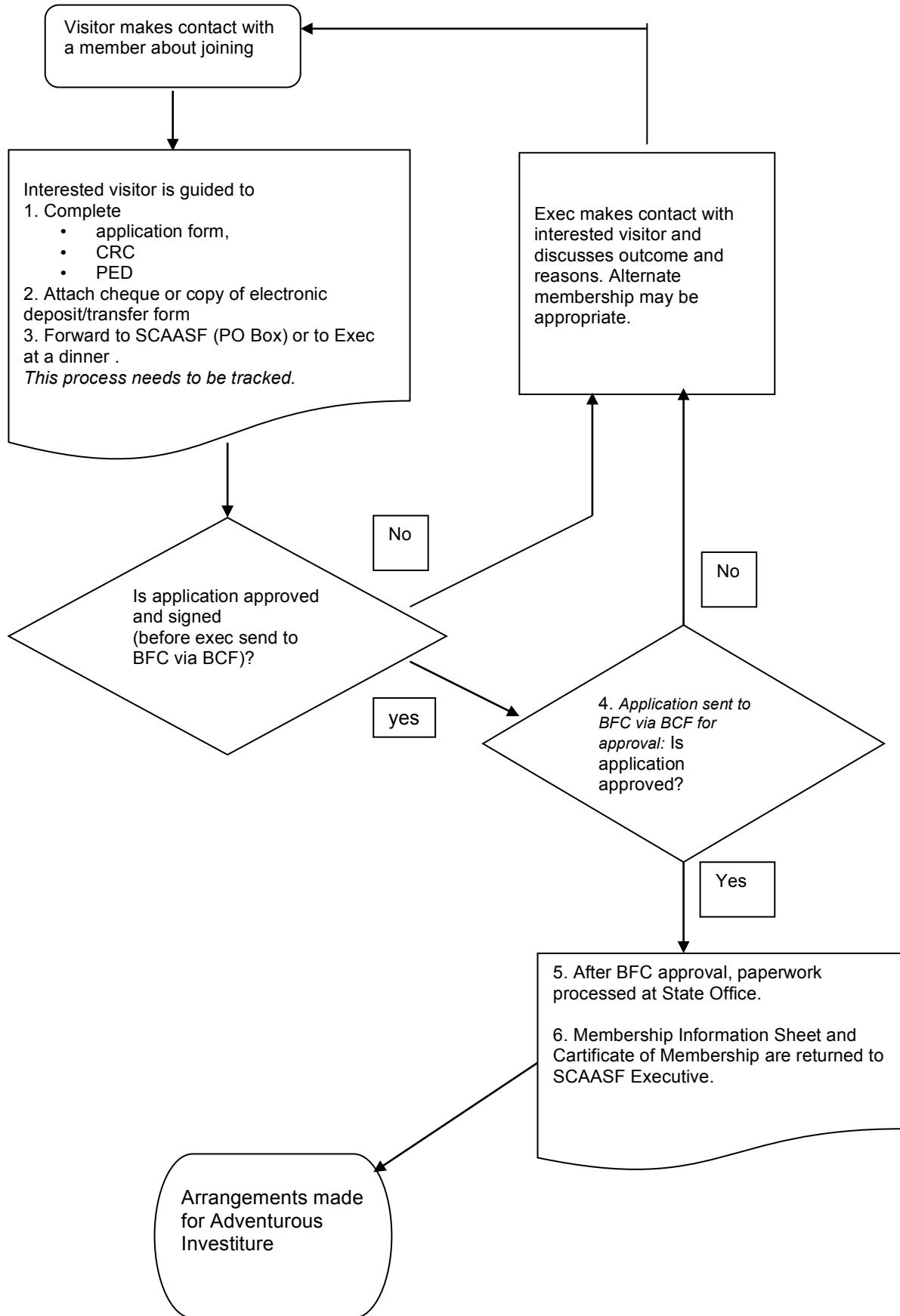
As the role is considered to be one of profile and champion of the group, the term would be expected to be long term in nature. As this is the first such patron position for SCAASF, we recommend three to five years. There may in fact be no need to limit the term where the situation is mutually satisfactory to both the SCAASF membership and the Patron. If for any reason, there is deemed to be a conflict in the fulfilment or performance of the role, appropriate resolution processes should be followed.

A patron may resign at any time by giving notice in writing to the secretary. The management committee may remove the patron at any time by giving notice in writing with reasons to the patron at the patron's last known address.

2.3 Appointment

An informal approach is to be followed by an official written invitation. The person considered suitable to be a patron agrees in writing. The Patron will be offered honorary membership of SCAASF (without the financial arrangement), if accepted will obligate the patron in the same ways as a normal member (see Constitution).

ByLaw 5 JOINING FLOWCHART



Bylaw 6 MEETINGS and VENUE

Meetings

At a meeting in February 06, the membership agreed That the executive meet separately and handle any business together and present to a business meeting to be called 4 times per year following the monthly dinners of February, May (AGM), August, and November. This will take the form of recommendations presented to the members present for agreement or action.

Venue

SCAASF meet at Earlwood-Bardwell Park RSL Club at 7pm on the first Wednesday of the month for dinner. This has proved a suitable venue since 2007. If this changes, other suggestions will be discussed and agreed by the regular attendees.

During dinner, trips may be discussed or planned. Recommendations from the executive will be presented after dinner on various occasions through the year. The outcomes will be circulated to the membership within 2 weeks of discussion.

Approved: SCAASF Membership (minimum of two thirds in support of the changes) prior to (by correspondence) and at the AGM on.....

Signed off: Chairperson.....

Secretary:

Approved: Branch Fellowship Council on.....

Signed off: Chairperson.....

Secretary: