

THE BOY SCOUTS ASSOCIATION

CATHOLIC SCOUT ADVISORY COUNCIL OF VICTORIA

C O N S T I T U T I O N

1. NAME: The name of the body shall be called the Catholic Scout Advisory Council of Victoria hereinafter referred to as "the Council".
2. OBJECTS: The objects of the Council shall be -
 - (a) To encourage the development and extension of Catholic Scout Groups, or sections thereof, throughout the State of Victoria in accordance with the Policy, Organisation and Rules of the Boy Scouts Association, Victorian Branch.
 - (b) To act as intermediary between Catholic Scout Groups or sections thereof and the Victorian State Headquarters of the Boy Scouts Association in all matters of religious policy and practice.
 - (c) To act as the official advisory organisation in Victoria to the Catholic Hierarchy in matters concerning Scouting for Catholics.
 - (d) To strive to implement the religious policy as set out in Policy, Organisation and Rules of the Boy Scouts Association, Victorian Branch, in respect of Catholics in Open Groups.
 - (e) To promote the organisation of specifically Catholic Scout religious activities in Victoria.
 - (f) To do all such other lawful things as may appear to be incidental or conducive to the attainment of the above objects or any of them.
3. MEMBERSHIP: Membership of the Council shall be open to -
 - (a) All registered Victorian Catholic Scout Groups, hereinafter called "Member Groups".
 - (b) All Catholic persons who are charged with the leadership of Scout Groups or Sections thereof whether such groups are "sponsored", or "open", and
 - (c) Any other person, group or body whom the Council may from time to time agree to admit.
4. ASSOCIATE MEMBERSHIP: The Associate Membership of the Council shall be open to all persons other than leaders who are associated with open groups of the Boy Scouts Association and who are admitted to Associate Membership by the Council.
5. MANAGEMENT: The business of the Council shall be managed by an Executive Committee which may exercise all the powers of the Council as are not by this Constitution required to be exercised by the Council in General Meeting subject nevertheless to this Constitution and to such regulations not inconsistent with these rules as may be prescribed by the Council in General

(Contd.)

5. MANAGEMENT:
(Contd)

Page 2.

Meeting but no regulation made by the Council in General Meeting shall invalidate any prior act of the Committee which would have been valid if such regulations had not been made.

The Executive Committee shall have power to refuse to admit to membership of the Council any member group or person.

The Executive Committee shall consist of a President, two Vice Presidents, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Public Relations Officer and three Committee Members; each year all offices shall be declared vacant.

All are eligible for re-election at the Annual General Meeting. The Chaplain appointed by the Ordinary shall be ex officio a member of the Executive. The Executive Committee shall have the power to co-opt the services of any person deemed necessary or advisable for the efficient function of the Council.

Any vacancy arising on the Executive Committee may be filled by the remaining members of the Committee who may act for the purpose of filling vacancies on the Committee.

The Committee shall have power to fill any vacancies that may occur amongst the office bearers or members of the Committee during the year or which shall not have been filled at the Annual General Meeting and such appointee shall retain his position until the next Annual General Meeting.

6. PROCEEDINGS
OF THE
EXECUTIVE
COMMITTEE:

The Executive Committee shall meet at least bi-monthly, during the period March to October inclusive, and at other times as summoned by the Chaplain or President. Seven days notice shall be given of Executive Committee meetings to every member thereof. Half the number of elected members being present shall constitute a quorum.

Any member of the Executive Committee who shall be absent from three consecutive meetings of the Committee without leave of the Committee shall ipso facto vacate his office.

The executive Committee shall cause Minutes to be made in a book provided for the purpose -

- (a) of the names of the Members of the Executive Committee present at any meeting of the Executive Committee
- (b) of all resolutions and proceedings of the Executive Committee
- (c) of all such other matters as the Executive Committee may from time to time think necessary or expedient.

and any such Minute as aforesaid if signed by any person purporting to be the Chairman of the Meeting to which it relates or at or in respect of which the entry was made or of the next meeting of the Executive Committee shall be receivable in evidence without any further proof.

7. TRUSTEES:

The Council may appoint Trustees who shall number not more than seven nor less than three and the property of the Council (other than cash which shall be under the control of the Treasurer) shall be vested in them. They shall deal with the property of the Council as directed by resolution of the Council (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Council property.

8. SUBSCRIPTION:

Each Member Group shall pay an annual subscription based on per capita membership. The amount of such subscription shall be determined annually in advance by the Annual General Meeting.

All other Members who are not connected with Catholic Scout Groups or Sections thereof, nor co-opted by the Committee, shall pay an annual subscription to be fixed from time to time.

9. MEETINGS:

The Council shall meet at least quarterly at a time determined by the Committee.

Special General Meetings :

- (a) The Committee shall have power to call a Special General Meeting of the Council whenever it deems it expedient to do so.
- (b) The Honorary Secretary at the written request of not less than twenty member groups shall call a Special General Meeting of the Council, the object of such a Special General Meeting to be fully expressed in the requisition.
- (c) The Honorary Secretary shall at least fourteen days before the date fixed for any Special General Meeting forward a notice of such Special General Meeting and its object to each member, and no other business other than that specified in such notice shall be dealt with at such Special General Meeting.

Quorum:

Representatives of not less than one-third of the total number of Financial Member Groups at any Special General Meeting shall form a quorum.

Annual General Meeting :

An Annual General Meeting shall be called each year in the month of May.

At any Annual General Meeting a quorum shall consist of the duly appointed representatives of not less than one quarter of the total number of Member Groups.

The purpose of the Annual General Meeting shall be -

- (a) The confirmation of the Minutes of the previous Annual General Meeting.
- (b) The presentation of the Annual Report of the Executive Committee and the adoption of same.
- (c) The presentation of the Annual Balance Sheet and the adoption of same.
- (d) The elections of the Executive Committee consisting of -

1. President
2. Two Vice-Presidents
3. Honorary Secretary
4. Honorary Assistant Secretary
5. Honorary Treasurer
6. Public Relations Officer
7. Three Committee Members

(e) The appointment of the following honorary officers -

1. Legal adviser
2. Auditors
3. Architect

(f) The appointment of Trustees,

(g) Any motion of which due notice has been given.

(h) Any other matters deemed necessary by the Executive Committee.

The Honorary Secretary shall give at least fourteen days notice to the Members of the date fixed for the Annual General Meeting.

10. VOTING RIGHTS: Each Member Group of the Council shall through its duly appointed representative be entitled to record two votes on any motion at any general meeting of the Council. All other members and associate members shall not be entitled to vote.

11. ELECTIONS:

If necessary any election for the appointment of an office-bearer shall be conducted by ballot taken in such manner as the Chairman of the meeting at which such election is being held may determine.

Nominations for all vacant positions shall have the consent in writing of the nominee and be duly signed by the proposer and seconder except in the case of a retiring candidate who shall be eligible for re-election should he submit himself without formal application.

12. OTHER MEETINGS: The Executive Committee may determine what meetings of the Council members may be convened and make arrangements for their conduct.

13. CHAPLAIN:

The Chaplains of the Catholic Scout Advisory Council shall be appointed by the ordinaries of their Dioceses for such time as the Ordinaries may determine.

14. PRESIDENT:

The President shall be elected annually at the Annual General Meeting.

He shall be Chairman of all General Meetings and of the Executive Committee.

14. PRESIDENT: (Contd)

In the absence of the President from any meetings, a Vice-President shall act as Chairman, but if no Vice-President be present the members present may elect one of their number to act as Chairman.

The Chairman shall, at a General Meeting, or at a meeting of the Executive Committee, have a second or casting vote, in the event of an equality of votes being recorded.

15. VICE-PRESIDENT:

Two Vice-Presidents shall be elected annually at the Annual General Meeting of the Council.

16. SECRETARY:

A Secretary shall be elected at the Annual General Meeting of the Council.

- (a) He shall keep proper records of all meetings, attend to correspondence.
- (b) Give notice to Member Groups of all elections, General Meetings and Special Meetings.
- (c) He may, after consultation with the President, take immediate action in matters of urgency.

17. ASSISTANT SECRETARY:

The Assistant Secretary shall be elected at the Annual General Meeting and shall generally assist the Secretary in carrying out his duties; in the absence of the Secretary he shall be deputed to act in that capacity.

18. TREASURER: The Treasurer shall be elected at the Annual General Meeting. His duties shall comprise -

- (a) The collection of all moneys of the Council and the banking of same in a Bank approved by the Executive Committee.
- (b) The rendering of a statement of the Council's financial position when required to do so by the Executive Committee.
- (c) The preparation of a complete financial statement of receipts and expenditures, and balance sheet for presentation to the Annual General Meeting.
- (d) The submission of the books of the Council to the Honorary Auditor for audit prior to the Annual General Meeting.

19. PUBLIC RELATIONS OFFICER: The Public Relations Officer shall be elected at the Annual General Meeting. His duties shall be -

- (a) To establish and maintain relations with the Catholic press and Radio and T.V. Networks as the Executive Committee may from time to time determine.
- (b) To establish and maintain relations with such sections of the Press, Radio and Television networks as the Executive Committee may from time to time determine.
- (c) To act in any manner concerning public relations as approved by the Executive Committee.

20. SUB-COMMITTEES:

The Executive Committee may appoint Sub-Committees for special purposes. Such sub-committees shall not engage in any activities without prior approval from the Executive Committee, and all financial arrangements shall be controlled by the Executive Committee. A member of the Executive Committee appointed by the Executive Committee shall act as ex officio member on all appointed sub-committees.

21. FUNDS:

The funds of the Council shall consist of subscriptions from Member groups; grants and bequests; and accrued profits from any function conducted under the auspices of the Council.

The Executive Committee shall ensure that no method of fund raising is employed which is not in accordance with the provisions of Rule 21 of Policy Organisation and Rules.

The funds of the Council shall be banked in a Bank approved by the Executive Committee. Such account shall be a cheque account, and all cheques, drafts, etc. shall be signed by either the President or Secretary, countersigned by the Treasurer.

22. AUDITOR: Auditors shall be appointed at the Annual General Meeting and the accounts of the Council shall be audited by them not less than twenty-one days prior to the next Annual General Meeting.

23. TERMINATION OF MEMBERSHIP:

The Executive Committee may terminate the membership of any individual member of the Council or Member Group considered by the Committee to be guilty of conduct inimical to the interests of the Council. Such member or Member Group (as the case may be) shall have the right of appeal against the decision of the Committee at a special meeting of the Council called for that purpose.

24. ALTERATIONS TO CONSTITUTION:

The Council shall not be dissolved nor its name changed nor any provision of this Constitution altered or repealed without the consent of half of the Member Groups present at a meeting called for such purpose for which twenty-one days notice shall be given.

Any alteration to this Constitution shall be submitted to the Hierarchy concerned and the Headquarters of the Boy Scouts Association, Victorian Branch, for approval. Notice of the proposed amendment shall be sent to member groups at the same time as the notice of meeting.

25. DISPUTES AND INTERPRETATIONS:

In the event of any doubt or difficulty as to the meaning of any rule the Executive Committee shall have power to pronounce a decision upon it which decision shall be final and binding on Members subject only to affirmation or refusal by a General Meeting of the Council.

Any dispute between the Council and any Member or Member Group shall be decided by the Executive Committee whose decision shall be final.

Laus Deo Semper

18th February, 1960.