

COPY

BREB.LC

9th. April, 1963.

The Secretary,
Forests Commission, Victoria,
453, Latrobe Street,
MELBOURNE. C.1

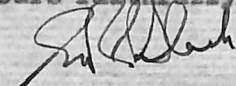
Dear Sir,

PERMISSIVE OCCUPANCY - MT. BAW BAW ALPINE RESORT

Following discussions between the Baw Baw Alpine Resort Committee of Management, and our Mr. L. C. Holt, Group Scoutmaster of the 1st. Dandenong Scout Group, I should be most grateful if you could see your way clear to grant to my Association, a Permissive Occupancy of Site No.9 for the use of the 1st. Dandenong Scout Group.

The 1st. Dandenong Group is a most vigorous and enthusiastic Group, and the allocation of a site at Baw Baw will be of the greatest benefit to its members.

Yours faithfully,



E. R. E. Black,
GENERAL SECRETARY.

WAWO

TO R M M O

C M O



BOY SCOUTS ASSOCIATION

DANDENONG DISTRICT

30 Grace Ave.,
Dandenong.

28th. March 1963.

The General Secretary,
The Boy Scouts Association,
384 Elizabeth Street,
MELBOURNE.

re- 1st. Dandenong Group - Lonsdale Rovers
Ski Club - land at "Baw Baw Alpine
Resort" - Forests Commission.

Dear Sir,

The 1st. Dandenong Group Constitution, and the Addendum thereto,
(covering the formation of The Lonsdale Rovers Ski Club), are in the hands
of the Hon. Solicitor for the District, Mr. F.R. Monotti of MacPherson &
Kelley, Dandenong, for his advice.

The Rovers plan to commence building on the site at Easter, so I
would be obliged if you will organise the Permissive Occupancy Licence
with the Forests Commission as soon as possible.

All fees due have been paid to the Forests Commission.

Yours in Scouting,

John Taylor
District Commissioner.

CC. Jones

"BAW BAW ALPINE RESORT"
COMMITTEE OF MANAGEMENT

Mr. L. C. Holt,
Group Scoutmaster,
Lonsdale Rovers Ski Club,
1st Dandenong Group,
Princes Highway,
DANDENONG.

Dear Sir,

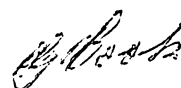
At the last meeting of the Mt. Baw Baw Alpine Resort Committee of Management, your application for the allocation of a lodge site was considered.

The Committee has allocated Site No. 9 to your Club and has recommended to the Forests Commission that a Permissive Occupancy Licence be issued to you in respect of this site.

Please note that you must not proceed with preliminary work on the site or with the construction of your building until such time as -

- (a) A complete and satisfactory set of plans and specifications in duplicate, showing the full detail and intent of the work proposed including such amendments as the Committee may require, has been lodged.
- (b) A site plan in duplicate, to a scale of not less than 16' to the inch on a separate sheet from the building plan, has been lodged.
- (c) You have received from the Committee written approval of your plans and specifications and of the siting of the proposed building and have paid to the Committee the required plan approval fee.
- (d) The Forests Commission has contacted you regarding the Permissive Occupancy Licence over the site and you have paid to the Forests Commission the required Licence fee.

Yours faithfully,



Secretary.

TRUSTEES:

THREE Trustees shall be appointed by the Committee for a period of 7 years subject to the approval of the Local Association and/or District Commissioner, one of whom shall be the Nominee of the Local Association; at the Annual Meeting of the Committee in which year the Land Lease from the Shire Council is due for renewal the Trustees shall retire but may be eligible for re-election. Trustees may be called on to resign by a resolution passed at a General Meeting of the Committee, such resolution to be approved by the Local Association and/or District Commissioner. The Trustees shall execute Deeds of Trust as may be required by the Boy Scouts Association, Victorian Branch.

SUB-COMMITTEES:

The Executive Committee may appoint from its members sub-committees for special purposes and any such sub-committee may co-opt other members of the Committee as members of such sub-committee.

DIFFERENCE
OF OPINION:

In the case of any difference of opinion between the Group Committee and the Group Scoutmaster and/or the Group Council, the matter must be referred to the Local Association and District Commissioner, in accordance with Policy, Organisation and Rules of the Boy Scouts Association and Rules for the time being in force of the Victorian Branch.

VOTING:

Members of the Committee shall have equal voting power. Voting by proxy is not permitted. The President or Chairman shall have the right to a casting vote.

ALTERATIONS:

This Constitution may not be amended, altered, or added to without the express consent of the Boy Scouts Association, Victorian Branch, being first obtained. If and when approval is received then it must be confirmed by a two-thirds majority of those members present at a General Meeting of the Group Committee of which fourteen days' notice must be given to all members.

Adopted at the General Meeting of the Group Committee

held at *SCOUT HALL* on the *12TH* day of *Nov/1962*

in the year One Thousand Nine Hundred and

Approved by the Local
Association of Dandenong.

Hon. Sec. Date

For 1st Dandenong Committee

G.S.M. *P. E. J. K.* Date *12-11-62*

President *John A.* Date *12-11-62*

Hon. Sec. Date

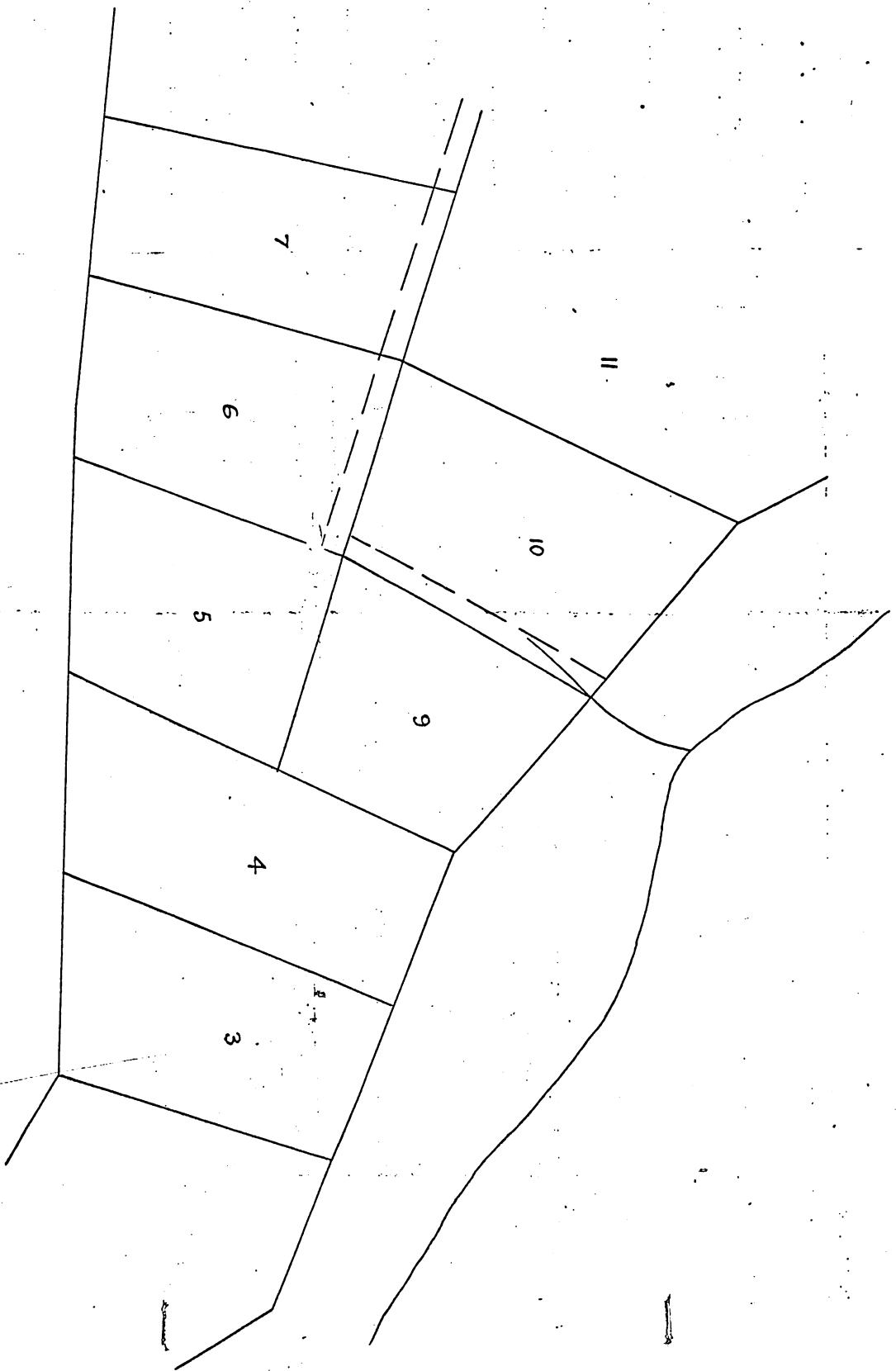
ADDENDUM - CONSTITUTION - LONSDALE ROVERS SKI CLUB:

Adopted at the above meeting of the Group Committee.

For the Lonsdale Rovers Ski
Club

President ... *D. J. H.* Date *13.11.62*

Hon. Sec. ... *D. R. B.* Date *13.11.62*



FORESTS COMMISSION OF VICTORIA

File 60/3009

OCCUPATION LICENCE

C/- Mr. L.C. Holt,
1st Dandenong Scout
Group, Princes Highway,
Rental 30.0 : 0 per annum

This Licence is granted to The Boy Scouts Association (Lonsdale Rovers Ski Club) (above)
as authority to occupy the portion of Reserved Forest specified below for a period of 12 Months from the 1st day of
March 19 63, subject to the following conditions:—

1. Payment of a fee of £30-0-0 per annum payable in advance, and such sanitary service fee or fees as may be authorized by the Commission.
2. That the site in respect of which this Licence is issued shall be used solely for the purposes of A LODGE SITE.
3. That no buildings, fences, or other improvements shall be erected on the site without the written consent of the Commission first obtained.
4. That this Licence is liable to be and may be withdrawn at any time by the Commission.
5. That this Licence is not transferable without the written consent of the Commission first obtained.
6. That no compensation shall be claimed or allowed for any buildings, fences, or other improvements which may be erected on the site, or for removal therefrom on determination or withdrawal of this Licence by the Commission.
7. The cutting, ringbarking, injury to, destruction, or removal of any forest produce on, or in the vicinity of, the site in respect of which this Licence is granted is strictly forbidden and punishable by law.
8. The Licensee shall thoroughly and effectively protect from fire the Forest Reserve within which this site is granted, and shall extinguish any fire which may break out on this site or may spread to it. Failure or neglect to carry out this duty will lead to immediate withdrawal of this licence.
9. In the event of this site being damaged by fire this Licence will be immediately withdrawn unless the Licensee satisfy the Commission that neither he nor any of his workmen or servants, directly or indirectly, was responsible therefor.

SPECIAL CONDITIONS

Parish TELBIT WEST County TANJIL Area : ac. r. pr.

H. G. Murphy Secretary

This Licence expires on the 29th day of February 19 64, and must be returned for endorsement of transfer, or cancellation.

1ST DANDENONG SCOUT GROUP

LONSDALE ROVERS' SKI CLUB

1ST ANNUAL MEETING

15TH MAY 1969

PRESIDENT'S REPORT

ON BEHALF OF THE RETIRING INTERIM COMMITTEE AND AS PRESIDENT OF THAT COMMITTEE I AM PLEASED TO WELCOME YOU TO THE FIRST ANNUAL GENERAL MEETING OF THE LONSDALE ROVERS' SKI CLUB.

1. HISTORY

THE IDEA, THAT OF FORMING A SKI CLUB WITHIN THE 1ST DANDENONG SCOUT GROUP, WAS FIRST CONCEIVED SOME TWO YEARS AGO BY THE 1ST DANDENONG ROVERS CREW. THE CHIEF REASONS FOR ESTABLISHING THE CLUB WERE :-

1. TO BUILD A CHALET AT MT. BAW BAW.
2. TO ENABLE MEMBERS AND NON-MEMBERS OF THE ROVER CREW TO SHARE EQUALLY, THE BUILDING AND USE OF THE CHALET.

TO THIS END THE CLUB HAS BEEN SUCCESSFUL.

AN INTERIM COMMITTEE WAS FINALLY APPOINTED TO ESTABLISH THE CLUB AND IS NOW TO BE REPLACED BY A MORE REPRESENTATIVE COMMITTEE OF MANAGEMENT.

THE ENTHUSIASM SHOWN BY MEMBERS AND INTENDING MEMBERS DURING THE LAST TWELVE MONTHS HAS ENABLED THE COMMITTEE TO MAKE APPRECIABLE ADVANCE IN BOTH THE BUILDING OF THE CHALET AND THE ESTABLISHMENT OF THE CLUB.

THIS ENTHUSIASM HAS BEEN DEMONSTRATED BY WILLINGNESS TO PAY FEES AND TO ATTEND WORK PARTIES, AND THE COMMITTEE IS HOPEFUL THAT THIS ENTHUSIASTIC APPROACH TO CLUB ACTIVITIES WILL BE MAINTAINED.

2. THE CHALET

THE COMMITTEE IS PROUD OF THE ACHIEVEMENTS ON THE SITE TO DATE. THIS HAS ONLY BEEN POSSIBLE BY THE WILLING SUPPORT FROM THE MEMBERS AND THEIR FRIENDS.

THE PLAN WHICH WE FINALLY SETTLED ON, SHOULD SERVE OUR NEEDS FOR SOME YEARS TO COME AND WE ARE LOOKING FORWARD TO PLEASANT TIMES WHEN IT IS FINALLY COMPLETED. FOR THIS YEAR OUR AIM IS TO EXTERNALLY WALL AND FLOOR THE ENTIRE UPPER SECTION, WHILST MOST OF THE MATERIAL TO COMPLETE THIS IS ON THE SITE SOME ADDITIONAL WORK PARTIES ARE NECESSARY.

IT WILL ALSO BE NECESSARY TO INSTALL SOME FORM OF CENTRAL HEATING, EVEN IF OF A TEMPORARY NATURE.

3. WORK PARTIES

THESE HAVE BEEN WELL ATTENDED AS INDICATED BY THE BUILDING ITSELF. MEMBERS ARE INVITED TO PERUSE THE ATTENDANCE RECORD AND MAKE ANY JUSTIFIABLE ALTERATIONS OR ADDITIONS.

WE REALIZE THAT THE EFFORTS HAVE CONSUMED MORE TIME THAN MOST MEMBERS CAN AFFORD TO SPEND CONTINUOUSLY, BUT WE WOULD LIKE TO REMIND YOU THAT THE QUEENS BIRTHDAY WEEKEND IS ONLY 3 1/2 WEEKS AWAY. THIS IS VIRTUALLY THE END OF WORK PARTIES FOR THE YEAR SO ~~THE~~ ANY TIME THAT CAN BE SPENT ON THE PROJECT IN THAT PERIOD WOULD BE APPRECIATED, AND ALSO MOST SELF SATISFYING AS THE RESULTS OF LABOURS ARE CLEARLY VISIBLE.

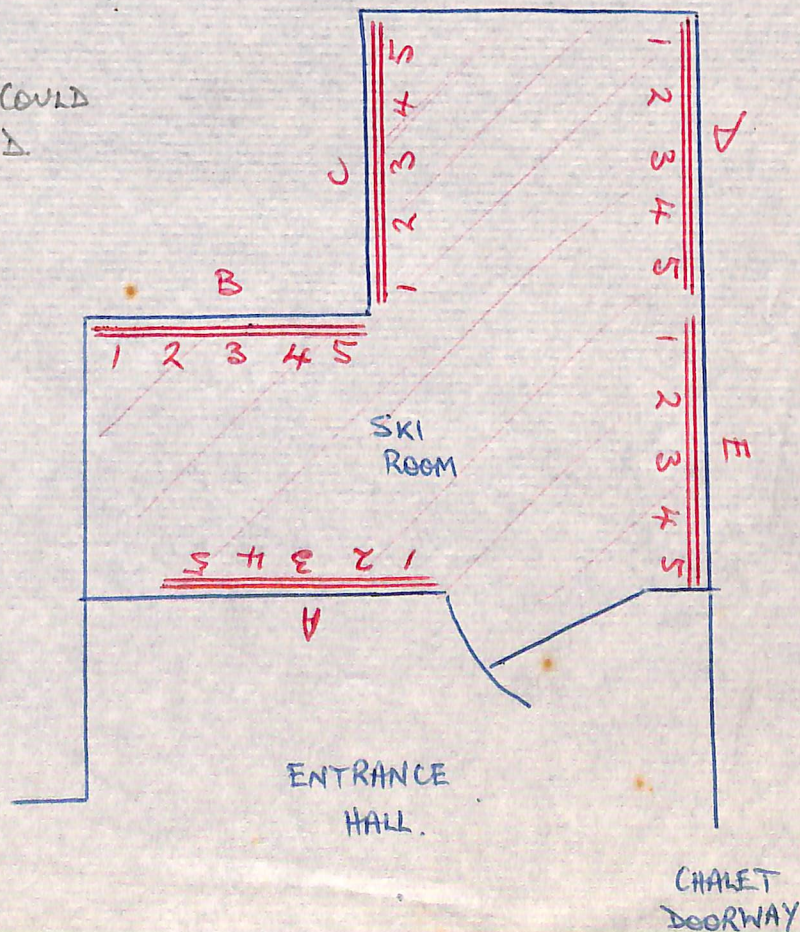
SKI RACK REGISTER.

- | | |
|---|------------------------------------|
| A.1. W.Brooks. | B.1. ? 1 pair as in E.2. |
| 2. B.Light. ? HOOPER ? | 2. D.Bates. |
| 3. ? white/yellow PRIMUS. | 3. R.Corney. ^{B+D} LIGHT |
| 4. ? black/green VOLKL. | 4. ? short black/yellow |
| 5. R.K. + J. LIGHT | 5. J.Cooper. |
| | |
| C.1. W.McKinnon. | D.1. E.Bates. |
| 2. L.Holt. ? blue/white ARLBERG. | 2. R.Ross. |
| 3. D.Turner. | 3. A.Matthews. |
| 4. R.Powlesland. ? | 4. N.Matthews. |
| 5. R.Brooks. | 5. J.Palmer. |
| | |
| E.1. R.Cooper. | |
| 2. ? 2 pair, varnished solid wood, / coated. C MATTHEWS | |
| 3. L.Holt. | |
| 4. L.Holt. | |
| 5. G.Farrow. | |

* SKIS IN B.1. & E.2.
COULD BE THE OLD, CLUB
HIRE SKIS ?

IF SO, THEY COULD
BE REMOVED.

WB.



Warden's Report

This year was another successful season which started & finished late — in fact the snow outlasted the snow. The lodge & its facilities worked well and no major problems were encountered.

Some Improvements made for the next season are

Heater connected to No 4 Bathroom.

New water tank installed

No 2 bathroom repainted

Lounge ceiling "

External walls painted but still require a freshening coat.

Additional storage facilities in Nos 3 & 4 bathrooms.

Working bees, particularly those early in 1971, were not well attended. One of the biggest problems the Committee & Warden have is late advice of attendance at work parties. Work cannot be organized & materials bought overnight, therefore full utilization of labour is not being obtained. As you are all aware the Club operates on a tight budget and the committee is not prepared to outlay money on materials on the offchance that members may attend & use them.

Boatings This year was not as good as the previous year & the skiers ran out of steam before the snow had departed.

Some of the statistics are.

Lodge time	# Total No of weekends	12
occupied	" " " weeks	3

Occupancy rate of the individual weekends was

10, 2, 4, 2, 10, 10, 18, 14, 18, 12, 18, 18, total 136.
per week was 5, 12, 13 — total 30.

1st DANDENONG SCOUT GROUP

LONSDALE ROVERS SKI CLUB

23/4/1963

Dear Sir,

Since our last news letter, further progress has been made on our building programme. Your help on either, Anzac Day, Saturday or Sunday of this week would be appreciated. Remember that only a short period remains in which work may be done on the site. We anticipate having the "chalet" completed to the lock up stage before winter sets in. If you have "time to spare" on either of these days please contact Mr. N. Matthews 24370 or Mr Don Howie 21673 immediately.

Materials Required

Any of the articles listed below or anything you may think of could be lying idle at your home and are of no further use, the club could well do with them.

1. Yourself.
2. The inner spring mattress
3. Doors (Full panel)
4. Fixing materials (asbestos, cement sheets, flooring)
5. Gas stove or grillers (which can be modified for L.P.G.)
6. Kitchen cupboards or benches.
7. Staircase or steps.
8. Carpets - Lino tiles.
9. Paint.
10. Plumbing materials.
11. A steel or cast iron cylinder approx 12" diam.
from which a central room heater can be constructed.

Also if you have any good contacts for the purchasing of materials the committee is desirous hearing from you.

The annual meeting will be held on wednesday, 15th May 1963 in the Rover Den at 8.00 pm. It is important that all members attend as annual elections are planned. Nominations for the 6 office bearers must be submitted to the Secretary Mr D. Brindle 2 weeks before the meeting. The 6 office bearers are - President; Secretary; Treasure; Warden (must be a member of the present rover crew); and 2 other committee members.

As membership is not complete until final payment of fees is made your final subscription if not yet presented should be forwarded to the treasure, Mr B. Greenland 7 Hutton St,,Dandenong, immediately.

On behalf of the Committee of Management
Yours faithfully

Don J. Howie. (President)



TELEPHONE: 30 0481

EXT. ~~33~~ 296

All correspondence to be addressed to—

THE SECRETARY.

YOUTH ADVISORY COUNCIL

"Chelsea House,"

55 Flemington Road,

Melbourne, N. 1

WKB:BS.

17th June 1963.

Dear Sir,

I have to acknowledge receipt of the application for assistance from the Youth Organizations Assistance Fund which has been forwarded to this office on behalf of the

1st Dandenong Scout Group Lonsdale Rovers Ski Club.

This application, together with all other applications for assistance will be placed before the Youth Advisory Council for its consideration and you will be advised in due course as to the result of your request for a grant.

Yours faithfully,

W. K. BATT
SECRETARY.

Mr. L. C. Holt,
Sunnyside Avenue,
DANDENONG, Vic.

LONSDALE ROVER SKI-CLUB

7th June, 1963.

DEAR MEMBER,

Due to the magnificent efforts of the Building Committee, and the well-attended work parties, the committee of management are proud to announce that applications for use of the chalet will be accepted when sufficient snow for skiing is available.

The Chalet accomodation for 1963 is as follows:

For the Day Visitor

1. (a) Ski storage, so that equipment can safely be stored on the mountain top, which eliminates the fatigue of transporting the equipment up and down the mountain, as the road gate will be locked this year.

(b) A place where meals can be eaten around our massive heater.

In addition, for the overnight stayer (you lucky people?)

1. (a) Luxurious bedding - provided you bring it.

(b) Fresh mountain water - from the creek (buckets provided).

Returning to a serious note, the following Chalet Rules must be observed:-

(1.) (a) All bookings for overnight accomodation, or for day use of the Chalet shall be made to the warden who will issue a key to the first member applicant for that period. Should the warden be unavailable, a key may be obtained from a committee member.

(2) That member shall be the hut monitor, being responsible for the overall conduct of the Chalet during his stay.

(3) Should he depart before the other members have vacated the Chalet he shall appoint another member to take over this responsibility. This second member is then responsible for closing down the Chalet as per instructions.

(4) Should the committee have appointed a monitor for portion of this period, then he will assume control.

(5) On completion of the sojourn, the key shall be returned in the first instance within 24 hours to the warden or committee member, and any damage to club property to be reported.

CHALET CONDUCT

1. No heating devices filled with liquid fuels (excepting heatene gas) shall not be taken into the Chalet under any circumstances.

2. As stated in the constitution, alchohol may not be consumed on the premises.

LONSDALE ROVER SKI CLUB.

3. Utmost care should be exercised in the lighting of kerosene lamps - to be used for this year only.

4. Firewood All occupants of the Chalet are instructed to leave slightly more cut wood stored underneath the Bunkroom floors than was there when they arrived.

5. When the hut is being closed for any extended period, the fire in the central drum heater must be extinguished. (NOT with the Fire Extinguisher.)

6. Make sure that any tools you remove from the hut is returned.

7. The equipment stored in the Chalet shall not be borrowed or used unless by the express permission of the owner.

8. The hut occupants shall obey the appointed monitor in the execution of any duties which he deems necessary for the harmonious operation of this Chalet.

Hiring Charges For 1963.

MEMBERS - 2/6 per day or 5/- per weekend.

NON-MEMBERS - 10/- for overnight stay.

P.S. If you have some spare time we can find some construction job to suit you.

1st DANDENONG SCOUT GROUP

LONSDALE ROVERS SKI CLUB

23/4/1963

Dear Sir,

Since our last news letter, further progress has been made on our building programme. Your help on either, Anzac Day, Saturday or Sunday of this week would be appreciated. Remember that only a short period remains in which work may be done on the site. We anticipate having the "chalet" completed to the lock up stage before winter sets in. If you have "time to spare" on either of these days please contact Mr. N. Matthews 24370 or Mr Don Howie 21673 immediately.

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6. Kitchen cupboards or benches.
7. Staircase or steps.
8. Carpets - Lino tiles.
9. Paint.
10. Plumbing materials.
11. A steel or cast iron cylinder approx 12" diam.
from which a central room heater can be constructed.

Also if you have any good contacts for the purchasing of materials the committee is desirous hearing from you.

The annual meeting will be held on wednesday, 15th May 1963 in the Rover Den at 8.00 pm. It is important that all members attend as annual elections are planned. Nominations for the 6 office bearers must be submitted to the Secretary Mr D. Brindle 2 weeks before the meeting. The 6 office bearers are - President; Secretary; Treasure; Warden (must be a member of the present rover crew); and 2 other committee members.

As membership is not complete until final payment of fees is made your final subscription if not yet presented should be forwarded to the treasure, Mr B. Greenland 7 Hutton St., Dandenong, immediately.

On behalf of the Committee of Management
Yours faithfully

Don J. Howie. (President)

1ST DANDENONG (ARMYTAGE OWN) BOY SCOUT GROUP

LONSDALE ROVERS SKI CLUB

LIST OF MEMBERS

ADDISON Graeme Russell 9 Denver crescent Elsternwick
ASHTON Robert Gordon 38 James street Dandenong
BATES Dennis 2 Cypress Avenue Dandenong.
BATES Eric William 2 Cypress Avenue Dandenong.
BRINDLE David Russell 471 Heatherton road Dandenong.
BROOKS Robert John 53 King street Dandenong.
BUCKNELL Anthony Sladen street Cranbourne.
BUCKNELL David Sladen street Cranbourne.
BURT John William 19 James street Dandenong.
COOPER Barry William 789 Punt road South Yarra.
ELLIOTT Allan 10 Olive street Dandenong.
GREENLAND Bruce William 7 Hutton street Dandenong.
GRIGOR Rob Clow street Dandenong.
HOLT Lindsey 2 Sunnyside Avenue Dandenong.
HOWIE Donald Jeffrey 16 Bruce street Dandenong.
LAURANCE John Leonard 14 Hopkin street, Dandenong.
LIGHT Bruce o/o 2 Sunnyside avenue Dandenong.
LOWING Gordon 24 herbert street Dandenong.
PETTIGROVE Malcolm 63 Ann street Dandenong.
POWELLAND Robert John 22 Hutton street Dandenong.
ROSE John 97 North road Oakleigh.
ROSS Robin o/o 2 Sunnyside avenue Dandenong.
SNELL Murray 3 Ross street Dandenong.
TAYLOR John 30 Grace avenue Dandenong.
TOVEY Terry Robert Street Dandenong.
TURNER Don James street Dandenong.

.....

OTHER RELEVANT DATA

COST - The estimated cost of the building is £1200.

REMOVAL OF TREES - We request permission to remove trees marked X on Topographic survey plan enclosed. Also permission to remove any dead timber within a distance of twenty (20) feet of the building.

METHOD OF CONSTRUCTION - The building will be erected by the club members.

	<u>JOINING FEE</u>	<u>ANNUAL SUB.</u>	<u>RATE OF HIRE</u>
Foundation Member	£10	£3	
Rover	£10	£3 ¹ / ₄	
Wife of Member		£1	
Children of Member under 15 years		10/- per child	
New Member	£10 per year	£3 ¹ / ₄	
Children of New Member over 15 years.	" " "	"	
Children of F. Member } Children of Rover } over 15. £10 years		£3 ¹ / ₄	
Rover & F. Member plus wife & 2 children			
	£10 £3 £1 £1	=	£5 per year.
New Member plus wife & 2 children			
	£10 ¹ / ₄ £1 £1	=	£15 ¹ / ₄ per year.

20/1/64

from

reference

NEWCASTLE

to

date

INCORPORATED IN NEW SOUTH WALES
LIMITED
BANDDEK.3

Forests Commission, Victoria

453 LATROBE STREET

TELEPHONE - GO 0381

EXTENSION NO. 326

IN REPLY PLEASE
QUOTE THIS NUMBER }

TELEGRAMS: FORESTCOM, MELB.

Melbourne, C.I., 19th Dec., 1962.

"BAW BAW ALPINE RESORT"

COMMITTEE OF MANAGEMENT

Mr. L. C. Holt,
Group Scoutmaster,
Lonsdale Rovers Ski Club,
1st Dandenong Group,
Princes Highway,
DANDENONG.

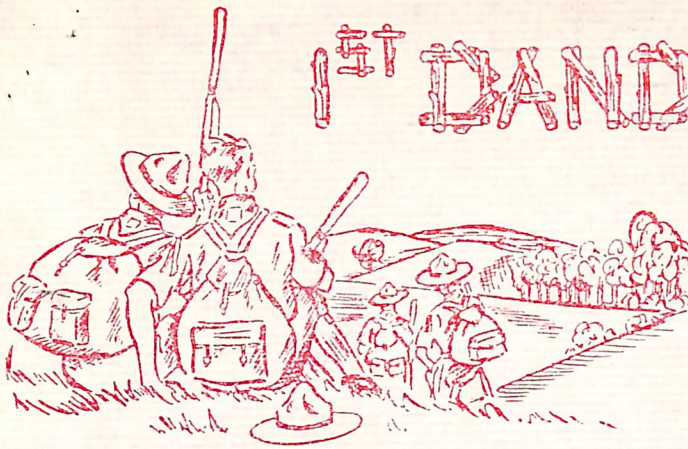
Dear Sir,

It is desired to acknowledge receipt of your plans and specifications for the building of your ski lodge at Mt. Baw Baw and to inform you that the Committee has approved same in principle subject to the amendments, a list of which was delivered by hand to Mr. Mathews of your Club.

We also acknowledge receipt of your cheque for £9.9.0, a receipt for which will be forwarded in due course.

Yours faithfully,


Secretary



1ST DANDENONG GROUP

ARMYTALE DWN

LONSDALE ROVERS SKI CLUB

Phone 2082

L. C. HOLT Group Scoutmaster

15th November 1962

The Secretary,
"Baw Baw Alpine Resort",
Committee of Management.

Dear Sir,

With reference to your letter dated
2nd August 1962, regarding our application for a lodge site, we enclose
the information requested.

Also enclosed are copies of plans, specifications and other
relevant data pertaining to a building which we propose to erect on site
No. 9. together with a cheque for £9-9-0 being the approval fee required.

We would be obliged if you would peruse the documents mentioned
above and advise us of your decisions.

Yours faithfully,

L.C. Holt.

BAW BAW SKI VILLAGE

SPECIFICATION = TIMBER FRAMED BUILDING

TO BE ERECTED AT LOT NO. 9

The minimum sizes and dimensions and maximum spacings of timber and scantlings to be used in building shall be as follows :-

1. SOLE PLATES: 12" x 6" x $1\frac{1}{2}$ " red gum or jarrah under each stump at a level not less than 18" and, in no case, less than one-fourth of the length of the stump below the surface of the ground.
2. STUMPS: 4" x 4" red gum jarrah or concrete stumps not more than four feet centres and secured to sole plate. Stumps to be placed under all cross walls.
3. BRACING: All stumps projecting more than 3' above the surface of the ground shall ^(be) securely braced.
4. BEARERS: 4" x 3" fixed on edge and spiked to top of stumps and spaced at not more than 5' centres. All bearers to be placed 6" clear of the natural surface of the ground.
5. FLOOR JOISTS: 4" x 2" on edge with not more than 5' span and spaced at not more than 18" centres. Top floor joists to be 10" x 2" with not more than 11' span and spaced at not more than 18" centres. Two rows of joists to be placed under walls running the same way as the joists.
6. TRIMMER JOISTS: For openings shall be $\frac{1}{2}$ " greater in thickness than the joists which they support.
7. VERMIN PLATE: 4" x 2" housed for studs.
8. STUDS: 4" x $1\frac{1}{2}$ " at 18" centres let into plates, except at window and door openings where the studs shall be 4" x 2".
9. CORNER STUDS: Two 4" x 2" studs set at right angles.
10. BRACING: 2" x 1" housed into studs and having butt joints at plates. All gable roofs shall be braced against lateral movement with 2" x 1" bracing.
11. CEILING JOISTS: 4" x $1\frac{1}{2}$ " spaced at not more than 18" centre to centre and having a span of not more than 6' between supports and/or hanging beams.
12. TOP PLATES: 4" x 2".
13. NOGGING: 4" x $1\frac{1}{2}$ " two rows up to door - head height.
14. HANGING BEAMS: 8" x $1\frac{1}{2}$ " up to 12' long.
Each ceiling joist to be strapped to the hanging beams with 16 gauge galvanised hoop iron or 2" x 1" hwd. Hanging beams to be blocked up from plates at end.
15. RAFTERS: Rafters to be spaced at 3' centres for iron roof and of the following dimensions :-

Length of Rafter
Between Supports

Up to 6'
Up to 8'
Up to 10'
Up to 12'

Minimum
Size of Rafter

~~4" x 12"~~
~~5" x 14"~~
~~5" x 16"~~
~~6" x 18"~~

16. TRUSSES: 10' centres spanning 15'
17. STRUTS: 4" x 3" supporting purlins at 6' intervals and resting on partitions.
18. PURLINS: 4" x 3" at 7' centres below rafters: *Purlins to be used in conjunction with trusses on south slope with 5 x 2's.*
5" x 2" at 3' centres above trusses.
19. ROOF BATTENS: For iron roof- 3" x 1/2" at 3' centres (maximum on north slope only).
20. FLOORING BOARDS: Softwood 1" thick, Hardwood 3/4" thick, tongued and grooved, well crammed up and securely nailed.
21. DOOR JAMES: 1 1/2" thickness.
22. WINDOWS: Every room shall have windows opening directly into the external air with clear glass area equal to 1/8th of floor area and shall be so constructed that when opened the clear airway shall be at least 1/16th of the floor area. All windows to be properly flushed with approved material.
23. ROOM VENTILATION: Every room shall be provided with at least two ventilators placed near ceiling and provided for clear airway of one inch for every 40 cubic feet of air space in the room.
24. FLUES:
CHIMNEYS: To be brick and placed as on plan built on 4:2:1 concrete foundation at least 12" thick and 9" wider than the chimney. *segment* James shall be 8 1/2" thick and backs shall be 8 1/2" thick up to mantel height. Shafts shall be carried 22" above the ridge line where within a distance of twelve feet from same. Shafts shall be of 4 1/2" brickwork, properly flashed externally around all chimneys. Hearth to be of concrete 14" wide.
25. SITE: Shall be filled to such level that surface will not hold water under the building or around same.
26. DRAINAGE: 1 1/2" diam. Galvanised wrought iron waste pipes shall be laid from the shower, sink, basin, to disposal. 4" diam. concrete or earthenware drains to the point of disposal. Air disconnector or approved water seals shall be installed at every such fitting to prevent drainage gasses entering the building. All drains shall be properly laid to levels and gradients, and shall be jointed in cement mortar. Domestic drainage shall be passed through a grease trap.
27. LINING: The building shall be lined and ceiled throughout.
28. ROOF COVERING: Will be iron.
29. WALL COVERING: Walls to 2' above floor level, to be veneered with natural stone or brick. Remainder to be undressed boards, iron, or fibre cement. *boards of galvanised iron*
30. WALLS AND CEILINGS: Will be ~~masonry~~.
30. SEWERAGE: Septic tank system.
31. OUTBUILDINGS: Framework of outbuildings to be in accordance with the above specification.
31. Doors: to be of the flush panel type and ceilings
27. lining inside walls of living, kitchen and bedrooms will be lined with fibrous plaster. (includes Portair well.) lower floor (toilets showers etc) will be lined with

THE BOY SCOUTS ASSOCIATION
(Victorian Branch)

1ST DANDENONG (ARMYTAGE OWN) GROUP COMMITTEE

CONSTITUTION

- AUTHORITY: The Group Scoutmaster with the approval of the Local Association of Dandenong District and District Commissioner hereby constitutes the Group Committee of the 1st Dandenong (Armytage Own) Group.
- NAME: The name of the Committee shall be the 1st Dandenong (Armytage Own) Group Committee of the Boy Scouts Association.
- DUTIES: Its duties shall be to perform the functions of a Group Committee, according to Policy, Organisation & Rules of the Boy Scouts Association and the Rules of the Victorian Branch for the time being in force.
- MEMBERS: It shall consist of such persons as are appointed thereto by the Group Scoutmaster, or other warranted officer acting as such, in accordance with the Policy, Organisation & Rules of the Boy Scouts Association and the Rules of the Victorian Branch for the time being in force. Members may be retired as provided in the said Policy, Organisation & Rules.
- OFFICERS: The officers of the Committee shall be, President, Vice-President, Secretary and Treasurer.
- SUBSCRIPTION: Nil.
- EXECUTIVE COMMITTEE: The Executive Committee shall consist of -
1. Ex-Officio, the Group Scoutmaster or other warranted officer acting as such, President, Vice-President, Secretary, and Treasurer.
 2. Two members of the Committee elected annually.
- BANK ACCOUNTS: An account shall be opened with such bank or banks as the Executive Committee may from time to time determine. All money received by the Group Committee shall be deposited therein. All money withdrawn therefrom shall be authorised by the Executive Committee, and all cheques drawn on such accounts shall be signed by at least two of the following officers - President, Secretary, Treasurer. The committee shall close its accounts on the 30th April in each year. The Treasurer shall submit to the Annual Meeting of the Group Committee a Statement of Receipts and Expenditure and a Statement of Assets and Liabilities, duly audited.
- MEETINGS: The annual General Meeting of the Committee will be held during the month of May in each year.
The following business shall be transacted thereat -
- (a) Consideration of Reports
 - (b) Election of President, Vice-President, Secretary and Treasurer.
 - (c) Election of members of the Executive Committee
 - (d) Election of Auditors
 - (e) Any motion of which 14 days' notice has been given.
- General Meetings shall be held at such time as may be decided by the Executive Committee, but at least half yearly. Seven days' notice shall be given in writing of a general meeting to all members.
- The Executive Committee, shall meet monthly for the transaction of business.
- QUORUM: Seven members of the Executive Committee shall constitute a Quorum for Executive Committee Meetings.

TRUSTEES:

THREE Trustees shall be appointed by the Committee for a period of 7 years subject to the approval of the Local Association and/or District Commissioner, one of whom shall be the Nominee of the Local Association; at the Annual Meeting of the Committee in which year the Land Lease from the Shire Council is due for renewal the Trustees shall retire but may be eligible for re-election. Trustees may be called on to resign by a resolution passed at a General Meeting of the Committee, such resolution to be approved by the Local Association and/or District Commissioner. The Trustees shall execute Deeds of Trust as may be required by the Boy Scouts Association, Victorian Branch.

SUB-COMMITTEES:

The Executive Committee may appoint from its members sub-committees for special purposes and any such sub-committee may co-opt other members of the Committee as members of such sub-committee.

DIFFERENCE
OF OPINION:

In the case of any difference of opinion between the Group Committee and the Group Scoutmaster and/or the Group Council, the matter must be referred to the Local Association and District Commissioner, in accordance with Policy, Organisation and Rules of the Boy Scouts Association and Rules for the time being in force of the Victorian Branch.

VOTING:

Members of the Committee shall have equal voting power. Voting by proxy is not permitted. The President or Chairman shall have the right to a casting vote.

ALTERATIONS:

This Constitution may not be amended, altered, or added to without the express consent of the Boy Scouts Association, Victorian Branch, being first obtained. If and when approval is received then it must be confirmed by a two-thirds majority of those members present at a General Meeting of the Group Committee of which fourteen days' notice must be given to all members.

Adopted at the General Meeting of the Group Committee

held at *Scout Hall* on the *12th* day of *Nov/1962*

in the year One Thousand Nine Hundred and

Approved by the Local
Association of Dandenong.

Hon. Sec. Date

For 1st Dandenong Committee

G.S.M. *L.C. B. B.* Date *12-11-62*

President *John H.* Date *12-11-62*

Hon. Sec. Date

ADDENDUM - CONSTITUTION - LONSDALE ROVERS SKI CLUB:

Adopted at the above meeting of the Group Committee.

For the Lonsdale Rovers Ski
Club

President .. *Don J. Houre* Date *13.11.62*

Hon. Sec. .. *D.R. Brendle* Date *13.11.62*

ADDENDUM: 1ST DANDENONG (ARMYTAGE OWN) GROUP COMMITTEE CONSTITUTION.

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

LONSDALE ROVERS SKI CLUB.

CLAUSE 1 - DEFINITIONS:

In this Constitution unless contrary intention appears :-

- Group Committee means the GROUP COMMITTEE of the 1st Dandenong Armtage Own Boy Scout Group under whose auspices the club is founded.
- Official means one of the following :- President, Secretary, Treasurer, Warden and Group Committee Representative of the Ski Club.
- Committee means the COMMITTEE OF MANAGEMENT from time to time of the club.
- The Club, This Club means the 1st DANDENONG ARMYTAGE OWN BOY SCOUT GROUP - LONSDALE ROVERS SKI CLUB.
- A Member means Foundation or Ordinary
- An Applicant means a person whose election as an Ordinary Member is under consideration.
- Rover means all past, present and future members of the 1st Dandenong Rover Crew.

CLAUSE 2 - NAME

The Club shall be called the 1st Dandenong Armtage Own Boy Scout Group Lonsdale Rovers Ski Club.

CLAUSE 3 - OBJECTS

The objective of the Club shall be :-

- (i) To make provision for the association of persons interested in all forms of ski-ing and allied activities and in the encouragement and development of such sports or pastimes and all matters appertaining thereto.
- (ii) To do all such other things as are incidental or conductive thereto including the establishment and maintenance of a Ski Chalet.

CLAUSE 4 - TRUSTEES AND VESTING OF PROPERTY

The property of the Club shall be vested jointly in the Trustees from time to time of the 1st Dandenong Armtage Own Boy Scout Group.

CLAUSE 5 - MEMBERSHIP

- (a) The membership of the Club shall be open to present, past and future members of the 1st Dandenong Rover Crew at all times.
- (b) The membership of the Club shall be open to interested persons provided that the total number of all these persons is less than a third (1/3) of the total number of Rovers.
- (c) The membership of the Club shall be made up of Foundation and Ordinary Members.
- (d) Membership shall not be transferable to another person.

CLAUSE 6 - MEMBERSHIP, QUALIFICATIONS FOR -

- A. A Foundation Member shall be a financial member who has paid the subscription prescribed in Clause 12 for such Membership and who was duly elected to such membership in accordance with the provisions of the Constitution prior to a date to be announced by the Committee of the time being.
- B. An Ordinary Member shall be a financial member who has paid the subscription prescribed in Clause 12 for such membership and who has been duly elected to such membership in accordance with the provisions of this Constitution.

CLAUSE 7 - MEMBERSHIP, PRIVILEGES OF -

Subject to this Constitution and to the Regulations of the Club -

- A. A Foundation or Ordinary Member shall be entitled to -
- (i) The use of all facilities and privileges provided by the Club.
 - (ii) Stand for election as Official or to the Committee of the Club.
 - (iii) Priority of consideration for Lodge Bookings in relation to the number of work parties attending as prescribed in the Club Regulations.

CLAUSE 8 - MEMBERSHIP, ADMISSION TO -

- A. (i) Every application for membership shall be in writing, signed by the candidate for membership and by his proposer and seconder, who shall be Club Members, and such application shall be forwarded to reach the Secretary not earlier than 30th April, not later than 31st July, in each year. A copy of the prescribed form is attached.
- (ii) All applications for membership received by the Secretary in compliance with the foregoing provisions shall be submitted to a Committee Meeting to be held in August each year. The Committee shall elect as an Applicant any such candidate unless the majority of the Committee considering the application reject the same, in which event the application of such a candidate shall be rejected. In dealing with these applications the Committee may call upon the candidate's proposer to attend a Meeting of the Committee in which case election or rejection can be deferred for a maximum of two months.
- (iii) Upon election, an Applicant shall be required to attend one compulsory work party and at least one ski-ing weekend under the conditions specified by Club Regulations and shall remain an Applicant until May of the next year when the Committee before retiring from office for the year shall meet to consider the Applicant's suitability for election as an Ordinary Member of the Club. The Committee shall elect an Ordinary Member by a majority vote of those present or else the application shall be considered rejected and the Applicant's proposer advised of the reason for the non-admittance of his nominee.
- (iv) Upon election, an Ordinary Member shall be required to pay the fees prescribed in Clause 12 for the forthcoming Financial Year. All Ordinary Members' subscription fees shall be due on of each year and payable within one month.

CLAUSE 9 - MEMBERSHIP, RESIGNATION FROM -

A member may retire from membership at any time by giving to the Secretary notice thereof in writing. But any member retiring without having paid his subscription or any fees due for the current year shall be liable for same, and all arrears (if any).

CLAUSE 10 - MEMBERSHIP, FORFEITURE OF -

- A. A member may forfeit membership of the Club if he has -
- (i) by resolution of a General Meeting of the Club - been found guilty of misconduct or of any breach of the Club's Regulations; or
 - (ii) failed to fulfil the requirements of the provisions of this Constitution
- B. A person who has forfeited his membership through non-payment of the prescribed subscription shall not be re-admitted as a member unless he has paid all monetary obligations due by him to the Club, provided that, in special circumstances, such a person may be re-admitted by the Committee on a recommendation by the Secretary, without payment of such monetary obligations.

CLAUSE 11 - MEMBERSHIP - APPEAL AGAINST DECISION OF COMMITTEE -

Any person who has been refused admission as a Member of the Club, or any Member whose membership it is proposed to forfeit pursuant to Clause 10, shall be notified to that effect in writing by the Secretary, and he shall have the right to appeal before the Committee and shall be heard viva voce, after which the Committee may conform or revoke its decision.

CLAUSE 12 - MEMBERSHIP SUBSCRIPTION - RATES PAYABLE -

The following rates of subscription will apply :-

Foundation Members - Joining Fee: £10/10/-d. (including deposit)

Annual Fee: £1/10/-d.

Ordinary Members - Joining Fee: £10/10/-d. (including deposit)

Annual Fee: £2/-/-d.

Applicants shall be required to pay an application deposit of £1. 1. 0.

Subscriptions shall be payable in accordance with Clause 8.

CLAUSE 13 - FEES

The Committee shall have the power to determine the fees payable and to collect monies to defray lodge and other costs as may be determined by the Committee. Such fees and monies shall be payable in advance.

The Committee may cancel the booking of any member not paying such fees or monies on or before a date set by the Committee for such a purpose.

CLAUSE 14 - CONTROL - THE COMMITTEE

The control of the Club and Club facilities shall be entrusted to a Committee composed of -

1. 3 members of the Club who are members at that time, of the 1st Dandenong Rover Crew.
2. One (1) appointed representative of the Group Committee.
3. One (1) elected representative of the remainder of the Club.

CLAUSE 15 - CONTROL - TERM OF COMMITTEE

An election for Committee shall be held annually and all Committeemen shall remain in office until the declaration of the Ballot and, unless re-elected or re-appointed shall then retire from office whereupon the new Committeemen shall take office.

CLAUSE 16 - CONTROL - ELECTION OF COMMITTEE

A. The officials shall be elected annually as follows :-

1. The elected representative of the remainder of the Club shall be elected by ballot by the remainder of the Club and upon such election will become a member of the Committee.

Upon election the representative must be further elected into one of the following official positions by the Committee -

- a. President
- b. Secretary
- c. Treasurer

*REFIRE
ALTERATION*

2. The representative of the Group Committee shall be nominated by that Committee and will thence hold an official position in the Committee.
3. The remaining positions including the Warden shall be taken by duly elected members of Committee.

The positions must be held by members, at that time, of the 1st Dandenong Rover Crew.

- B. Elections and method of Election will be carried out at the discretion of the retiring officials.
- C. Details of voting shall be included in the Minutes of the Annual Meeting for future reference, if necessary.

CLAUSE 17 - CONTROL - VACANCIES ON COMMITTEE

Any vacancy which occurs in the Committee shall be filled by the member who, as a candidate at the previous elections was next in order of voting of the elected Committeeman.

Should there be no remaining candidate an appointment shall be made by the Committee.

The Committee of Management shall at no time have less than 5 members (including Office bearers 1-4). If such occasion arises that 3 members cannot be drawn from the Lonsdale Rover Crew the remaining positions shall be nominated jointly by the 1st Dandenong Group Scoutmaster and Group Council.

CLAUSE 18 - CONTROL - SURRENDER OF MEMBERSHIP

A Committeeman may resign from the Committee by notice in writing addressed to the Secretary.

Any Member of the Committee who -

- (i) Ceases to be a member of the Club, or ~~4~~
- (ii) Fails to attend three consecutive meetings of the Committee without sufficient cause, of which the Committee by resolution shall determine, or
- (iii) Is adjudged by resolution of the Committee to have been guilty of misconduct,

shall ipso facto forfeit as a member of the Committee and shall thereupon cease to sit on the Committee or to perform or exercise any of the functions or powers of a member of the Committee.

CLAUSE 19 - CONTROL - MEETINGS OF COMMITTEE

- A. The Committee shall meet at the discretion of the President but shall meet at least once in every two calendar months for the transaction of business.
- B. Five members of the Committee shall constitute a quorum for the transaction of business and every question submitted to a meeting of the Committee shall be determined by a majority of the votes of the members present at such meeting.
- C. *Ref. Amended* Each member of the Committee shall have one vote, but in the case of an equal number of votes being recorded on any occasion, the Chairman shall, in addition, have a casting vote.

CLAUSE 20 - GENERAL MEETINGS

- A. An Annual General Meeting shall be held in May of each year on a date to be decided upon by the Committee in office during that year.
- B. A General Meeting at which nominations for election to Committee shall be called for shall be held on a date at least twenty-eight(28) days prior to the Annual General Meeting or on a resolution of the Committee and in accordance with the provisions of this Constitution on a date set by the Committee.
- C. General Meetings shall be held from time to time on dates to be determined by the Committee.
- D. At a General Meeting 25 per centum of all financial members of the Club shall constitute a quorum for the transaction of business.
- E. All meetings shall be conducted in accordance with generally accepted rules for the conduct of meetings.
- F. The President may, of his own decision or shall, upon the receipt of a requisition signed by three members to do so, summon a special meeting of the Club to be held not more than seven days subsequent to the date of the receipt by him of the requisition.

CLAUSE 21 - MINUTES AND RECORDS OF MEETINGS

Minutes of the proceedings of every Committee and General Meeting, and of the attendance of the Committee thereat, and records of all financial reports and transactions, shall be maintained in a book to be kept for that purpose by the Secretary, and shall be signed by the Chairman of the meeting at which they are read and confirmed and such minutes and records when so confirmed and signed, shall in the absence of proof or error therein be considered a correct record of the proceedings and transactions to which they relate.

CLAUSE 22 - AUDITORS

The books of the Club shall be audited as required by the Group Committee.

CLAUSE 23 - FINANCIAL - USE OF FUNDS

The funds of the Club shall be used solely for the purpose of promoting the objects prescribed in Clause 3 including the remuneration of any person for services rendered or to be rendered in or about the conduct of the Club's activities.

CLAUSE 24 - FINANCIAL PATTERNS.

All payments, except for petty expenses, shall be made by cheque and every cheque drawn on the Club's account shall be signed by any two of the following :-

Treasurer, Secretary and President, and countersigned by the Group Scoutmaster of the 1st Dandenong Boy Scout Group.

THE AUSTRALIAN BOY SCOUTS ASSOCIATIONVICTORIAN BRANCH

Incorporated in the State of Victoria by the Boy Scouts Association Act 1932.

GROUP COMMITTEE RULESI N T R O D U C T I O N

The State Executive Committee under the provisions of Clause 25 (c) of the Boy Scouts Association, Victorian Branch Bye-Laws is empowered to make and vary and repeal orders for the regulation of the affairs of the Branch or for the Groups or bodies of Boy Scouts for the time being controlled by the Branch or any of them. It is similarly empowered to make Rules under the provisions of P.O. & R. Rule 7/35.

R U L E S

OF

THE

GROUP COMMITTEE

DISTRICT1. MEMBERSHIP

- 1.1. The Group Committee prescribed in P.O. & R. Rules 7/35 (i) and 7/36 shall consist of not fewer than five and not more than twelve persons appointed by the Group Scoutmaster subject to the approval of the District Association and District Commissioner, given in the case of sponsored groups after consultation with the Sponsoring Authority.
- 1.2. The persons appointed shall be representative of parents of Scouts, former Scouts, the Sponsoring Authority in the case of sponsored groups, and others interested in the group.
- 1.3. No warranted Scouter other than the Group Scoutmaster shall be a member of the Group Committee.
- 1.4. Members of the Group Committee shall be appointed for twelve months and shall be eligible for re-appointment for not more than two consecutive periods of twelve months. After a lapse of twelve months former members shall be eligible for re-appointment. A person not eligible for re-appointment shall nevertheless be eligible to be co-opted as a member of any sub-committee appointed under Rule 3.6.

2. FUNCTIONS

The functions of the Group Committee are

- 2.1. To be responsible for Group property, including the provision of equipment.
- 2.2. To assist the Group Scoutmaster
 - 2.2.1. By the raising of funds and the control thereof.
 - 2.2.2. With Public Relations and Publicity.
 - 2.2.3. In obtaining accommodation and camping ground
 - 2.2.4. In obtaining adult help for the Group
- 2.3. To appoint, in accordance with P.O. & R. 6/12 (3) two delegates to the District Association with which it is affiliated.
- 2.4. To arrange annually a meeting of parents and friends of the Group for the purpose of receiving a report upon the activities of the Group.

2. Functions (Cont'd)

- 2.5 To transmit annually to the District Association an audited statement of accounts and such information as it may require.

3. MEETINGS:

3.1. Annual Meeting

The Annual Meeting of the Group Committee shall be held each year in the month determined by Branch Headquarters. Fourteen days notice of this meeting shall be given by written notice delivered to or posted to the last known address of each member of the Group Committee. The business of the Annual Meeting of the Group Committee shall be

- 3.1.1. Adoption of the Annual Report and Audited Accounts.
- 3.1.2. Announcement of the appointment of the Group Committee for the ensuing year by the Group Scoutmaster.
- 3.1.3. Election of the following Office Bearers-President, Vice President (if established), Hon.Secretary, Hon.Treasurer.
- 3.1.4. Appointment of an Auditor, who shall be a person qualified to carry out such duties.
- 3.1.5. Election of two delegates to the District Association.

3.2. Ordinary Meetings:

Ordinary Meetings of the Group Committee shall be held monthly.

3.3. Special Meetings:

A special meeting of the Group Committee shall be called on the authority of the President or on the signed request of at least five members of the Group Committee.

Within seven days of receipt of such direction or request, the Honorary Secretary shall call a special meeting by written notice handed personally to or posted to the last known address of each member of the Group Committee giving not less than seven days notice of the meeting. The purpose for which the meeting is called shall be specified in the notice convening the meeting and no other business shall be transacted at such meeting.

3.4. QUORUM:

At any meeting of the Group Committee one third of the members shall form a quorum.

3.5. Voting:

- 3.5.1. Voting at meetings of the Group Committee shall be confined to those members appointed to the Group Committee by the Group Scoutmaster and listed in the Minute Book.
- 3.5.2. Each member of the Group Committee shall have a deliberative vote except the Chairman who shall have a casting vote only.
- 3.5.3. All matters shall be determined at meetings of the Group Committee by a simple majority of the members present and voting.

3.6. Sub Committees:

- 3.6.1. The Group Committee may appoint from its own members, sub-committees for any special purposes as may be deemed necessary and may, with the approval of the Group Scoutmaster co-opt other persons as members of any sub-committee. Such co-opted persons will not, by virtue of being so co-opted, become members of the Group Committee.

3.6.. Sub Committees (Cont.)

- 3.6.2. In particular Ladies' Auxiliaries or similar bodies shall be sub-committees of the Group Committee and shall operate in accordance with these Rules.
- 3.6.3. All funds raised by such sub-committees shall be paid only to the Group Committee to be used at the Group Committee's discretion, as provided in P.O. & R. 7/41.

4. FINANCE

- 4.1. All moneys received shall be paid to the Hon. Treasurer or Hon. Secretary of the Group Committee.
- 4.2. All funds of the Group Committee shall be paid to the credit of the Group Committee's bank accounts as early as practicable and in any case within seven days of receipt and the accounts shall be operated upon by the signatures of members of the Group Committee being not fewer than two as the Group Committee shall determine. The bank account shall be in the name of the Boy Scouts Association Group Committee and specify the account when more than one account is being operated.
- 4.3. The bank account of any sub-committee including any Ladies' Auxiliary or similar body shall be in the name of the Boy Scouts Association Group, Ladies Auxiliary etc.
- 4.4. Any method of raising finance must conform to the Policy of the Australian Boy Scouts Association in accordance with P.O. & R. 1/16 - 1/20 and in particular, any form of gambling, game of chance, or touting the public is strictly forbidden.

5. BORROWING POWERS

The Group Committee may borrow upon such terms and conditions as it sees fit such sum or sums from any bank, financial institution, person or persons as the Committee may from time to time by resolution approve, and may give such security as may be approved by the Group Committee PROVIDED ALWAYS that the prior consent of the State Executive Committee of the Boy Scouts Association, Victorian Branch, shall have been obtained to any borrowing transaction and to the terms and conditions of any security proposed to be given.

6. DUTIES OF OFFICERS

6.1. The President

The President may preside at all meetings of the Group Committee at which he is present.

6.2. The Vice President

The Vice-President (if elected) shall act for and on behalf of the President on all suitable occasions and preside at all meetings of the Group Committee at which the President is not present.

6.3. The Honorary Secretary

The Honorary Secretary shall act as Secretary to the Group Committee, he shall call meetings of the Group Committee and of such sub-committees as the Group Committee may direct and shall give notice thereof in accordance with these Rules. He shall receive and reply to all correspondence, keep accurate minutes and records of all meetings of the Group Committee and of meetings of such sub-committees as the Group Committee may direct. He shall carry out such other duties as may be assigned to him by the President and the Group Scoutmaster. He may also receive moneys payable to the Group or the Association and pay the same to the Hon. Treasurer. He shall retain all books, correspondence and records of the Group Committee pertaining to his office until such time as he retires, or is requested in writing by the Group Scoutmaster, President of the Group Committee, District Association Secretary, Area Secretary or General Secretary of the Branch to hand them over.

6.4. The Honorary Treasurer

The Honorary Treasurer shall receive moneys payable to the Group Committee and ensure that they are promptly banked and accounted for, pay out moneys on behalf of the Group Committee, keep an accurate account of all funds of the Group Committee and prepare and submit to each monthly meeting of the Group Committee a statement of receipts and expenditure. He shall prepare an annual statement of receipts and expenditure and a balance sheet for submission to the Auditor and to the annual meeting of the Group Committee. He shall retain in his possession all receipt butts, books of account, cheque books and copies of annual statements and balance sheets pertaining to his office until such time as he retires or is requested, in writing by the Group Scoutmaster, President of the Group Committee, District Association Secretary, Area Secretary or General Secretary of the Branch to hand them over.

6.5. Auditor

- 6.5.1. The Auditor may examine the Group Committee books of account and vouchers at any time and shall do so when called upon by the District Association, Group Scoutmaster, President of the Group Committee or the Group Committee.
- 6.5.2. He shall report upon his examination of the Balance Sheet and Financial Statements to the Annual Meeting or upon his examination of the books of account and vouchers to any meeting called especially in consequence of any requested investigation of accounts.

6.6. Property Custodians

- 6.6.1. The Group Committee shall at the first meeting after its inaugural meeting in the case of a newly formed Group Committee or after receipt of these rules in the case of established groups, prepare a Declaration of Trust Form. The Declaration of Trust Form, which is obtainable at Branch Headquarters, appoint as custodians for and on behalf of the Boy Scouts Association, Victorian Branch, the Group Scoutmaster for the time being, the President of the Group Committee for the time being and the Honorary Secretary for the time being.
- 6.6.2. Two copies of the Declaration of Trust Form should be prepared by the Honorary Secretary of the Group and forwarded through the District Association and Area Scout Council to Branch Headquarters. In the case of Groups in a District which is not within an Area the Declaration of Trust Forms shall be sent by the District Association direct to Branch Headquarters. After sealing one copy will be retained by Branch Headquarters and the other copy will be returned to the Group Committee.
- 6.6.3. In the event of the Group ceasing to function it will be the responsibility of the custodians to see that all money, equipment and other property of the Group are accounted for and handed over to the District Association custodians, to be held by them or disposed of in accordance with the procedure laid down in the Declaration of Trust, after consultation in the case of a Sponsored Group, with the Sponsoring Authority.

7. ADOPTION

Adopted at a Meeting of the
Committee held on the

day of

Group
19

President/Chairman

Honorary Secretary

Group Scoutmaster

Sponsoring Authority (if applicable)

Approved by the

District Association

Signed

.....

Date

.....