

REGION BY-LAWS



PREAMBLE

The Board under the provisions of Clause 10 of the Constitution of Scouts Australia NSW is empowered to constitute Region Councils under the control of and responsible to the Board and to prescribe By-Laws for Region Councils under clause 12 is similarly empowered under the provisions of Scouts Australia Policy and Rules (P&R). As defined in P&R, the terms *Area* and *Region* are interchangeable and have the same meaning. Scouts NSW has decided to use the term:

1. Region to describe the organisational level that provides support to Groups, in accordance with the P&R Ruling.
2. Region Supporters Council to describe Region Council.

For guidance and direction of Region Executive Committees, the model form of the By-Laws is set out hereunder. Where local conditions warrant minor alterations to the By-Laws, a Region Executive Committee may adopt such variations before submitting the By-Laws to the Board for approval, but such variations shall not alter the general structure or tenor of the standard By-Laws and only where good reason can be shown for departure from the model form of by-laws.

Such By-Laws and any subsequent amendment thereof must be submitted to the Board for approval and shall not be effective until approval is given.

BY-LAWS OF THE..... REGION

1. BOUNDARIES

The boundaries of the territory to be administered by the Region under these By-Laws shall be within the geographical boundaries determined from time to time by the Board at its absolute discretion and shall be annexed to these By-Laws.

2. REGION SUPPORTERS COUNCIL

To provide support to the Groups in their communities, a Region Supporters Council may be formed that has broad community representation. The Region Supporters Council should represent as broad a section of the community as possible to encourage the promotion and growth of Scouting.

2.1 Membership

- a) The Region President if any (refer Section 4 of these By-Laws).
- b) All Commissioners working within the Region.
- c) The Region Vice-Presidents (if any), Region Chairperson, Region Treasurer, Region Secretary and Region Vice-Chairpersons (if any).
- d) Two representatives from each Group in the Region, one of whom shall be a uniformed Leader holding a Certificate of Adult Appointment within that Group and one of whom shall be an adult supporter who does not hold a uniformed appointment.
- e) Two representatives of the Region Rover Council, if not available an under 30 representative.
- f) Any other additional supporters of Scouts Australia that may wish to continue their involvement in the Regions activities.

2.2 Functions

The function of the Region Supporters Council is to encourage the promotion of Scouting throughout the Region and to provide support where possible to the Region and its groups.

3. REGION EXECUTIVE COMMITTEE

3.1 Membership

Members of the Region Executive Committee are appointed or retired:

- a) By the Regional Commissioner in consultation with the Region President (if any). If a Region does not have an appointed President, the Region Commissioner will consult with the Region Chairperson or their nominee.
- b) By the Board where a termination is deemed unfair (i.e., by the existing members of the Region Executive Committee) an appeal may be made to the Board whose decision will be final.

The Region Executive Committee may consist of:

- a) The Region Commissioner.
- b) The Region President (if appointed).
- c) The Region Chairperson, Region Treasurer, Region Secretary (if any), Region Vice- Chairperson (if any).
- d) Up to 5 other Commissioners working in the Region, as nominated by the Region Commissioner.
- e) Up to 7 others as appointed by the Regional Commissioner, of which a minimum of 3 shall be non-uniformed lay personnel.
- f) A representative from the Region Rover Council, if not available an under 30 representative.

3.2 Functions

- a) To promote the welfare of Scouts Australia in the Region and to arrange for the harmonious cooperation between the Groups and with other organisations.
- b) To act in conjunction with the Region Commissioner in all matters connected with Region finance and property and in the appointment and retirement of the Region Treasurer and Region Secretary.
- c) When required by State Office, collect each year, from all Groups within the Region, Census Returns and properly audited statements of receipts and expenditure, as well as other documents defined from time to time (eg: Fire Safety Statements) and return them promptly to State Office.
- d) To Present the Annual Operating Statement (see Clause 3.8.j below) to the Annual Report Presentation of the Region each year.

3.3 Annual Report Presentation

- a) The Annual Report Presentation of the Region shall generally be held each year in the months of May or June. Members of the Region Supporters Council should be invited to the Annual Report Presentation. Fourteen days' notice of the Annual Report Presentation shall be given by written notice handed to or posted to the last known address of each member of the Region Supporters Council.
- b) Presentation of the Annual Report and Annual Operating Statement. (Copies to be forwarded to the Board within one month of the Annual Report Presentation).
- c) Announcement of the Region Executive Committee. Appointments of a Chairperson, Secretary and Treasurer as well as Vice-Presidents, if any. (No person to hold more than one position).
- d) Announcement of the appointment of the President (if any) – see Section 4 of these By-Laws.
- e) Announcement of the appointment by the Regional Commissioner of five delegates to the Branch Council, one of whom shall be the Region Commissioner, one of whom shall be the Region President and one of whom shall be a Young Adult. If a Region does not have an appointed President one shall be the Region Chairperson.

Between Annual Report Presentations, the Region Executive Committee shall have the delegated authority to fill vacancies in its delegates to the Branch Council.

3.4 Meetings

- a) The Region Executive Committee at its Annual Report Presentation shall announce the frequency of meetings of the Committee, provided that it meets at least quarterly. Not less than seven days' notice shall be given of regular meetings and not less than seven days' notice of special meetings.
- b) A special meeting shall be called on the authority of:
 1. The President,
 2. The Region Chairperson, or
 3. The Region Commissioner, or

4. On the written request of at least five members of the Region Executive Committee.

The purpose for which a special meeting is called shall be specified in the notice convening the meeting and no other business shall be transacted at such meeting.

- c) At any meeting of the Region Executive Committee at which a matter specifically concerning the financial affairs of, or property controlled by, a Group is to be dealt with, that Group's representative may attend the meeting and participate in its deliberations relating to that specific matter. In regard to the specific matter(s) only the Group representative shall have a deliberative vote.

3.5 Quorum

The quorum for all Regions except North Coast, North West and The Golden West Regions, for a meeting of the Region Executive Committee shall be seven (7) members.

A quorum for North Coast Region is five (5) members as per amendment approved by BEC 11th November 1996.

A quorum for North West Region is five (5) members as per amendment approved by BEC 14th October 1996.

A quorum for The Golden West Region is five (5) members as per amendment approved by the Board of Directors on 9 May 2022.

3.6 Voting

- a) Each member of the Region Executive Committee shall have a deliberative vote except the Chairperson who shall have a casting vote as well as a deliberative vote. b) All matters to be determined at meetings shall be determined by a simple majority of members present and voting.

3.7 Sub-Committees

The Region Executive Committee may appoint sub-committees for special purposes associated with the objects or functions of the Region Executive Committee and may delegate any of its powers to such sub-committees as it may prescribe. Persons who are not members of the Region Executive Committee may be appointed as members of such sub-committees.

3.8 Finance

- a) The Bank Accounts operated by the Region shall be at Westpac/Commonwealth or other Deposit taking Institution as nominated by the Board. The opening or closings of any bank accounts are to be advised in writing to the State Finance Committee.
- b) **Number of Bank Accounts and Balances required:** Region Offices are to maintain one Imprest Account to make payment to their suppliers. Cash receipts are not to be banked into this account but directly deposited into the State Branch main account. However, where Regions deem it necessary to have a separate account to accumulate cash receipts the State Finance Committee approval is required and if approved, this account is not to be used for any payments to suppliers.

By arrangement with the State Finance Committee other Westpac/Commonwealth or other Deposit taking institutions accounts may be allowed to be opened to cover operational needs. E.g., outlying District in Country Regions, major Camp Sites, Gang Shows etc. These accounts shall be maintained by, and accounted for, through the Region.

The required balance for each Imprest bank account shall be reviewed by the State Finance Committee at its first meeting after year-end accounts have been finalised and audited.

At no stage may a Region overdraw its Bank account without the prior specific approval of the Board.

- c) **Name of Bank Accounts:** The Region Bank Accounts shall be in the name of the "The Scout Association of Australia, NSW Branch Region.
- d) **Bank Signatories:** The Region Accounts shall be operated by any two of at least four signatories as authorised by the Region Executive Committee.
- e) **Banking of Monies:** All monies received by the Region shall be deposited as soon as possible, and in any case, within seven (7) days of receipt. Receipt summaries shall be provided to the State Office at least once a week and at end of month to account for all deposits.

- f) **Payment of Accounts:** Accounts for payment shall be approved in the Region by those authorised by the Region Executive Committee. Cheque summaries shall be provided to the State Office to account for all payments made at least every two weeks and at month end. Reimbursement will be at State Office discretion.
- g) **Internet Banking:** Regions are allowed to operate Internet Banking. However, they have to ensure that all payments are jointly authorised by any two people mentioned in Clause 3.8.d above. The Bank reference number shall be used to record the payment on the Imprest records and noted on the invoice and filed.
- h) **Books of Account:** The Region accounts are maintained at the State Office within the accounting system using a standard Chart of Accounts.
- i) **Financial Reports:** State Office shall provide a monthly financial report for each Region. This should be no later than the 10th working day following end of month. The Region Treasurer shall table this Statement at each Region Executive meeting.
- j) **Annual Report:** State Office shall provide an Annual Operating Statement for each Region as an extract from the audited accounts of The Scout Association of Australia, NSW Branch for presentation at the Region Annual Report Presentation.

4. REGION PRESIDENT

- 4.1 The appointment of a Region President is optional, however one may be appointed by the Branch President on the recommendation of the Region Executive Committee and the Board.
- 4.2 The Region President is appointed for a maximum term of two (2) years (measured from the 31st March subsequent to his/her appointment).
- 4.3 At the conclusion of the initial two (2) year tenure (measured from the 31st March subsequent to his/her appointment) re appointment of a Region President is optional. Re appointment may occur by way of nomination by the Regional Commissioner.

5. INTERPRETATION

These By-Laws shall be read in conjunction with and be subject to The Scout Association of Australia (New South Wales Branch) Incorporation Act and Constitution, as amended, Resolutions of the Board as well as The Scout Association of Australia Policy and Rules.

6. ADOPTION

Adopted at a Meeting of the Region Executive held on the

..... day of 20

Signed Region President or Region Chairperson

Signed Region Commissioner

Approved by the Board:

Signed Signed

Dated Dated

THIS DOCUMENT IS TO REPLACE THE EXISTING DOCUMENT TITLED "REGION COUNCIL BY-LAWS" (LAST UPDATED APRIL 2015).

Scout Regions in New South Wales

