

**7<sup>th</sup> Juan de Fuca Rovers.  
Belmont Park  
Victoria BC**

**7<sup>th</sup> Juan de Fuca Rover Crew  
Constitution**

**SECTION ONE – NAME & ESTABLISHMENT:**

1. The name of the crew shall be the “**7<sup>th</sup> Juan de Fuca Rover Crew**”, otherwise referred to as “the crew”, or “**7<sup>th</sup> Juan de Fuca Rovers**”, established under the Charter of the **7<sup>th</sup> Juan de Fuca SCOUT GROUP** dated October 25, 1966, and the sponsorship of **CFB Esquimalt**.
2. The Crew is part of, and subscribes to the By-laws, Policies and Procedures of the **Scouts Canada**.
3. The Crew will endeavour to live up to the Rover Promise and the Aims & Principles of Scouts Canada, designing activities that will enable members to achieve Rover program objectives.

**SECTION TWO – MEMBERSHIP:**

1. Membership in the Crew shall be open to all youth age fourteen to seventeen who are willing to live up to the Rover Promise, the Aims and Principles of Scouts Canada, and the by-laws of the Crew.
2. New recruits shall be assigned a sponsor who, in concert with the Vice-Mate, will assist them with the admission requirements. New recruits shall be required to accept the by-laws of the Crew and understand their responsibility to participate in Crew programs and activities. After attending any four meetings/events recruits must start paying dues and submit for consideration an application for membership.
3. New recruits must be recommended by their sponsor and be acceptable to the majority of the members of the Crew before admission will be granted.
4. The executive Council, with the approval of the Advisor, has the power to suspend any member of the Crew for short durations for violations of the Crew by-laws. Membership in the Crew can be permanently suspended only with the approval of two-thirds of the total Crew membership and the recommendation of the Advisor. Such suspension and the reasons for this action must be brought to the attention of the Group Committee as soon as possible.
5. Any member may resign from the Crew by providing written notice of his intention to the president.

**SECTION THREE – PROGRAM:**

1. The central program theme of the **7<sup>th</sup> Juan de Fuca Rovers** shall be Adventure Camping. The majority of Crew program planning, training, and resources will be directed toward this activity.
2. The Mate at large will determine other program activities and objectives for action by the Executive Council.

**SECTION FOUR – DISSOLUTION**

1. Should the **7<sup>th</sup> Juan de Fuca Rover Crew** at any time dissolve or cease to exist:
  - a. Any and all monies and assets purchased and still held at the date of dissolution or cessation of existence shall revert to the **7<sup>th</sup> Juan de Fuca Scout Group**.
  - b. Upon payment of any outstanding debts, all remaining funds shall revert to the **7<sup>th</sup> Juan de Fuca Scout group**, to be held for a period of not less than two years as a contingency for the re-establishment of the Crew and then be distributed for the benefit of youth of said Group.
  - c. All records of the Crew shall be placed under the jurisdiction of the **7<sup>th</sup> Juan de Fuca Scout Group**, in the possession of the Group Administrator to be held for a period of not less than two years as a contingency for the re-establishment of the Crew.

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**7<sup>th</sup> Juan de Fuca Rover Crew**  
**By-laws**

**SECTION ONE – LEGISLATIVE BODY:**

1. The governing body of the Crew shall be known as the “Executive Council” and shall consist of the Mate, Vice-Mate, Treasurer, Fundraiser, and Quarter-Master duly elected from the membership in good standing in accordance with these by-laws. It shall also consist of Advisors who shall be ex-officio members of the Executive Council.
2. The duties of the members of the Executive Council shall be as follows:
  - a. The Mate shall:
    - i. be responsible for the preparation of the overall program and the agenda for meetings;
    - ii. preside over the Crew and Executive Council meetings and shall, in due course, ensure that parliamentary procedures are followed as closely as possible;
    - iii. co-ordinate the activities of the Crew, working closely with his Executive Council
  - b. The Vice Mate shall:
    - i. assist the President and be prepared to assume his duties if required;
    - ii. be responsible for the recruiting and briefing of all new and prospective members of the Crew;
  - c. The Treasurer shall'
    - i. under the supervision of the Advisor, collect, bank, and control the distribution of Crew fund, keeping an accurate record of all financial matters; and,
    - ii. present a financial statement to the Crew at the monthly Business Meeting.
  - d. The Secretary shall:
    - i. maintain a register of all current members of the Crew;
    - ii. advise absent members of the proceedings and decisions made at Crew Meetings;
    - iii. in conjunction with the President, prepare an Agenda for each Crew Business Meeting;
    - iv. maintain a permanent record of each Crew Business Meeting and be prepared to present minutes at subsequent meetings; and,
    - v. be responsible for the Crew's correspondence.
  - e. The Fundraiser shall:
    - i. monitor all Crew fundraising events through the appointed fundraising coordinator;
    - ii. assist fundraising event coordinators in the planning and execution of fundraising events; and,
    - iii. assist the Group Fundraiser with fundraising activities involving the Crew
  - f. The Quarter-Master shall:
    - i. be responsible for signing for and the care and distribution of equipment owned or on loan to the Crew;
    - ii. be responsible for making a record and reporting of any damage to equipment owned or on loan to the Crew;
    - iii. recover any costs of repair/replacement of equipment damaged outside of normal wear and tear from the person(s) responsible.
  - g. The Advisors are accountable to Group Commissioner for all actions of the Crew. The advisor shall:
    - i. advise the Executive Council of policy, procedures and activities;
    - ii. assist the Executive Council on policy, procedures and activities

- iii. make whatever arrangements necessary to achieve program objectives that are beyond the capabilities of the Executive Council to arrange; and,
  - iv. assist the Mate in representing the Crew at 7<sup>th</sup> Juan de Fuca Group Committee meetings.
3. The position of Advisor shall be subject to the approval of the Executive Council and the 7<sup>th</sup> Juan de Fuca Scout Group Commissioner. New Advisors may be subject to a probation period at the discretion of the Executive Council.
  4. Other positions deemed necessary from time to time by the Executive Council may be filled by appointment from the general membership under the authority of the Mate. The term of appointed positions shall be at the discretion of the Executive Council.
  5. The term of the elected members of the Executive Council should not exceed one year and members should not be re-elected to their former office for the succeeding term except as noted in Section 3, part 4 of the By-Law.

## **SECTION TWO – FRANCHISE:**

1. All members of the Crew, in good standing, shall have the right to entertain a motion to be voted upon.
2. All members of the Crew with the exception of the Mate and the Advisors may vote upon matters concerning the Crew. Only in the event of a tie may the President cast his vote. Except as otherwise stated in these by-laws, all motions shall be decided by a simple majority of members present.
3. A quorum, consisting of at least two-thirds of the total Crew membership, must be present before any financial motion may be entertained. In the event the Executive Council may deem it necessary and appropriate to expend Crew funds, and there are insufficient numbers present or time does not permit a General or Business meeting, the Council may proceed provided it has the unanimous support of all members of the Council and the approval of the Advisor. The financial limit of this authority shall not exceed 100 dollars. The Executive Council must subsequently account for its actions at the next Crew meeting and seek approval of the general membership.
4. The Executive Council shall have the power of VETO over any popular motion, which, in its opinion, would be detrimental to the Crew. In order to execute this power, two thirds of the Council including the Mate must support this VETO. After the reasons are deemed unacceptable to the Crew, the same motion may be re-entertained and if two thirds of the total membership agrees, the motion will pass.
5. The Rover Advisor has the power of VETO over any Crew motion and may cancel any Crew activity that is considered to be detrimental to the Crew, or contrary to the policy or wishes of Group Committee, or Contravenes the By-Laws, policies and procedures of Scouts Canada.
6. A VETO over a Crew motion by an Advisor, may be appealed at the next business meeting provided the motion has received 100 percent support of the Crew and the VETO has not been seconded by another Advisor or member of the Group Committee. All appeals must be submitted in writing to the Advisor who will have two weeks to consider the matter before a final ruling is made.
7. In the event of dissatisfaction within the Crew with the Executive Council, or any member of the Executive Council, a member may move a motion of “Non-Confidence” in the Executive Council, or that member. A quorum, consisting of two thirds of the total Crew membership, must vote in the affirmative for the said motion to pass. If the motion is passed, the Executive Council, or that member against whom the motion was made, must resign and new elections scheduled for the next Crew business meeting.

## **SECTION THREE – ELECTIONS**

1. The election of officers shall take place at the first regularly scheduled Business meeting of the Scouting year, after 7<sup>th</sup> Juan de Fuca holds registration night.
2. The election of officers to the Executive Council shall be governed by a simple majority of all members of the Crew present at the election meeting.
3. The Executive officers shall be elected from the voting members at the election meeting.
4. A vacancy occurring in any of the elected offices during a term shall be filled by appointment until elections are held. The appointed member of the Executive Council may, if elected, serve in that office for a succeeding term.
5. The outgoing Mate shall conduct elections.

#### **SECTION FOUR – COMMITTEES:**

1. The Mate, in consultation with the executive, shall appoint committees as the need arises.
2. Committees are responsible to the executive.
3. The acting Coordinator/Chairperson of each Committee shall work in conjunction with the Executive, attending Executive meetings as necessary.
4. Each Coordinator/Chairperson shall present a written report to the executive upon completion of the Program or Event, or upon transfer of duties.
5. All committees shall be dissolved when their duties are completed or when recommended by the Executive.

#### **SECTION FIVE – ADMINISTRATION:**

1. General Meetings of the Crew shall normally be held weekly at either Colwood Pacific Activity Center or 942 Dunford Ave. From time to time, in order to achieve Crew program objectives, the day, time or location of a General Meeting may be changed at the discretion of the Executive Council. The procedure at a General Meeting shall normally be as follows:
  - a. Mate calls meeting to order;
  - b. Reading of minutes of previous meeting (if required);
  - c. Summary of Crew activities;
  - d. Program
  - e. Adjournment.
2. Executive Council Meetings shall be held at least once every two months, and at such other times as deemed necessary by the Mate. The council shall meet to discuss matters of concern to the Crew, prepare agenda for Business Meetings, and plan and coordinate program activities. The procedure at an Executive Council Meeting is not structured, however the following items will normally be discussed:
  - a. Minutes of the Previous Council Meeting;
  - b. Correspondence
  - c. Finances;
  - d. Short range program;
  - e. Long range Program and objectives.
3. Crew Business meetings shall normally be held during the first week of each month in lieu of a General Meeting. The procedure for a Business Meeting will normally be as follows:
  - a. Mate calls the meeting to order;
  - b. minutes of the previous business meeting;
  - c. treasurer report of monthly expenditures and revenues;
  - d. summary of Crew activities;
  - e. future program and objectives
  - f. unfinished business;
  - g. Introduction of new members (admission vote);
  - h. Adjournment

4. The signing authority for the Crew's financial accounts shall be vested in the invested signing officer:
  - Treasurer of the executive CouncilAnd in the invested signing directors:
  - Advisor; and,
  - Group Committee Treasurer.The treasurer of the Executive Council and one of the signing directors must sign cheques issued by the Crew.
5. Fees for camps shall be determined by the Executive Council and collected as required. The Crew financial records shall be made available to the advisor weekly and the Group Committee monthly (if desired). All members will ensure that any outstanding fees are paid before attending any major event or camp (e.g. Mardi-Gras, ROVENT, SKEETER). Extenuating circumstances will be decided upon by the Mate, Treasurer, and Advisor.
6. The Crew Record Book shall be maintained by the secretary and brought to every Executive Council and Business meeting. There shall be three copies made of all Crew correspondence, one each for the President, Advisor, and file. The Crew log book shall be made available to the advisor every two months (if desired).
7. Visitors are welcome to attend any Crew activity however a member, who shall be responsible to the Executive council for their conduct, must sponsor guests. Only persons who are registered members of Scouts Canada and who have signed the required medical forms will be permitted to accompany the Crew on camping ventures.
8. Gender segregation shall occur at camps by sleeping quarters and in all other situations deemed necessary by the Executive council to ensure good conduct.

#### **SECTION SIX – CODE OF CONDUCT:**

1. No swearing, foul language, racism, or discrimination will be tolerated.
2. No drug usage (including alcohol) will be tolerated.
3. Respect for everyone and all property is required.
4. Relationships that develop between group members are to remain discreet, and will not interfere with any Crew activities.
5. No males in female shelters and no females in male shelters during sleeping hours.
6. Invested Rovers not in full uniform at “V” ceremonies (i.e. Opening/closing) will be required to take one step out of the “V”.
7. Failure to adhere to any of these codes of membership will result in immediate review by the disciplinary committee, which may determine that termination is necessary.
8. A youth who is accepted for membership in the Crew must:
  - a. Uphold the constitution and bylaws, policies and procedures of the 7<sup>th</sup> Juan de Fuca Rovers.
  - b. Perform her/his duties with honesty and integrity.
  - c. Respect the rights of all individuals
  - d. Take direction from the members, ensuring that representation processes are in place.
  - e. Work to ensure that issues are resolved through due process.
  - f. Respect all confidential information.
  - g. Upon acceptance of position, read these document and sign acknowledgment that this document has been read and understood.

#### **SECTION SEVEN – UNIFORM:**

1. The dress uniform worn by the Crew shall be as follows:
  - a. Regulation tan shirt with Rover Section epaulets and appropriate badges;
  - b. Optional badge sash;
  - c. Crew necker - 7<sup>th</sup> Juan de Fuca colours. (upon investiture). All members attending formal Scouting events such as Remembrance day, Investitures or other events as deemed by the

Executive Council shall wear the dress uniform. The dress uniform need not be worn to casual events.

2. In accordance with Scouts Canada policy, Crew members may choose to wear approved “activity-wear” uniform available from the Scout Shop for non-formal events. Invested members will wear the Crew Necker at all times while in either dress or casual uniform.
3. At the discretion of the Executive Council, other forms of dress may be approved from time to time for special activities or functions.

#### **SECTION EIGHT – CEREMONIAL:**

1. The Crew shall conduct opening and closing ceremonies in the form of a “V” at flag break, Scouts Own, flag down, and at such other times as determined by the Executive Council.
2. The National flag and rover Crew flag shall be displayed at all camps, special ceremonies, and at the presentation of awards.
3. The Crew will parade with sections of 7<sup>th</sup> Juan de Fuca Scout Group at Remembrance Day services in November, and at such other times as determined by the Executive Council. The Rover Crew flag shall be carried on all parades.

#### **SECTION NINE – REVISION OF BYLAWS:**

1. A quorum of at least two-thirds of the Crew membership must be present before any motion to amend the bylaws may be entertained. A two-thirds majority vote of the Total Crew membership is required for any amendment to be passed.
2. The bylaws will normally reviewed at the January Business meeting.