

Voyageur Region Rover Round Table Procedures

Preamble

The Voyageur Regional Rover Round Table (VRRRT) performs an important function for the Rovers of the Voyageur Council. It acts as a medium for Region Rovers to keep informed of upcoming events and Service opportunities. It also acts as an umbrella organization, a social forum, and a marketplace for the exchange of critical Roving concepts and ideas.

1. Title

This body shall be known as the "Voyageur Region Rover Round Table" (VRRRT). It will act as a subcommittee of Scouts Canada Voyageur Council.

2. Accountability

The VRRRT will be accountable to the Council Commissioner and all Rovers in the Region.

3. Mission

To contribute to the development of Voyageur Council Rovers and Rover Advisors by strengthening communication and interaction among crews, supporting growth and expansion of regional Roving, and encouraging recruitment and formation of new Crews.

4. Purpose

To further the mission, principles, and practices of Scouts Canada.

To serve as a forum for the communication of ideas and opinions between all Rovers in the Region.

To be the communications link between the Rovers of the Region and:

- i. the Voyageur Council
- ii. the (ORC) Ontario Rover Community
- iii. the National Rover Network
- iv. the Council Youth Forum

To promote and further the quality and quantity of Roving in the Region.

5. Membership

A. The VRRRT is open to all registered Rovers and Rover Advisors from the region.

B. Voting Members

Each Crew will select one Crew member to vote on their behalf at VRRRT meetings. These Rovers are the Crew reps. Crew Advisors may represent their crew but may not vote

The VRRRT chair may not be a Crew rep. Chair shall vote only to break any ties in voting.

6. Executive

A. The executive shall be comprised of a:

- Chairperson
- Vice-Chairperson/Treasurer
- Secretary

- Public Relations Officer
- 3 ORC Representatives (ex-officio)
- Council Rover Advisor (Appointed by the Council Commissioner. VRRRT will make a recommendation to the Council Commissioner before appointment) (ex-officio)
- Past Chair (ex-officio)

B. Normally, no more than one (1) member from each Crew shall hold office on the Executive. If a position would otherwise remain vacant, special consideration, by the Nominations Committee, would be given to a second member of one Crew fulfilling this position for a one year term only.

C. Elections

Elections for Executive positions shall be held at the Annual Meeting. The successful candidates will be determined by a majority of votes.

Terms consist of one (1) year, and may be renewed up to a maximum of three consecutive terms. Terms of office run from the conclusion of Annual Meeting in April of one year to conclusion of the next annual Meeting of the following year.

If an Executive position becomes vacant during the year, nominations will be taken and a by-election will be held at the next General Meeting. If only one nomination is received, that member shall be acclaimed.

By-elections can be held at any general meeting with a minimum of twenty-eight (28) days notice.

Nominations will be accepted by the Nominations Committee and from the floor on the day of elections.

A notice of election and a list of nominees shall be sent to the mate or equivalent of all known crews by the VRRRT secretary not less than fourteen (14) days prior to the election meeting.

The Council Rover Advisor or designate will act as the Elections Officer.

The elections will be held by secret ballot.

C. Appointments

The Council Commissioner shall appoint an Advisor to the VRRRT. The members of the VRRRT may recommend up to three candidates for consideration by the Council Commissioner. Appointment is for a one year term and may be renewed for a maximum of three consecutive terms.

7. Committees

A committee may be formed by the VRRRT at any general meeting. Committees are to report to the VRRRT at each meeting. Committees can be comprised of any registered Rover or Advisor and any other resource persons.

A. Nominations Committee

A Nominations Committee shall be formed at the annual meeting to seek out nominations for the next annual meeting and to seek out nominations for any by-elections between Annual Meetings.

The Nominations Committee shall be comprised of the Past Chair, the Council Rover Advisor, and one (1) member at large.

The Nominations Committee shall present its report during the General Meeting prior to the Annual Meeting.

All Nominations must be received by the Nominations Committee in writing with both the nominee and nominator signatures.

The committee should have at least one (1) nomination for each Executive position within fifteen (15) days of the election.

8. Duties

Members:

- To participate at VRRRT meetings.

Chair:

- To act in the best interests of the VRRRT
- To work in close contact with all Crews and the Council Rover Advisor on all matters concerning the VRRRT.
- To co-ordinate the affairs of the VRRRT
- To represent the Rovers of the Region at all relevant Council meetings with the Council Rover Advisor
- To attend and chair all VRRRT meetings and Executive meetings
- To be an ex-officio member of all committees and sub-committees
- To appoint committee chairpersons subject to approval by the Executive. The appointment must be for a fixed period of time.
- To, with the aid of the Executive, draw up a business plan and budget. The plan should consist of proposed VRRRT activities for the upcoming year and the proposed budget. The plan should be presented by the third month of the term of the Executive.
- To act as an alternate ORC Representative.

Vice-chair/Treasurer

- To assist the Chair and to carry out all duties of the Chair in event of his/her absence or resignation
- To maintain accurate and up to date records of the financial activities of the VRRRT and report on them in September.
- To prepare and present the above records for an annual review by the Council Treasurer
- To attend Executive meetings
- To act as an alternate ORC Representative
- To prepare an annual budget for submission to the Council Treasurer when the budget call is issued by the Council.

Secretary

- To keep and issue all minutes of each VRRRT meeting. All new minutes are to be distributed by mail or Email to each known crew before the next VRRRT meeting.
- To receive and keep copies of all VRRRT committee and sub-committee minutes
- To keep a current copy of the Bylaw, Policies, and Procedures of Scouts Canada as a reference
- To keep copies of all VRRRT documents
- To be responsible for keeping records of all VRRRT correspondence
- To keep a current list of addresses and telephone numbers of all Executive, Crew Reps (or equivalent), VRRRT Crew members and Advisors
- To attend Executive meetings
- To act as an alternate ORC Representative.

Public Relations Officer

- To actively promote Rovering in the Voyageur Council
- To organize a membership campaign each fall
- To attend Executive meetings
- To liaise with the Venturer Advisors' Forum, Venturer Forum, Joint Council and the Council Communications Committee so that each group is aware of the VRRRT and its activities
- To advertise upcoming events
- To create and/or maintain a VRRRT web page
- To act as an alternate ORC Representative.

Council Rover Advisor

- Together with the Chair, represent the Rovers at all relevant Voyageur Council Meetings
- To represent the Council Commissioner at the VRRRT
- To attend Executive meetings
- To advise and aid the VRRRT and the Executive
- To approve VRRRT events
- To promote Rovering in the Region
- To provide a communication link with Central Division
- This is an ex-officio position

ORC Representatives

- To attend all Executive meetings
- To act as the VRRRT Representatives at ORC meetings
- To express the views of VRRRT at ORC
- To report back to the VRRRT what is expressed at ORC
- This is an ex-officio position

9. Voting

General voting shall be conducted by a show of hands or by secret ballot, if requested by at least 50 % of voting members present.

Proxy voting shall not be recognized.

Written votes shall not be recognized.

10. Quorum

Quorum at all General and Annual Meetings shall consist of youth representation of at least 5 Crews in the Council, and at least one voting member of the Executive.

11. Meetings

General Meetings should be held during the months of June, August, October, December and February with the Annual Meeting in April.

Special meetings may be called by the Chair as necessary.

The location and time of each meeting shall be decided by the VRRRT Executive.

Notice for each Meeting must be sent by the Secretary, to be received by all known Crews and the Council Rover Advisor at least thirty (30) days before said meeting.

The Secretary shall take minutes at each meeting and ensure that they are distributed within fifteen (15) days of said meeting.

12. Amendments

The Procedures may be amended at any business meeting of the VRRRT provided that a copy of the notice of motion is sent to every known Crew and the Council Rover Advisor at least thirty (30) days prior to said meeting.

13. Operating Procedures

These VRRRT Procedures shall be subservient to By-laws, Policies, and Procedures published by National Council Scouts Canada and Voyageur Council.

A. Dress Code

According to the Bylaw, Policies and Procedure of Scouts Canada. The Chair shall wear a neutral neckerchief.

14. Finances

The VRRRT shall administer funds from Voyageur Council, whose use shall be restricted to VRRRT business.

A budget is to be submitted to the Council Treasurer by the Executive at the time of the annual budget call.

The expenditure of funds is subject to the approval of the VRRRT.

The financial records of the VRRRT will be subject to an annual review by the Council Treasurer. Statements covering the year 1 September to 31 August are to be forwarded to the Council office by 15 October.