



GROUP SUPPORT COMMITTEE RULES

FORM: B4
ISSUE: 9
DATE: 08/17

THE SCOUT GROUP SUPPORT COMMITTEE

..... DISTRICT REGION

PREAMBLE

The Branch Executive Committee under the provisions of Rule 4.3 and Rule 4.7 of the Policy and Rules of Scouts Australia, hereafter referred to as P & R, is empowered to approve Rules which must be adopted by the Group Support Committee to govern the conduct of meetings and the discharge of the functions of the Group Support Committee.

For the guidance and direction of the Group Support Committee, the model rules are set out here and any variation from such rules shall be effective only after approval of the Chief Commissioner on the recommendation of the Region Commissioner and District Commissioner concerned.

1. MEMBERSHIP

- 1.1. The Group Support Committee shall consist of the Group Leader, all adult Members of the Group, the parents of all Youth Members, Members of the Group Support Executive Committee, the Patron/President if appointed and in the case of sponsored Groups, a representative of the sponsoring authority. Former Scouts, interested supporters of Scouting and community representatives may also be invited to attend.

- 1.2. A Group Support Executive Committee (GSEC) shall be appointed by the Group Leader at the Annual Report Presentation of the Group. The Group Support Executive Committee, which will normally consist of 3-5 people, will include a Chairman, Secretary, Treasurer and other such appointments deemed necessary for the Group. These appointments will be announced at the Annual Report Presentation of the Group.

2. FUNCTIONS

The Group Support Committee shall:

- 2.1. Be responsible for the support of the Group Leader in the overall operation of the Scout Group in accordance with the P & R of the Association and any procedure of instruction issued by Queensland Branch. The Group Support Committee is not involved (except with the provision of the functions outlined in Section 2.3), in the actual training of the Scouts.

- 2.2. Inform itself on the performance of the Scout Group in meeting the requirements of the local community for Scouting for its young people by receiving and noting the half-yearly Group Scout Plan and receiving reports on the Group performance against the plan from the Group Leader.

- 2.3. Request the Group Support Executive Committee to carry out the following functions on its behalf:

- 2.3.1. Recommend the appointment of a Group Leader who shall be the “Chief Executive” Leader of the Group and carry out the functions identified in the “Duty Statement for Group Leader”.
- 2.3.2. Recruit adequate Leaders and adult support members in both quality and quantity to enable the Group Leader to fully resource and maintain all the Sections of the Scout Group.
- 2.3.3. Establish and maintain good relationships with the local community.
- 2.3.4. Provide adequate accommodation for the Scout Group to carry out its role.
- 2.3.5. Ensure the Scout Group has adequate operational funding to carry out its role.
- 2.3.6. Ensure that appropriate strategies are in place to maintain the accommodation for the Scout Group.
- 2.3.7. Ensure that all plant and equipment used by the Group is suitable for the purpose for which it is being used and meets all current safety standards of the State in general and the Scout Association in particular.
- 2.3.8. Ensure that all records are kept and funds accounted for in accordance with the applicable laws of the State and rules of the Scout Association.
- 2.3.9. Convene an Annual Report Presentation at which the financial accounts of the Group, and annual report of the Group and Group Support Committee are presented.

3. MEETINGS

3.1. ANNUAL REPORT PRESENTATION

The Annual Report Presentation of the Group Support Committee shall be held not later than the thirty-first of May in each year. Fourteen clear days’ notice of this meeting shall be given by written notice delivered to, or posted or emailed to, the last known address of each family of each member of the Group. In the event of the lack of a quorum the meeting shall be held within fourteen days.

The meeting shall be chaired by the Patron/President where appointed. Where the Patron/President is not appointed or unable to attend the meeting it shall be chaired by the Group Leader or District or Region Commissioner.

The business of the Annual Report Presentation of the Group is:

- 3.1.1. Adoption of the Annual Report and Audited Accounts.
- 3.1.2. Approval of the Group Levy as previously discussed with the District Commissioner and Region Commissioner.
- 3.1.3. Approve the Group’s Budget for the forthcoming year.
- 3.1.4. Announcement of the appointment of the Executive Committee (Chairman, Treasurer, Secretary) for the forthcoming year by the Group Leader.
- 3.1.5. Announcement of other office bearer roles deemed necessary for the Group have been appointed by the Group Leader.

- 3.1.6. Announcement of the appointment of the Patron/President for the forthcoming year by the Group Leader.
- 3.1.7. Appointment of an Auditor, who shall be a person qualified to carry out such duties.
- 3.1.8. Adoption of the Group Scout Plan for the forthcoming year.
- 3.1.9. Adoption of Group Support Committee Rules (if change of Group Support Executive membership or change in standard Group Support Committee Rules)
- 3.2. ORDINARY MEETINGS
 - 3.2.1. The Group Support Executive Committee shall meet on a regular basis at least eight times during each calendar year.
 - 3.2.2. In addition to the Annual Report Presentation, the Group should conduct a half yearly progress reports on the activities of the Group can be made to the parents and the community in general. This meeting may be held by circulation of a report by email.
- 3.3. SPECIAL MEETINGS
 - 3.3.1. A Special Meeting may be called at any time by the Group Leader or the Chairman or on the signed request of the number of members of the Group Support Committee as specified in Schedule A.
 - 3.3.2. Written notice of such special meeting shall be sent to all members of the Committee at least seven (7) days prior to the meeting.
 - 3.3.3. The notice shall specify the business to be discussed and no other business shall be transacted at such a meeting.
- 3.4. QUORUM
 - 3.4.1. Group Support Committee
 - 3.4.1.1 At any meeting of the Group Support Committee at least the Group Support Executive Committee plus 25% of the voting Members shall form a quorum.
 - 3.4.2. Group Support Executive Committee
 - 3.4.2.1 At any meeting of the Group Support Executive Committee at least the Group Leader and two other voting members shall form a quorum.
- 3.5. VOTING
 - 3.5.1. Group Support Committee
 - 3.5.1.1 Voting at meetings of the Group Support Committee shall be confined to members with the parents of Youth Members entitled to vote on the basis of one (1) vote per family.
 - 3.5.1.2 Each voting member of the Group Support Committee shall have a deliberate vote, the Group Leader having also a casting vote.
 - 3.5.1.3 All matters shall be determined at meetings of the Group Support Committee by a simple majority of the members present and voting.

3.5.2. Group Support Executive Committee

3.5.2.1 Voting at meetings of the Group Support Executive Committee shall be confined to appointed members only.

3.5.2.2 Each voting member shall have a deliberate vote and the Group Leader having also a casting vote.

3.5.2.3 All matters shall be determined by a simple majority of the members present and voting. In the case of a tied vote, the Group Leader may choose to exercise a casting vote, or may request the matter be deferred for further consideration.

3.6. SUBCOMMITTEES

3.6.1. The Group Support Executive Committee may appoint subcommittees for any special purpose as may be deemed necessary and may, with the approval of the Group Leader, co-opt other persons as members of any subcommittee.

3.6.2. In particular, Ladies Auxiliary or similar bodies shall be subcommittees of the Group Support Executive Committee and shall operate in accordance with these Rules.

3.6.3. All funds raised by such subcommittees shall be paid to and administered by the Group Support Executive Committee acting in consultation with the Group Leader.

4. FINANCE

4.1. All monies received by the Group shall be paid to the Treasurer or Secretary of the Group.

4.2. All funds of the Group shall be paid to the credit of the Group's bank accounts as early as practicable and in any case within seven days of receipt and the accounts shall be operated upon the signatures of at least two of the following Officers, Group Leader, Chairman, Secretary and Treasurer. The bank account shall be in the name of "*The Scout Association of Australia, Queensland Branch Inc. - Scout Group*" and specify the account number when more than one account is being operated.

4.3. Any method of raising finance must conform to the policy of Scouts Australia, Queensland Branch Inc.

4.4. The Group shall close its accounts on the 31st March each year.

4.5. The Treasurer shall submit to the Annual Report Presentation of the Group a Statement of Receipts and Expenditure and a Statement of Assets and Liabilities, duly audited.

5. DIFFERENCE OF OPINION

5.1. It is preferable that any dispute between a Group Leader and the majority of Group Support Executive Committee members, Group Support Committee or any body of parents, supporters, or other persons engaged in any undertaking for or on behalf of the Group or any Section of the Group is resolved within the Group. In the event of such a dispute not being resolved within the Group within a reasonable time frame, the matter must be escalated in the following order:

1. A representative of the sponsoring authority
2. The District Commissioner
3. The Region Commissioner
4. The Chief Commissioner

6. SPONSORED GROUPS

- 6.1. In the case of a Sponsored Group, an agreement must be in place to indicate what property regarded as belonging to the Group itself and what is regarded as property belonging to the Sponsoring Authority and this agreement between the Group Leader representing the Scout Association and the Sponsoring Authority must be recorded with the District Association.
- 6.2. Such agreement will be completed on the appropriate forms obtainable from the Queensland Scout Centre and forwarded through the District Executive Committee and the Region Commissioner to the General Manager at the Queensland Scout Centre.

7. ALTERATIONS

- 7.1. Prior to formal adoption by the Group of any proposed alterations, additions or amendments to these rules, such alterations, additions or amendments must be submitted through the District Commissioner and/or Region Commissioner to the Scout Association of Australia, Queensland Branch Inc. for approval.
- 7.2. Such approval must then be confirmed by a two-thirds majority of those members present at a General Meeting of the Group Support Committee of which fourteen (14) days' notice must be given to all members.



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PART A – INITIAL ADOPTION OF THE RULES

Schedule A	
3.3.1 Number of members to call a Special Meeting of the Group Support Committee	

Group Support Committee Rules Issue 9 adoption		
ARP/Special Meeting date:		date
Secretary	Name	Signature
Chairman	Name	Signature
Treasurer	Name	Signature
Group Leader	Name	Signature

Noting of adoption of Group Support Committee Rules Issue 9 adoption		
District Commissioner	Signature	date
Region Commissioner	Signature	date
Chief Commissioner	Signature	date

Copy to be forwarded to the Queensland Scout Centre through District (if applicable) and Region



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PART B – CHANGE OF GROUP SUPPORT COMMITTEE EXECUTIVE MEMBERSHIP

Noting Group Support Committee Rules Issue 9 adoption		
ARP:		Date:
Secretary	Name	Signature
Chairman	Name	Signature
Group Leader	Name	Signature

Noting Group Support Committee Rules Issue 9 adoption		
ARP:		Date:
Secretary	Name	Signature
Chairman	Name	Signature
Group Leader	Name	Signature

Noting Group Support Committee Rules Issue 9 adoption		
ARP:		Date:
Secretary	Name	Signature
Chairman	Name	Signature
Group Leader	Name	Signature

Noting Group Support Committee Rules Issue 9 adoption		
ARP:		Date:
Secretary	Name	Signature
Chairman	Name	Signature
Group Leader	Name	Signature