



THE SCOUT ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH

BRANCH COUNCIL

1. What does the Branch Council do?

The Branch Council is the ultimate governing body of the Victorian Branch of the Scout Association. However, its role in the actual day to day administration of scouting is limited.

The Branch Council has two major tasks every year:

1. **It conducts an Annual Meeting of the Branch Council.** This is a meeting of the members of the Branch Council.

The primary purpose is to elect the members of the Council and of the Branch Executive Committee.

The Annual Meeting of the Branch Council must also consider any issues raised by the Branch meeting for the Branch Council's attention.

2. **It holds an Annual Meeting of the Branch.** This is a meeting of the members of the Branch Council, all scout leaders and any other person who might be interested in scouting in Victoria.

The primary purpose is to allow the Branch Council to provide a report about scouting in Victoria. It also provides a forum for those interested in scouting and scout leaders to raise issues with the Branch Council.

A meeting of the Branch can direct that the Branch Council take issues to the Annual Meeting of the Branch Council.

2. How can people get involved with the Branch Council

The constitution of the Victorian Branch of the Scout Association provides that the Branch Council elects its own members.

If you know someone who would make a contribution to the Branch Council then you should make contact with the Chairman of the Branch Executive Committee, the President of the Branch Council or the Chief Commissioner.

3. What are the Branch Council's powers and duties?

The Branch Council has the following general powers and duties:

- (a) exercise the powers and duties delegated to the Branch Council by the Australian Association under the provisions of the Royal Charter;
- (b) control the Scout Movement in Victoria in accordance with Section 5 of the *Boy Scouts Association Act 1932 (Vic)*; and
- (c) provide and maintain an efficient Branch organisation.

The Branch Council has the following specific powers and duties. All other powers and duties are conferred on the Branch Executive Committee.

3.1 The Branch Council's Powers

(a) Appointment

The Branch Council has power to appoint

- a President;
- two Vice Presidents;
- a Honorary Treasurer;
- Auditors;
- Solicitors;

This power is to be exercised at the Annual Meeting of the Branch Council.

(b) Election of members of the Branch Council and the Branch Executive Committee

The Branch Council has power to elect the members of the Branch Council and the Branch Executive Committee.

This power is to be exercised at the Annual Meeting.

(c) Changes to the By-Laws (Constitution)

The Branch Council has power to change the by-laws.

This power is to be exercised at meeting convened for that purpose.

A change requires a 2 thirds majority.

3.2 The Branch Council's Duties

(a) Annual Meeting of the Branch

The Branch Council is required to hold an Annual Meeting of the Branch.

This meeting is to be attended by:

- Members of the Branch Council;
- Scouters; and
- other persons interested in the Branch.

(i) Matters to be considered at an Annual Meeting of the Branch

The business of this meeting is to:

- receive a report on the state or condition of the Branch;
- receive a report on the progress of the Branch's work; and
- make recommendations to the Branch Council.

Any person can have a matter brought before the Annual Meeting of the Branch if notice has been given within 7 days of the notice of the meeting.

(b) Annual Meeting of the Branch Council

The Branch Council is required to hold a Meeting annually.

(i) Matters to be considered at an Annual Meeting

The ordinary business is to:

- receive and consider an income and expenditure statement and balance sheet;
- elect members of the:
 - Branch Council; and

- Branch Executive Committee,
- appoint:
 - a President;
 - two Vice Presidents;
 - a Honorary Treasurer;
 - Auditors; and
 - Solicitors,
- consider such matters as are submitted by:
 - the Branch Executive Committee; and
 - a Meeting of the Branch.

Other matters can be brought to the meeting:

- if notice has been given within 7 days of the notice of the meeting; or
- with the consent of the chairman of such Meeting.

(ii) Rules

At least 15 members must be present.

The meeting will be chaired by the President of the Branch.

Votes will be decided on a show of hands with the chairman's decision conclusive.

No proxy votes are allowed.

(c) Extraordinary Meeting of the Branch Council

The Branch Council is required to hold an Extraordinary Meeting when requested by:

- the Chief Scout;
- the President of the Branch; or
- 10 members of the Branch Council.

(i) Matters to be considered at an Extraordinary Meeting

The notice of the meeting must specify the matters to be considered at the meeting.

(ii) Rules

At least 15 members must be present.

The meeting will be chaired by the President of the Branch.

Votes will be decided on a show of hands with the chairman's decision conclusive.

No proxy votes are allowed.

4. Who are the members of the Branch Council?

4.1 Membership on the basis of a uniformed position (ex officio)

The following persons are members because they hold a particular position within the organisation.

- The Chief Scout
- Chief Commissioner
- Deputy Chief Commissioners
- Assistant Chief Commissioners

- Commissioners and Assistant Commissioners (but not Honorary Commissioners and Assistant District Commissioners)

4.2 Membership on the basis of an appointment (ex officio)

The following persons are members because they hold a particular position within the organisation.

- President of the Branch
- Vice Presidents of the Branch (2)
- Honorary Treasurer
- General Secretary
- Region Presidents (as appointed by the Region)
- Region Chairman (as appointed by the Region)

4.3 Elected members

Up to 36 persons may be elected by the Branch Council.

Elected members must retire after three years but may be re-elected. However, if the retiring members are not replaced by Branch Council, they may continue to serve until replaced by Branch Council at an Annual General Meeting.

Where there are less than 36 such members, the Branch Executive Committee can appoint members to the Branch Council. The term of such appointed members expires at the next Annual Ordinary General Meeting of the Branch Council.

4.4 Members elected by Region Councils

Up to 2 members from each Region Council approved by the Branch Executive Committee, one only of whom may be a Scouter.

Approved by

Branch Executive Committee

September 2007