

137th OTTAWA SCOUTING GROUP CONSTITUTION (as revised 04/16/03)

DEFINITIONS:

Committee shall imply the full title 137th Ottawa Scouting Group Committee.

A section shall mean any of the major divisions in scouting: Beavers, Cubs, Scouts, and Venturers.

An unit is the smallest organization within a section: a Beaver Colony, a Cub Pack, a Scout Troop, and a Venturer Company.

PARTNER:

The partner of the 137th Ottawa Scouting Group is Southbank Dodge.

COMPOSITION OF THE COMMITTEE:

The Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Group Registrar, Group Scouter, Quartermaster and Leader representative from each unit and other elected officials as required. (Fundraiser, Telephone Coordinator, etc.).

Sub-Committees may be formed as needed to handle banquets or other special functions and they would report to a designated Committee member.

CHARTER:

The Charter will be the responsibility of the Group Committee and shall be renewed annually by the Chairperson or the Partner. The Charter is currently located / displayed

_____?

CONSTITUTION:

1. This Constitution shall be subservient to the Bylaws, Policies and Procedures published by Scouts Canada as well as Provincial and Voyageur Council bylaws.
2. (a) Amendments to this Constitution may be proposed by registered leaders, committee members, or parents of registered youth and shall observe the aforementioned rules and regulations. Proposed amendments shall be tabled at regular Committee meetings. However, a vote shall not be held until the following meeting to enable discussion of the proposal.
 - (b) A two-thirds majority from the Group Committee will be required to enact the changes. Each unit will be entitled to one vote.

137th OTTAWA SCOUTING GROUP CONSTITUTION (as revised 04/16/03)

3. AREA:

The 137th Ottawa Scouting Group serves the geographic areas of Ottawa within the boundaries: East of Bank Street, North of Hunt Club Road, West of Hawthorne Road, South of Ottawa Central Railway tracks.

MEETINGS:

4.(a) The Committee shall meet as required, generally once per month during the Scouting season. The Chairperson may call emergency meetings.

(b) A quorum of 50 percent of sitting members will be required to conduct a meeting.

5. ELECTION OF OFFICIALS:

(a)Members of the Group Committee will be elected at the last meeting of the Scouting year to fill positions for the forthcoming year.

(b)Committee members, leaders or parents may do nominations verbally or in writing.

(c)The nominee will indicate a willingness to serve in the position from the date of election until the next voting period.

(d) Election shall be by majority vote from those in attendance.

DUTIES:

6. The duties and responsibilities of the members of the Committee shall be as outlined in the manual “Bylaws, Policies and Procedures” or other regulations set forth from time to time by the National, Provincial or Council executive.

COMPLAINTS:

7. (a) Any complaints against the conduct of the Committee or individual acting on behalf of the Committee will be referred to the Partner or Area Commissioner for reconciliation.

(b) Any complaints against a leader shall be forwarded to the Chairperson, Vice-Chair or Partner for further investigation.

(c) Each party involved in the complaint shall be given equal opportunity to present their case to the Chairperson, Vice-Chair or Partner as soon as possible.

(d) A report will be filed at the next meeting to be kept on record for 12 months.

137th OTTAWA SCOUTING GROUP CONSTITUTION (as revised 04/16/03)

(e) A second complaint within 12 months shall be subject to further investigation at the Area level.

UNIFORMS:

8. (a) The Group's necker shall be green/ yellow with the yellow to be the border. The Group's crest shall be worn on the necker.

(b) The necker will be returned at the end of each scouting year but the section woggle and crests shall be provided by the Committee at Investiture and shall remain the property of the Scout.

(c) Other uniform requirements shall be defined by the various edicts of Scouts Canada, National, Provincial, Regional and District councils.

(d) Leader uniforms are to consist of at minimum a shirt, necker and appropriate badges.

(e) The leader shall purchase his/her uniform, to be reimbursed for half the purchase price of the shirt for the first year and the second half to be reimbursed upon returning for the second year.

(f) If deemed necessary, the Committee shall purchase the shirt of those unable to afford the initial purchase. It will remain the property of the Committee until two Scouting years have been completed and then revert to the member.

FINANCES:

9. Each unit shall submit a budget for the coming Scouting year by the May Committee meeting of the current Scouting year.

10. The Treasurer shall table a planning budget and financial statement by the second meeting of the Scouting year. The proposal shall detail fundraising targets, registration income and the current bank balance. The planning budget shall be voted into effect (subject to amendments) and shall remain as a guide for the Committee to initiate fundraising drives and authorize expenditures.

11. The Chairperson may authorize expenditures of \$100 or less, outside the scope of the planning budget, subject to the expenditures being tabled at the next meeting and reflected in subsequent financial statements.

12. Each unit and Treasurer shall present financial statements at each Committee meeting.

137th OTTAWA SCOUTING GROUP CONSTITUTION (as revised 04/16/03)

13. Receipts for expenditures to the account of the Committee shall be presented to the Treasurer for reimbursement. A Cheque Requisition Form, which details the amount and budget allocation charged shall accompany the receipts.

14. Each unit/ section is responsible for ensuring expenditures are within the limits of the respective budget allocations. If budgets are inappropriate, the committee may ask the unit to amend budget allocations as required.

15. Each unit may run individual fundraising drives to support particular scouting objectives such as Jamborees. In this case, authority is to be sought from the Committee. This authority, when granted, constitutes the authority for these fundraising drives to be conducted in the name of the 137th Ottawa Scouting Group.

16. At the end of each Scouting year, all units shall provide a financial statement for auditing purposes to the Treasurer. Proper accounting practices will be adhered to with regards to dues received and expenses incurred. Any funds at the end of the year may be carried forward or the balance at the termination of a unit shall be transferred to the Group Committee. The financial statement shall be accompanied by a statement of inventory (flags, books, etc.).

17. Units are entitled to financial aid for approved outings as pre-approved by the Committee (camperships, special provisions, etc.).

18. The Committee shall reimburse any Leader attending training courses, subject to the limitations of the planning budget and Group Committee approval.

19. Registration with the 137th Ottawa Scouting group includes a Group fee, of which a portion is set aside for each section for operating costs. Units MAY NOT charge weekly or annual dues to cover costs for which Group has budgeted to pay. Fees may be charged for individual activities on a budgeted cost recovery basis.

20. Signing authority for cheques will require two signatures. The signatories will include Chairperson, Treasurer or a third designated person.

INVENTORY:

21. The 137th Ottawa Scouting Group shall maintain camping equipment for the use of all units. The equipment shall be managed by a Quartermaster and shall be made available on an equal basis. Proper care and cleaning of the equipment are everyone's responsibility.