

Nepean District Rover Crew's Policies & Procedures

1. The Nepean District Rover Crew, hereafter known as 'The Crew', is part of the Rover program within Scouts Canada. Chilvers Bed and Breakfast and Workshift.com sponsor the Crew. The Crew will report to its Group Committee which shall be constituted in accordance with Scouts Canada policy. The Crew may have other sponsors to assist in providing support for the operation of the Crew.
2. The purpose of the Crew will be to provide opportunities for personal development of The Crew members, to socialize, to develop qualified trainers within Scouts Canada, and to share the expertise and experiences of The Crew members for the benefit of others.
3. The Crew will consist of youth members who meet the age criteria of the Rover section (as defined by Scouts Canada) and a leadership team [Advisor(s)] selected jointly by the Group Committee and members of The Crew.
4. Crew members must be registered with Scouts Canada within one month of joining The Crew. Crew members are encouraged to participate with other sections in Scouting concurrent to their activities with The Crew. Members will be considered for investiture into the Crew after the completion of a six-week probationary period commencing when a completed Scouts Canada registration form has been submitted to one of the Advisors. During the probationary period, a member must attend a minimum of 2 meetings or events.
5. Crew members must present a valid Police Records Check to the Group Committee prior to working at youth events.
6. The Crew will elect an Executive. All voting members of the Crew will be eligible to vote. Election of the officers of the Executive (known as the Mate, Crew Escort, Treasurer, and other positions as required) will take place annually during the Fall. Terms of office will typically last one year - until the next annual election. The Executive will be responsible for reporting to the Group Committee and Area body when representation of The Crew is warranted. Official Mate (a.k.a. Coffee Mate) duties include but are not limited to making coffee and other duties as assigned by The Crew. Official Treasurer (a.k.a. Bail Warden) duties include the keeping of Crew financial records and other duties along financial lines as assigned.
7. The Crew's dress code will be determined by the Crew, noting that good taste and decorum be considered paramount. Members are responsible for providing an adequate uniform in accordance with Scouts Canada guidelines. Name tags will be encouraged for identification purposes.

8. A financial team selected by The Crew, headed jointly by the Treasurer and the Group Treasurer, will control The Crew finances. For day-to-day operations, each member is responsible for their own expenses. Members are encouraged to collaborate with each other when involved in Crew events/activities.
9. Signing authority for the crew bank account will be held by the Mate and Treasurer, an advisor and a member of the group committee. Cheques must be signed by a youth and an adult.
10. Once considered qualified for investiture, a Rover becomes a full voting member of The Crew. Quorum for a business meeting shall consist of a minimum of 50% plus 1 of The Crew's voting members. No resolutions shall be voted upon and considered passed without quorum present. No proxy voting will be permitted. Members may voluntarily put themselves on an inactive list. Members on the inactive list are not considered for quorum.
11. Review, revision, and voting of The Crew's by-laws will occur at least once a year during the Fall. Any amendments to The Crew's by-laws must be approved by 50% plus one majority of the active voting Members. The by-laws may be reviewed at any time; written notice of intent to review bylaws must be provided to all active voting members a minimum of 7 days prior to consideration. Amendments take effect once a signed copy of the revised bylaws has been circulated to all active voting members. The last person to sign the amended/reviewed by-laws will be responsible for dating the by-laws.


Group Commissioner


Crew Advisor


Mate


Mate

Date: Dec 02, 2004