



## **Rules of Association**

**“The Scout Association of Australia  
Western Australian Branch”  
(Incorporated)**

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## Schedule of Amendments to the Rules

NO.	DATE	DESCRIPTION
Original	Effective date 20 August 2010	On 17 September 2010 accepted by the Commissioner for Consumer Protection as lodged with effect from 20 August 2010.
1.	Effective date 12 September 2011	Amendments as per special resolutions passed at AGM on 30 July 2011, and accepted by Commissioner for Consumer Protection with effect from 12 September 2011.
2.	Effective date 28 August 2012	Amendments as per special resolutions passed at AGM on 28 July 2012, and accepted by Commissioner for Consumer Protection with effect from 28 August 2012.
3.	Effective date 3 September 2013	Amendments as per special resolutions passed at AGM on 27 July 2013, and accepted by Commissioner for Consumer Protection with effect from 3 September 2013.
4.	Effective date 12 December 2014	Amendments as per special resolutions passed at AGM on 26 July 2014, and accepted by Commissioner for Consumer Protection with effect from 12 December 2014.
5.	Effective date 12 August 2016	Amendments as per special resolution passed at Board Meeting on 7 June 2016, and accepted by Commissioner for Consumer Protection with effect from 12 August 2016.
6.	Effective 31 July 2017	Amendments as per special resolution passed at the AGM on 31 July 2017.
7.	Effective 22 August 2024	Amendments as per special resolution passed at the AGM on 22 August 2024.

## **Name, Powers, Objects and Rules of the Association**

### **1. Name of the Association**

The name of the Association is “The Scout Association of Australia, Western Australian Branch (Incorporated)” (**Branch**).

### **2. Objects of the Branch**

- (1) The objects of the Branch are the same as those of the Scout Association and include the “Mission”, the “Aim” and the “Principles of Scouting” set out in Rules 2(2), 2(3) and 2(4).
- (2) The “Mission” of the Scout Association is to contribute to the education of young people through a value system based on the “Scout Promise and Law”, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.
- (3) The “Aim” of the Scout Association is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they take a constructive place in society as responsible citizens and as members of their local, national and international communities.
- (4) The “Principles of Scouting”, as identified by the founder, Lord Baden-Powell, are that members of the Scout Movement serve their God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves, their families and the community in which they live.
- (5) The property and income of the Branch shall be applied solely towards the promotion of the objects of the Branch and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members, except in good faith in the promotion of those objects.

### **3. Definitions**

The following words and terms have the following meanings:

**Act** means the *Associations Incorporation Act (2015) (WA)*, as amended.

**Additional Supporter** is defined in Rule 10(2).

**Adult Leader** means an adult holding a Certificate of Adult Leadership in the Scout Movement duly issued by the Chief Commissioner.

**Annual General Meeting (AGM)** means the annual general meeting of the Branch held pursuant to these Rules.

**Assistant Branch Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Assistant Chief Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Auditor** means the registered auditor or company of registered auditors appointed by the Board to be the auditor(s) of the Branch pursuant to Rule 41(1).

**Board** means the Board of the Branch comprising of members appointed under Rule 27 and having powers and duties as set out in Rule 6(2) in respect of making Regulations under these Rules, and as specified in these Rules.

**Board Charter** means the Board Charter adopted by the Board under Rule 26(1) for the proper and effective operation of the Board.

**Board Member** means a member of the Board.

**Board Secretary** means the person elected by the Board to that office of the Board pursuant to Rule 30(9).

**Branch** means “The Scout Association of Australia Western Australian Branch (incorporated)” named in Rule 1.

**Branch Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Branch Headquarters** means the principal office of the Branch, as determined by the Board.

**Business Day** means a day other than Saturday, Sunday or a day gazetted as a public holiday in Western Australia.

**Casual Vacancy** means a casual vacancy of a Board Member as defined in Rule 29.

**Certificate of Adult Leadership** means a certificate issued to an adult Member by the Chief Commissioner that authorises that person to undertake a specified role in a uniformed capacity.

**Chief Commissioner** means an Adult Leader appointed to that position pursuant to Rule 36.

**Chief Executive Officer** means the person appointed to that office by the Board pursuant to Rule 38(1).

**Chairperson** means in the case of chairperson of meetings of the Members the person determined pursuant to Rule 20, and in the case of chairperson of the Board the person elected by the Board to that office of the Board pursuant to Rule 30(9).

**Chief Scout** means a position held by the Governor of Western Australia or alternative, appointed by the Chief Scout of Australia on the recommendation of the Board in its absolute discretion.

**Code of Conduct** means the National Code of Conduct described in Policy P5.2 of the Policy and Rules.

**Commissioner** means the person designated as the “Commissioner” from time to time under the Act.

**Common Seal** means the common seal of the Branch as described in Rule 52(1).

**Commonwealth** means the Commonwealth of Australia and its external territories.

**Corporations Act** means the Commonwealth of Australia *Corporations Act 2001*.

**Deputy Chairperson** means the person elected by the Board to that office of the Board pursuant to Rule 30(9).

**Deputy Chief Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Dispute** means a dispute arising under or relating to these Rules, including an alleged breach of the Act.

**District** means a geographical area of responsibility designated by the Board.

**District Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Executive Manager** means the person appointed to that office by the Board pursuant to Rule 38(3).

**Field Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Financial Member** means any person 18 years of age and over who has had an application by that person for membership of the Branch accepted and not revoked by a person authorised for such purposes by the Board and who has paid the appropriate Membership Fee covering the relevant period.

**Financial Records** has the meaning given to it in section 62 of the Act and includes:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
  - (i) the methods by which financial statements are prepared; and
  - (ii) adjustments to be made in preparing financial statements.

**Financial Report** has the meaning given to it in sections 62 and 63 of the Act.

**Financial Statements** has the meaning given to it in section 62 of the Act.

**Financial Year** means each period of 12 months commencing on 1 April and ending on 31 March.

**General Meeting** means either an Annual General Meeting or a Special General Meeting.

**Group Leader** means an Adult Leader appointed to that position by a District Commissioner.

**Honorary Committee Member** means an honorary member of a committee appointed to that position as a Member in accordance with Rule 42.

**Honorary Member** means a person appointed to that position as a Member in accordance with Rule 42.

**Honorary Treasurer** means the person appointed to the office of Honorary Treasurer pursuant to Rule 37(2).

**Life Member** means a person appointed to that position as a Member in accordance with Rule 42.

**Member** is defined in Rule 10(1).

**Membership Fee** means the annual subscription, as determined by the Board for each category of membership, payable in order to be registered by the Branch as a Youth Member or, in the case of a person 18 years of age and over, as a Financial Member of the Branch.

**National Chief Executive** means the Secretary of the National Executive Committee.

**National Executive Committee** means the committee appointed by the National Council to manage the affairs of the Scout Association.

**National Council** means the governing body of the Scout Association.



**Officer** means each:

- (a) Board Member; and
- (b) Adult Leader.

**Ordinary Resolution** means a resolution other than a Special Resolution.

**Policy and Rules** means the Scout Association's "National Policy and Rules 2008", as amended.

**Poll** means voting conducted in written form, as opposed to a show of hands.

**President** means a person appointed to that position by the Members pursuant to Rule 37(2).

**Project Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Region** means a grouping of Districts designated by the Board.

**Regional Chief Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner and endorsed by the Board.

**Regional Commissioner** means an Adult Leader appointed to that position by the Chief Commissioner.

**Register** means a register of Members kept and maintained pursuant to Rule 14.

**Regulation** means a regulation pursuant to Rule 44.

**Returning Officer** means the person appointed to assist with the conducting of Branch elections, and of any other matter, including the polling of Members, as the Board may direct.

**Rover** means a person who is a member of a Section that is a Rover Crew.

**Scout Association** means The Scout Association of Australia, a body incorporated by Royal Charter dated 17 October 1967 to have full control, in all matters of policy and practice, of the Scout Movement in Australia and its Territories.

**Scout Movement** means all formations and members in Australia and worldwide accorded membership status by the World Organisation of the Scout Movement.

**Scout Promise** means for adult members of the Scout Movement the following promise:

"On my honour, I promise that I will do my best to do my duty to my God and to Australia, to help other people, and to live by the Scout Law", or alternatively

"On my honour, I promise that I will do my best to do my duty to my God and to the Queen of Australia, to help other people, and to live by the Scout Law".

**Scouts WA** means "The Scout Association of Australia Western Australian Branch (incorporated)" named in Rule 1.

**Section** means either a Joey Mob, a Cub Scout Pack, a Scout Troop, a Venturer Unit, or a Rover Crew, each established for Youth Members within defined age ranges.

**Special General Meeting** refers to all meetings of the Members other than the Annual General Meeting held pursuant to these Rules.

**Special Resolution** has the meaning given by section 24 of the Act, that is, a resolution which is passed by a majority of not less than three-fourths of the Members who are entitled under the Rules to vote and vote in person or by proxy appointed in accordance

with Rule 24(2) at a General Meeting, of which notice specifying the intention to propose the resolution as a special resolution was given.

**Surplus Property** has the meaning given to it in the Act, that is, the property remaining after satisfying the debts and liabilities of the Branch and the costs, charges and expenses of winding up the Branch when the Branch is wound up or incorporation is cancelled.

**Uniformed Member** means an Adult Leader or Rover who is 18 years of age and over.

**Western Australian Rover Council (WARC)** means the assembly of Branch Rovers registered as such by the Branch.

**Youth Member** means a young person within the age ranges defined by the Scout Association for each Section and who is registered by the Branch as a member of the Scout Movement.

#### **4. Interpretation of the Rules**

- (1) A reference in a Rule in general terms to a person holding or occupying a particular office or position includes a reference to any person who occupies or performs the duties of that office or position for the time being.
- (2) Unless the contrary intention appears, in these Rules:
  - a) words importing the singular include the plural and vice versa;
  - b) words importing a gender include the others;
  - c) words used to denote persons generally or importing a natural person include any company, corporation, body corporate, body politic, partnership, joint venture, association, board, group or other body (whether or not the body is incorporated);
  - d) reference to a person includes that person's successors and legal representatives;
  - e) reference to a statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws amending, consolidating or replacing it, whether passed by the same or another government agency with legal power to do so, and a reference to statute includes all regulations, proclamations, ordinances and by-laws issued under that statute;
  - f) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings; and
  - g) "includes" means includes without limitation.
- (3) In these Rules headings and bold type are for convenience only and do not affect the interpretation of the Rules.
- (4) For the purposes of calculating the time period in which notices must be provided under these Rules, the period of notice shall not include the day on which notice is sent but shall include the day on which it is received or deemed to be received.

**5. Application of the Act**

- (1) These Rules are to be interpreted subject to the Act.
- (2) Unless the contrary intention appears, an expression in a Rule that deals with a matter dealt with by a provision of the Act has the same meaning as in the Act.

**6. Exercise of Powers**

- (1) The Branch may, in any manner permitted by the Act:
  - a) exercise any power;
  - b) take any action; and
  - c) engage in any conduct or procedure,which under the Act the Branch may exercise, take or engage in if authorised by these Rules.
- (2) The Board may make such Regulations, policies, rules, operating procedures and the like as are necessary or convenient for the effective implementation of these Rules.
- (3) Where these Rules provide that a person or body may do a particular act or thing and the word “may” is used, the act or thing may be done at the absolute discretion of the person or body and without any obligation to provide reasons.
- (4) Where these Rules confer a power to do a particular act or thing, the power is, unless the contrary intention appears, to be taken as including a power exercisable in the like manner and subject to the like conditions (if any) to repeal, rescind, revoke, amend or vary that act or thing.
- (5) Where these Rules confer a power to do a particular act or thing with respect to particular matters, the power is, unless the contrary intention appears to be taken to include a power to do that act or thing with respect to some only of those matters or with respect to a particular class or particular classes of those matters and to make different provision with respect to different matters or different classes of matters.
- (6) Where these Rules confer a power to make appointments to any office or position, the power is, unless the contrary intention appears, to be taken to include a power:
  - a) to appoint a person to act in the office or position until a person is appointed to the office or position;
  - b) subject to any contract between the Branch and the relevant person, to remove or suspend any person appointed, with or without cause; and
  - c) to appoint another person temporarily in the place of any person so removed or suspended or in place of any sick or absent holder of such office or position.
- (7) Where these Rules confer a power or impose a duty then, unless the contrary intention appears, the power may be exercised and the duty must be performed from time to time, as the occasion requires.
- (8) Where these Rules confer a power or impose a duty on the holder of an office as such then, unless the contrary intention appears, the power may be exercised and the duty must be performed by the holder for the time being of the office.

- (9) Where these Rules confer power on a person or body to delegate a function or power:
- a) the delegation may be concurrent with, or to the exclusion of, the performance or exercise of that function or power by the person or body;
  - b) the delegation may be either general or limited in any manner provided in the terms of delegation;
  - c) where the delegation is general as to the terms of delegation, the holder may assume for the time being the title of Acting in the office or position, but not otherwise;
  - d) the delegation need not be to a specified person but may be to any person from time to time holding, occupying or performing the duties of, a specified office or position;
  - e) the delegation may include the power to delegate for such purposes and with such limits as it set out in the delegation or any amendment of or additional to it;
  - f) where the performance or exercise of that function or power is dependent upon the opinion, belief or state of mind of that person or body in relation to a matter, that function or power may be performed or exercised by the delegate upon the opinion, belief or state of mind of the delegate in relation to that matter; and
  - g) the function or power so delegated, when performed or exercised by the delegate, is to be taken to have been performed or exercised by the person or body.

## **7. Powers of the Branch**

- (1) The Branch may do all things necessary or convenient for carrying out its objects and purposes and in particular may:
- a) acquire, hold, deal with, and dispose of any real or personal property;
  - b) open and operate bank accounts;
  - c) invest its money:
    - i. in any security in which trust monies may lawfully be invested; and
    - ii. in any other manner authorised by these Rules;
  - d) borrow money upon such terms and conditions as the Branch thinks fit;
  - e) give such security for the discharge of liabilities incurred by the Branch as the Branch thinks fit;
  - f) appoint agents to transact any business of the Branch on its behalf; and
  - g) enter into any other contract it considers necessary or desirable.
- (2) In acting as trustee and accepting and holding real and personal property upon trust, the Branch does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Policy and Rules.

## **8. Rules of the Branch**

- (1) These Rules bind the Branch and every Member to the same extent as if the Branch and every Member had signed and sealed these Rules and agreed to be bound by its provisions.
- (2) A copy of the Rules must be given to each person who becomes a Member (as soon as practicable after that person first becomes a Member).
- (3) The Branch must keep an up to date copy of the Rules in force from time to time and shall make it available free of charge to every Member.

**9. Amendment of Rules**

- (1) The Branch may alter or rescind or add to these Rules in accordance with the procedure in sections 17, 18 and 19 of the Act, which require a Special Resolution to be passed at a General Meeting.
- (2) A Special Resolution to amend the rules under Rule 9(1) may be proposed by:
  - a) the Board, in which case Rule 9(7)(a) must be complied with; or
  - b) at least fifty (50) Members by providing written notice to the Executive Manager or the Board, in which case Rule 9(7)(b) must be complied with.
- (3) When a Special Resolution is passed to amend these Rules, the Executive Manager must lodge with the Commissioner notice of the Special Resolution setting out particulars of the amendment, together with a certificate given by a Member certifying that the resolution was duly passed as a Special Resolution and that the Rules as amended conform to the requirements of the Act, within one month after the Special Resolution is passed or a longer period as the Commissioner for Consumer Protection may allow.
- (4) Subject to Rules 9(5) and 9(6), an amendment to the Rules does not take effect until Rule 9(3) is complied with.
- (5) An amendment to the Rules which has the effect of changing the name of the Branch does not take effect until Rule 9(3) is complied with and the approval of the Commissioner for Consumer Protection is given to the change of name.
- (6) An amendment to the Rules which has the effect of altering the objects of the Branch does not take effect until Rule 9(3) is complied with and the approval of the Commissioner for Consumer Protection is given to the amendment of the objects.
- (7) In addition to the requirements set out in Rules 9(1) to (6), the terms of a Special Resolution to amend the Rules must be conveyed to the President and the Executive Manager:
  - a) at least sixty (60) days prior to the General Meeting where the amendment is proposed by the Board; or
  - b) at least ninety (90) days prior to the General Meeting where the amendment is proposed in a written notice signed by fifty (50) Members.
- (8) Within seven (7) days of the Executive Manager receiving a proposed change to the Rules under Rule 9(7), the Executive Manager must advise the National Chief Executive of the change for the information of the National Council and the National Executive Committee.

- (9) In relation to an amendment to the Rules proposed by the Members under Rule 9(2)(b), the notice of the General Meeting at which the change to the Rules is to be considered may contain:
- a) a statement of not more than one thousand (1,000) words from the Members proposing it;
  - b) explanatory notes and recommendation of the Board; and
  - c) a statement of not more than one thousand (1,000) words from an individual Board Member,
- provided that these materials are provided to the Executive Manager at least seventy (70) days before the General Meeting at which the proposed Special Resolution is to be considered.

## **Membership**

### **10. Who is a Member of the Branch**

- (1) A member of the Branch (Member) is any of the following persons:
- a) a Financial Member;
  - b) the Chief Scout;
  - c) a Life Member;
  - d) an Honorary Member;
  - e) an Additional Supporter; or
  - f) a member of the Board.
- (1A) A Youth Member who is less than eighteen (18) years of age is also a member of the Branch, but does not have the rights, benefits or obligations of a Member set out in these Rules.
- (2) An Additional Supporter is any person over eighteen (18) years of age who is nominated by the Board and ratified by the Members at a General Meeting to be an Additional Supporter of the Branch. An Additional Supporter shall hold office for a term of 3 years, which may be renewed any number of times. There can be no more than thirty (30) Additional Supporters of the Branch at any one time.
- (3) The role of an Additional Supporter is to support the objects of the Branch referred to in Rule 2, including by representing the interests of Scouting at the highest levels of government, the private (profit and non-profit) sector and in the wider community.
- (4) The Board must use all reasonable endeavours to provide the Executive Manager with the names of those persons who the Board wishes to nominate as Additional Supporters not less than two (2) weeks prior to the date of a General Meeting at which the relevant nominees are to be considered for ratification.
- (5) Failure by the Board to comply with Rule 10(4) shall not invalidate nominations or ratifications if the relevant nominations are made at a later point of time but in time to be considered at the General Meeting.
- (6) Additional Supporters are not required to commit to the Scout Promise, but are entitled to vote as Members of the Branch.

**11. Liability and Entitlements of Members**

- (1) The rights and benefits, including voting rights, of Members of each category listed in Rule 10(1), are as specified in these Rules.
- (2) Subject to Rule 10(2), the maximum number of Members is unlimited.
- (3) A Member is not liable, by reason solely of the person's membership, for the liabilities of the Branch or the cost of winding up the Branch.
- (4) Subject to Rule 11(5), no portion of the income or property of the Branch may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members.
- (5) Rule 11(4) does not prevent:
  - a) the payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to the Branch or for goods supplied in the ordinary and usual course of business;
  - b) the payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the "Cash Rate Target" from time to time on money borrowed from any Member;
  - c) the payment of reasonable and proper rent by the Branch to a Member for any premises leased by the Member to the Branch; or
  - d) the reimbursement of expenses incurred by any Member on behalf of the Branch.
- (6) Each Member must comply with:
  - a) these Rules; and
  - b) the Policy and Rules.

**12. Cessation of Membership**

- (1) A person ceases to be a Member:
  - a) if the person resigns from membership by notice in writing;
  - b) if the person dies;
  - c) the person's membership expires in accordance with any conditions or limitations stipulated at the time of admission to membership. ; or
  - d) if the person's membership is cancelled in accordance with Rule 12(2).
- (2) The Branch Chief Commissioner may cancel the membership of a member not subject to Rule 12(3), as a consequence of:
  - a) their conduct being detrimental to the interests of the Branch of contrary to the objects of the Branch, including but not limited to, failure of that person to:
    - i) comply with these Rules or the Policy and Rule;
    - ii) comply with the terms of membership applicable to the Member; or
    - iii) keep an undertaking given by the Member upon his or her admission to membership,having provided that member formal notice of intention to cancel their membership, detailing the reasons, the time of effect of the cancellation and outlining the process of appeal describe in Rule 12 (4).

- (3) Where the member whose membership is to be cancelled is an Officer of the Branch (Rule 37), a Member of the Board (Rule 27) or the Chief Commissioner (Rule 36) a resolution to cancel the membership must be passed by a 2/3 majority vote of the Board unless the reason for cancellation makes them ineligible under law to maintain their membership, in which case their membership will be cancelled immediately.
- (4) An individual whose membership has been cancelled in accordance with Rule 12 (1) may appeal against the cancellation of their membership by writing to the Board within 30 days of the issues of notice to cancel their membership. A decision by the Board to uphold or revoke the cancellation must be passed by a 2/3 majority vote of the Board. The Board shall not consider appeals where the reason for cancellation makes them ineligible under law to maintain their membership, in which case their membership will be cancelled immediately. =

**13. Membership not Transferable**

Unless otherwise provided by the terms of membership, membership of the Branch is personal to the Member and is not transferable.

**14. Membership Register**

- (1) The Executive Manager, on behalf of the Branch, must keep and maintain, in an up to date condition, a Register of the Members and their postal or residential addresses and, upon the request of a Member, shall make the Register available for the inspection of the Member. The Member may make a copy of or take an extract from the Register but shall have no right to remove the Register for that purpose.
- (2) The Register must be kept and maintained at Branch Headquarters.
- (3) The Executive Manager must cause the name of a person who ceases to be a Member under Rule 12 to be deleted from the Register.

**15. Resolving Disputes and Addressing Complaints and Concerns**

- (1) Resolution of disputes involving one Member and another Member, a Member and the Branch, or non-members (if any) who receive services from the Branch and the Branch, shall follow principles of natural justice and procedural fairness and be in accordance with the Policy and Rules.
- (2) Addressing complaints or concerns raised by a person about the activities of the Branch, its Members, employees, or agents shall follow principles of natural justice and procedural fairness and be conducted in an impartial way and in a manner that protects the complainant's privacy in accordance with the Policy and Rules.

**General Meetings**

**16. Annual General Meetings**

- (1) The Board must convene an Annual General Meeting, every year in accordance with requirements of the Act.
- (2) The Board will stipulate the time and place for the Annual General Meeting and



any mechanism for participation by eligible members not physically in attendance. These dates will be communicated to all members in the Notice of Meeting.

**17. Special General Meetings**

- (1) A Special General Meeting shall be convened as soon as practicable where the Executive Manager is requested in writing to do so by any one of the following:
  - a) the President;
  - b) the Chairperson of the Board;
  - c) the Chief Commissioner;
  - d) at least two-thirds of the members of the Board; or
  - e) at least fifty (50) Members.
- (2) Requests made under Rule 17(1) must be signed by the person(s) making the request, state the purpose for which the Special General Meeting concerned is required and include any resolution that is proposed.
- (3) In the event that a request made under Rule 17(1) and that complies with Rule 17(2) is received by the Executive Manager and the Executive Manager does not within ten (10) days thereof issue or cause to be issued a notice to convene a Special General Meeting as soon as practicable and in accordance with Rule 18, the person(s) who made the request may issue a notice in accordance with Rule 18 to convene a Special General Meeting strictly as specified in the request and the Branch must pay the reasonable expenses of convening and holding that meeting.

**18. Notice of General Meetings**

- (1) Notice of an Annual General Meeting must be given to all Members at least thirty (30) days prior to the meeting.
- (2) Notice of a Special General Meeting must be given to all Members at least twenty one (21) days prior to the meeting.
- (3) Notices given under Rule 18(1) or Rule 18(2) must specify the date, time and place of the meeting and the particulars of the business to be transacted at the meeting and the order in which that business is to be transacted.
- (4) The business to be transacted at the Annual General Meeting shall be to:
  - a) receive and consider the annual report of the Board;
  - b) consider the accounts of the Branch and the external Auditor's report;
  - c) elect persons to the offices referred to in Rule (37);
  - d) if necessary ratify the appointment of any Board Members in accordance with Rule 27(2); and
  - e) deliberate on any other matters requiring consideration by the Members at the meeting.
- (5) When a Special Resolution is to be considered at a General Meeting:
  - a) subject to Rule 18(5)(b), the notice of the meeting must be given at least twenty-one days (21) prior to the meeting; and
  - b) when the Special Resolution relates to an amendment of these Rules, the notice of the meeting must be given at least sixty (60) days prior to the meeting; and

- c) the notice of the meeting must include the Special Resolution to be proposed, and confirmation that it will be considered as a Special Resolution.
- (6) A Member may waive the right to be given notice of any meeting by notice in writing to the Executive Manager.
- (7) The non-receipt of notice of a meeting by, or a failure to give notice of a meeting to any Member entitled to receive notice of a meeting in accordance with Rules 18(1), (2) or (5) does not invalidate any act, matter or thing done or resolution passed at the meeting if:
  - a) the non-receipt or failure occurred by accident or error; or
  - b) before or after the meeting, the Member has waived or waives notice of that meeting under Rule 18(6), or has notified or notifies in writing the Executive Manager of the Member's agreement to that act, matter, thing or resolution.
- (8) A Member's attendance at a meeting waives any objection that Member may have to a failure to give notice, or the giving of a defective notice, of the meeting unless the Member at the beginning of the meeting objects to the holding of the meeting.

**19. Quorum at General Meetings**

- (1) A quorum consists of forty (40) Members present at the General Meeting in person, or by proxy appointed in accordance with Rule 24(2).
- (2) If a quorum of Members is not present when a General Meeting proceeds to business, then the only business that may be transacted at the General Meeting is the adjournment of the meeting.
- (3) If a quorum is not present within thirty (30) minutes after the time appointed for a General Meeting:
  - a) where the meeting was convened upon the requisition of at least 50 Members in accordance with Rule 17(3)(e), the meeting must be dissolved; or
  - b) in any other case the meeting stands adjourned to such day and at such time and place as the Board determines or, if no determination is made by the Board, to the same day in the week which is two weeks after the time originally appointed at the same time and place and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the meeting must be dissolved.
- (4) In the event that the meeting is dissolved pursuant to Rule 19(3)(b) and the Board considers it to be necessary to make a decision on any matter included in the business for the meeting originally appointed, then the Board may make the necessary decision which shall take effect until the Members decide to the contrary, but no such later decision of the Members shall operate retrospectively to invalidate the Board's decision or action on it.

**20. Presiding Over General Meetings**

- (1) The Chief Scout shall preside as Chairperson at any General Meeting at which the Chief Scout is present.

- (2) In the absence of the Chief Scout, the President, or in the absence of the President, a Vice President shall preside as Chairperson at any General Meeting .
- (3) In the absence of the Chief Scout, President and Vice President(s) then the Members shall have the power to elect a Member to preside as Chairperson for that meeting.
- (4) If no Member present at the meeting is willing to act as Chairperson, the meeting is dissolved.

**21. Conduct of General Meetings**

- (1) Any question arising at a General Meeting relating to the order of business, procedure or conduct of the meeting must be referred to the Chairperson, whose decision is final and binding.
- (2) The Chairperson may with the consent of the Members at a General Meeting at which a quorum is present, and must if so directed by the Members, adjourn the General Meeting from time to time and from place to place. No business may be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (3) Where a General Meeting is adjourned for fourteen (14) days or more but less than thirty (30) days, at least seven (7) days notice of the adjourned meeting must be given. Where a General Meeting is adjourned for a period of thirty (30) days or more, the Executive Manager must give notice under Rule 18(1), (2) or (5) (as the case may be) as if the adjourned meeting were a new General Meeting.

**22. Decisions at General Meetings**

- (1) In the case of an equality of votes upon any proposed resolution of the Members, the Chairperson, who has a vote as a Member pursuant to Rule 23(1) but does not have in addition a deciding vote on any resolution, shall declare the resolution lost.
- (2) The Board shall determine, prior to the notice of meeting issuing, what means shall be used by members to cast and record votes before or at the meeting. The Board may also determine the specific technology to be used, provided that any electronic voting has appropriate validation safeguards.
- (3) The chairperson shall ensure the outcome of voting on any resolution is declared to the meeting at which the vote is taken and recorded in the minutes of that meeting.

**23. Member's Voting Rights**

- (1) At a General Meeting every Member present in person or by a proxy appointed in accordance with Rule 24(2) is entitled to one vote.
- (2) An objection to the qualification of a person to vote at a General Meeting:
  - a) must be raised before or at the meeting at which the vote objected to is given or tendered; or
  - b) must be referred to the Chairperson, whose decision is final and binding.

- (3) Unless a vote is disallowed by the Chairperson under Rule 23(2)(b), the vote is valid for all purposes.

**24. Voting at General Meetings**

- (1) Each Member entitled to vote at a General Meeting may vote in person.
- (2) A Member may appoint in writing the Chairperson of the meeting to be the proxy of that Member, and to vote on behalf of that Member at any General Meeting, provided that the Chairperson shall exercise the proxy in accordance with that Member's directions.

**Board**

**25. The Role of the Board**

- (1) The Board's role is to:
  - a) set the strategic direction for the Branch and oversee the formation and deployment of resources to achieve that strategic direction;
  - b) make, or make nominations or recommendations regarding, the following appointments:
    - i. Chief Scout;
    - ii. Chief Commissioner;
    - iii. President;
    - iv. Vice Presidents;
    - v. Honorary Treasurer;

- vi. Auditor;
  - vii. significant consultants; and
  - viii. Additional Supporters;
- c) ensure the overall well-being of the Branch;
  - d) ensure that the Branch complies generally with the Policy and Rules; and
  - e) generally oversee the management of the affairs of the Branch.

**26. Board Charter**

- (1) The Board shall prepare, and may amend from time to time, a Board Charter that sets out matters contributing to the proper and effective operation of the Board including the committees of the Board, and make that Charter available to Members for inspection upon request.
- (2) The Board shall operate in accordance with the Board Charter.
- (3) The Members, by resolution at a General Meeting, may direct the Board to amend the Board Charter in whatever lawful way it chooses, and the Board shall comply with any such direction.

**27. Membership of the Board**

- (1) A Board shall be established, comprising not less than ten (10) Members and not more than twelve (12) members, which must include the following:
  - a) the Chief Commissioner, who shall be appointed pursuant to Rule 35;
  - b) one (1) of a Regional Chief Commissioner, Assistant Regional Chief Commissioner, Deputy Chief Commissioner, an Assistant Chief Commissioner, a Branch Commissioner, an Assistant Branch Commissioner, District Commissioner, a Project Commissioner, or a Uniformed Member in an equivalent position;
  - c) one (1) of a Group Leader, Assistant Group Leader or Youth Program Leader. ;
  - d) a former youth member (within the last 5 years at the time of appointment) who is less than 30 years of age at the time of appointment to the Board, or in the event that such a person is not forthcoming, a current youth member over the age of 18 ears at the time of appointment.
  - e) the Honorary Treasurer; and
  - f) up to six (6) Members who are not serving Adult Leaders for the duration of their Board appointment, at least one of which must be under 30 years of age at the time of appointment.
- (2) The members of the Board described in Rule 27(1)(b) to (d) shall be elected by the Members at a ballot held no later than one (1) month prior to each Annual General Meeting provided that if the number of nominees for any particular category of Board position is not greater than the number of vacancies for that category of Board position, the nominee or nominees shall be appointed to that or those positions in that category as a member of the Board subject to ratification by the Members at the next Annual General Meeting.

- (3) The members of the Board described in Rule 27(1)(f) shall be recommended for appointment to the Board by a Nominations Committee established by the Board. Appointments will be confirmed by a 2/3 majority vote of the Board. Notifications of the appointment(s) shall be made to Annual General Meeting.
- (4) An appointment made under Rule 27(3) may be challenged at the Annual General Meeting to which the notification of appointment is made by a resolution put to the Chairperson of that meeting with support of at least five (5) Members present and having the right to vote on the resolution. The Chairperson shall put that resolution to the meeting and a 2/3 majority vote of that meeting will be required to deny the appointment. Should a 2/3 majority note be carried, the resolution will lapse, and the appointment will stand.
- (5) The Board may appoint up to two (2) additional Board Members in its absolute discretion, provided that the appointees are not serving Adult Leaders throughout their term on the Board, in order to further enhance the Board's knowledge and skills. If such an additional Board Member chooses not to commit to the Scout Promise, that person may still serve on the Board and be a Member under Rule 10(1)(f) provided that the person accepts the aim, principles and values that underpin the Scout Movement.
- (6) The members of the Board described in Rule 27(1)(b) to (f) and in Rule 27(5) hold office provided that:
  - a) the positions described in Rules 27(1)(b) and (c) shall be filled for a term of two (2) years with both positions becoming vacant every second year, and in alternate years the position described in Rules 27(1)(d) shall be filled for a term of two (2) years with both positions becoming vacant every second year;
  - b) the position described in Rule 27(1)(e) shall be filled by appointment by the Members for a term expiring at the next Annual General Meeting;
  - c) the positions described in Rule 27(1)(f) shall be filled for a term of three (3) years with two positions becoming vacant every year; and
  - d) the positions described in Rule 27(5) shall be filled for a term expiring at the next Annual General Meeting.
- (7) If vacancies remain on the Board after the election or appointment of Board Members under Rule 27(2), as the case may be, additional nominations of Board Members may be accepted from the floor of the Annual General Meeting and their appointment shall be subject to a vote at that Annual General Meeting.
- (8) If a vacancy remains on the Board after the application of Rule 27(7), or when a Casual Vacancy occurs as defined in Rule 29: (a) No person shall be entitled to hold a position on the Board if the person has been convicted of, or imprisoned in the previous five years for:
  - a) the Board may exercise its discretion to appoint a suitably qualified person to fill that vacancy.
  - b) if the vacancy arises because of a Casual Vacancy under Rules 29(1)(a) to (g), (i) or (j), the person appointed will hold the position, subject to ratification at the next occurring Annual General Meeting. If the person's appointment is so ratified, the person shall hold the position for the remaining term, if any, of the person who created the Casual Vacancy.
- (9) c) if the vacancy arises after the application of Rule 27(5), the person appointed will hold the position for the term referred to in Rule 27(46), subject to ratification at the next occurring Annual General Meeting. Unless directed otherwise by the

Chairperson, the Executive Manager shall be in attendance at all Board meetings and may participate in the discussion at Board meetings. If present in the capacity as Executive Manager, the person may not vote on matters before the Board. If present in another capacity as a Board Member, then the person has all the rights and responsibilities as a Board Member.

- (10) (a) No person shall be entitled to hold a position on the Board if the person has been convicted of, or imprisoned in the previous five years for:
- i. an indictable offence in relation to the promotion, formation or management of a body corporate;
  - ii. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
  - iii. an offence under Part 4 Division 3 or section 127 of the Act.

b) No person shall be entitled to hold a position on the Board if the person is, according to the *Interpretation Act section 13D*, a bankrupt or a person whose affairs are under insolvency laws.

## **28. Retirement of Board Members**

- (1) A Board Member holding any position pursuant to Rule 27(1)(b) to (d) may only serve for three (3) consecutive terms, excluding any term when appointed under Rule 27(6)(a), after which the person is not eligible to be elected or appointed as a Board Member for a period of one (1) year.
- (2) A Board Member holding a position pursuant to Rule 27(1)(g) may only serve for two (2) consecutive terms, excluding any term when appointed under Rule 27(6)(a), after which the person is not eligible to be elected or appointed as a Board Member for a period of one (1) year.
- (3) A Board Member holding a position pursuant to Rule 27(3) may be re-appointed by the Board for one further term, after which the person may not be appointed in that position for a period of one (1) year, but the person may be elected or appointed to the Board under any of the categories listed under Rules 27(1)(a) to (g) and may then serve for the maximum number of terms applicable to that category.
- (4) The retirement of a Board Member from the Board takes effect at the conclusion of the Annual General Meeting at the end of the term applicable to that person.

## **29. Casual Vacancy of Board Member**

- (1) A casual vacancy occurs in the office of a Board Member if the Board Member:
  - a) dies;
  - b) resigns by notice in writing delivered to the Chairperson or, if the Board member is the Chairperson, to the Vice-Chairperson, and that resignation is accepted by resolution of the Board;
  - c) ceases to be entitled to hold a position on the Board by reason of the operation of Rule 27(8);
  - d) is permanently incapacitated by mental or physical ill health;



- e) is absent from more than:
  - i. three (3) consecutive Board meetings without the prior approval of the Board, or
  - ii. three (3) Board meetings in the same financial year without tendering an apology to the Chairperson at each meeting, provided the Member received notice of the each meeting, and the Board has resolved to declare the office vacant;

- f) ceases to be a member of the Scout Movement, except in the case of a Board Member appointed under Rule 27(3) who need not be a member of the Scout Movement;
  - g) in the case of a Board Member occupying a position pursuant to Rule 27(1)(a) to (d), is no longer a serving Adult Leader in the category applicable to that position;
  - h) is the subject of a resolution passed at a General Meeting terminating the person's appointment as a Board Member; or
  - i) is the subject of a resolution passed by a majority of two-thirds of the serving Board Members at a duly convened Board meeting terminating the person's appointment as a Board Member, provided that in the case of the Chief Commissioner the Chairperson shall have first informed the President of the relevant circumstances and the Board in considering that resolution takes account of the views expressed by the President on the matter.
- (2) The Board may appoint a person to fill a Casual Vacancy on the Board pursuant to Rule 27(6).

### **30. Board Proceedings**

- (1) The Board must meet together for the despatch of business:
- a) not less than four (4) times in each year, at intervals of not greater than three (3) months;
  - b) at such additional times as determined by the Chairperson; and
  - c) whenever more than half the Board Members request a meeting.
- (2) A quorum for a Board meeting is more than half the number of serving Board Members, provided that at least 3 members present are appointed under Rule 27(1)(f).
- (3) In the event that a quorum defined in Rule 30(2) is not achieved after a Board meeting has been convened on two consecutive occasions, then that meeting may be re-convened for a third time whereat the quorum required for that meeting shall be only more than half the serving number of Board Members.
- (4) Where all the Board Members wishing to participate in a Board meeting are not physically in attendance at one location for a Board meeting, but each such Board Member not physically in attendance can communicate with the other Board Members:
- a) the participating Board Members are, for the purpose of every provision of these Rules concerning meetings of the Board Members, taken to be assembled together at a meeting and to be present at that meeting; and
  - b) all proceedings of those Board Members conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were physically present in the one location.
- (5) For the purposes of Rule 30(4), a Board Member can only communicate with all the other participating Board Members by:

- a) video conference;
  - b) telephone conference;
  - c) any other technology which permits each Board Member to communicate with every other Board Member; or
  - d) any combination of these technologies.
- (6) Each Board Member has one vote.
- (7) A question arising at a meeting of the Board must be decided by a majority of votes, but if there is no majority then the resolution is lost.
- (8) The procedure and order of business to be followed at a meeting of the Board must be determined by the Board Members present at the meeting of the Board.
- (9) At the first meeting of the Board convened after the Annual General Meeting, the Board Members shall elect from amongst the Board Members referred to in Rules 27(1)(g) and 27(3) separate Board Members to fill each of the following offices of the Board, which shall have roles and responsibilities prescribed in the Board Charter:
- a) Chairperson;
  - b) Deputy Chairperson; and
  - c) Board Secretary,
- and may at any subsequent meeting of the Board re-elect the same Board Member or elect a different Board Member to any of these offices.
- (10) The Board may pass a resolution without holding a Board meeting if a majority of Board members or such other majority as may be required by these Rules entitled to vote on the resolution approve by email a proposed resolution set out in an email sent to all Board members by the Board Chairman. The proposed resolution shall include a period specified by the Board Chairman within which any comments for or against the proposed resolution that Board members may wish to state must be received, and the latest time by which votes must be cast. Any comment must be communicated by email to each other Board member by the Board member making the comment. A Board member shall not cast a vote until the specified period for comments has elapsed.

### **31. Declaration of Interest or Partiality**

- (1) A Board Member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by or in the contemplation of the Board (except if that pecuniary interest exists only by virtue of the fact that the Board Member is a Member), must:
- a) as soon as the Member becomes aware of that interest, disclose the nature and extent of his or her interest to the Board; and
  - b) not take part in any deliberations or decision of the Board with respect to that contract.
- (2) A Board Member having any current or potential interest other than of the kind specified in Rule 31(1), but which could reasonably be construed as having an

adverse influence on the proper, objective and impartial performance of the Member's duties as a Board Member, must:

- a) as soon as the Member becomes aware of that interest, disclose the nature and extent of his or her interest to the Board; and
  - b) except as explicitly determined by the Chairperson of the Board and advised to the Board, not take part in any deliberations or decision of the Board with respect to matters relevant to that interest.
- (3) Rule 31(1) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the Board Member is an employee of the Branch or the Scout Association.
- (4) The Chairperson must cause every material disclosure by a Board Member under Rule 31(1) or Rule 31(2) and any determination made by the Chairperson under Rule 31(2) to be recorded in the minutes of the Board meeting at which the disclosure or determination is made.

### **32. Committees and Delegates**

- (1) Subject to Rule 6(9) and Rule 32(4), the Board may delegate in writing any of its powers to one or more committees or persons consisting of such Board Member, Members or other persons as the Board thinks fit, for the proper control, management and advancement of the Branch.
- (2) The membership, terms of reference, duties and responsibilities of any committee established under Rule 32(1) shall be prescribed in the Regulations.
- (3) A person or committee to whom any power has been delegated under Rule 32(1) must exercise the powers delegated in accordance with any directions of the Board.
- (4) The Board cannot delegate a function under Rule 32(1) that is a duty imposed on the Board by the Act or any other law.
- (5) Unless specifically approved by the Board, any delegate appointed under Rule 32(1) does not have a right of sub-delegation in respect of the delegated power.
- (6) Unless the Board directs otherwise, a person or committee to whom any power has been delegated under Rule 32(1) may make decisions on behalf of the Board in respect of the power delegated to them, but the delegate must provide a report to the Board regarding the procedures, decisions or actions taken by the person or committee as the Board requires.

### **33. Validity of Acts**

An act done by a person acting as a Board Member, by a meeting of Board Members, or by a committee of the Board attended by a person acting as a Board Member, is not invalidated by reason only of:

- a) a defect in the appointment of the person as a Board Member; or
- b) the person being disqualified to be a Board Member or having vacated office;  
or

- c) the person not being entitled to vote, if that circumstance was not known by the person or the Board Members or committee (as the case may be) when the act was done.

**34. Remuneration**

Board Members shall not be remunerated but may be reimbursed for reasonable expenses incurred by them in carrying out their duties as a Board Member.

**35. National Executive Committee**

The National Executive Committee, on giving reasonable notice to the President or the Chairperson of the Board (as the case may be), shall have the right to have a person that is appointed as its representative for this purpose attend any General Meeting or meeting of the Board, and that person shall be entitled to raise any matter at the meeting (at a point in the agenda chosen by the Chairperson of the meeting) as though that person were a Member or a member of the Board (as the case may be), but that person will not have the right to vote on any issue raised at the meeting.

**Office Bearers and Auditors**

**36. Chief Commissioner**

- (1) The Chief Commissioner will be appointed by the Chief Scout of Australia on the recommendation of the Board, in accordance with the Policy and Rules.
- (2) The Regulations must specify the:
  - a) role and responsibilities of the Chief Commissioner; and
  - b) the selection process and the procedure for making the recommendation to the Chief Scout of Australia that the Board shall follow for the appointment of the Chief Commissioner.
- (3) The selection process for the Chief Commissioner specified as required by Rule 36(2)(b) must include the calling for applications in a manner that is open and facilitates the generation of a competitive field of candidates, and be conducted in a manner that respects confidentiality and follows merit-based principles.
- (4) The Chief Commissioner may delegate a function or power of that position in accord with Rule 6(9) for a period not exceeding three (3) months on any one occasion.

**37. Offices of the Branch**

- (1) The following are offices of the Branch :
  - a) the President;
  - b) the Vice-President(s), up to a maximum of three (3); and
  - c) the Honorary Treasurer.

- (2) The offices of the Branch shall be filled by election by the Members at the Annual General Meeting or in the case of a vacancy occurring prior to that date, the Board may appoint a suitably qualified person to the vacant position, which person shall hold office subject to ratification by the Members at the next occurring Annual General Meeting or at a Special General Meeting held prior to the next occurring Annual General Meeting.
- (3) The Board must use reasonable endeavours to provide to the Returning Officer nominations by the Board of person(s) to fill each vacancy in the offices specified in Rule 37(1)(a) to (c), not less than two (2) weeks prior to the date of the General Meeting at which such vacancy is proposed to be filled.
- (4) To be eligible for nomination for election or re-election to the offices specified in Rule 37(1)(a) to (c), the person must at the time of nomination be, or have signified in writing a readiness to become on appointment, a Member.
- (5) Failure by the Board to comply with Rule 37(3) shall not invalidate nominations or appointments if the relevant nominations are made at a later point of time but in time to be considered at the General Meeting.
- (6) If a vacancy remains in the offices specified in Rule 37(1)(a) to (c) after a vote to elect persons nominated by the Board under Rule 37(3), additional nominations to fill the vacancy may be accepted from the floor of the General Meeting and the appointment from such nominees shall be subject to a vote at that General Meeting.
- (7) The term of appointment to the offices specified in Rule 37(1)(a) to (c) will be from the point of election at a General Meeting until the next Annual General Meeting, but the person holding the office prior to that point is not for that reason ineligible for nomination and re-election to that office at that next Annual General Meeting.

### **38. Executive Management**

- (1) At its absolute discretion, the Board may appoint a Chief Executive Officer. If the Board resolves to do so, that appointment must be made from amongst members of the Board (including the Executive Manager) other than the Honorary Treasurer, Chairperson, Deputy Chairperson and Board Secretary.
- (2) The role and responsibilities of the Chief Executive Officer shall be specified by the Board if a person is appointed to this office, and amongst other things must include participation in execution of documents and application of the common seal as provided for respectively in Rule 51 and Rule 52.
- (3) The Board must appoint an Executive Manager.
- (4) The role and responsibilities of the Executive Manager shall be specified by the Board and amongst other things must include providing or causing to be provided services to the Branch as follows:
  - a) co-ordination of the correspondence of the Branch;
  - b) the keeping of full and correct minutes in accordance with Rule 46;
  - c) the keeping and maintenance of a Register of Members in accordance with Rule 14;
  - d) the keeping and maintenance in an up to date condition the Rules and, upon the request of a Member, the making available of the Rules for inspection by

the Member, who may make a copy or take an extract of the Rules but has no right to remove the Rules;

- e) the keeping and maintenance of a record of the names and residential or postal addresses of the persons who are Members, of the persons who fill offices of the Branch, of the persons who are Board Members, and of any persons who are appointed or act as trustees on behalf of the Branch;
- f) unless the Members resolve otherwise at a General Meeting, hold custody of all books, documents, records and registers of the Branch; and
- g) perform such other duties as are imposed by these Rules on the Executive Manager in respect of the Branch.

### **39. Honorary Treasurer**

- (1) The Honorary Treasurer shall be elected by the Members pursuant to Rule 37.
- (2) The Honorary Treasurer is responsible for the management of the finances and accounts of the Branch and must in accordance with any directions given by the Members or the Board and with accounting standards:
  - a) superintend the management of the receipts and expenditure of the Branch, including the issue of receipts in the name of the Branch for moneys received by or on behalf of the Branch and the making of payments from the funds of the Branch under authority as may be delegated from time to time by the Board; and
  - b) ensure compliance by the Branch with Part 5 of the Act;

### **40. President and Vice-Presidents**

- (1) The President and Vice-President(s) must perform the roles identified in Rules 40(2) and (3), respectively, and as requested by the Members at a General Meeting from time to time.
- (2) The role of the President is to:
  - a) chair General Meetings of Members;
  - b) represent the Branch as a member of the Scout Association's National Council;
  - c) provide advice to the Board and its Chairperson, when requested by the Chairperson; and
  - d) support the objects of the Branch referred to in Rule 2, including by representing the interests of Scouting at the highest levels of government, the private (profit and non-profit) sector and in the wider community.
- (3) The role of the Vice President(s) is to:
  - a) perform the functions of the President, as required;
  - b) provide advice to the Board and its Chairperson, when requested by the Chairperson;
  - c) undertake particular projects at the request of the Board Chairperson, including the chairing of ad hoc committees; and

- d) support the objects of the Branch referred to in Rule 2, including by representing the interests of Scouting at the highest levels of government, the private (profit and non-profit) sector and in the wider community.

**41. Auditors**

- (1) The Board shall appoint a registered auditor or company of registered auditors to be the Auditor of the Branch.
- (2) The Regulations shall specify the procedures for the appointment of and interaction of the Branch with the Auditor.

**42. Honorary and Life Membership Appointments**

The Members may at a General Meeting make honorary appointments within the Branch in any of the following categories and on such terms as it sees fit:

- a) Life Membership;
- b) Honorary Membership;
- c) Honorary Committee Membership; and
- d) Honorary Consultants and Advisors.

**43. Property and financial management**

- (1) All real and personal property in Western Australia held by the Branch on behalf of the Branch or received for the benefit of or on behalf of the Branch shall by virtue of the Act, be vested in the Branch. The Board shall deal with all property transactions, or persons authorised on behalf of the Board so to act, in accordance with the provisions of the Act.
- (2) The Branch must keep Financial Records that correctly record and explain its transactions, financial position and performance and enable true and fair financial statements to be prepared in accordance with Part 5 of the Act, and must:
  - a) retain its Financial Records for at least 7 years after the transactions covered by the records are completed;
  - b) for each Financial Year ensure that the requirements under Part 5 of the Act are met; and
  - c) ensure that an audit is undertaken of the Financial Statements or Financial Report of the Branch.
- (3) On the disbandment or de-registration of a Group/Section/Formation, the Branch may take custody and/or control of the Group's/Section's/Formation's property, equipment, funds, information and records and it may apply to the financial institution at which the financial account(s) of the Group/Section/Formation operate, requesting the closure of such account(s) and the remittance of any funds in the account(s) to the Branch.



**44. Regulations**

- (1) The Board may from time to time change, including rescind, Regulations made pursuant to Rule 6(2) that bind Members under these Rules and that may prescribe amongst other things certain acts, processes, procedures, roles or responsibilities that the Board deems are necessary or convenient to the achievement of the objects of the Branch and to compliance with the Act and these Rules.
- (2) Any Regulation in force immediately before the adoption of these Rules shall to the extent that the Regulation is consistent with the provision of these Rules continue in force until it is amended or rescinded.
- (3) In the event of a conflict of meaning between the Regulations and these Rules, these Rules shall prevail.

**45. Indemnity**

- (1) The Branch shall indemnify each Officer against any civil liability incurred by that Officer for anything that Officer has done when doing work for the Branch:
  - a) in good faith; and
  - b) in accordance with these Rules and all Regulations.
- (2) The indemnity in Rule 45(1) does not apply to any right to recover damages in respect of defamation or in respect of the death of, or bodily injury to, any person directly caused by, or by the driving of, a motor vehicle if, at the time of the death or bodily injury:
  - a) the vehicle was owned or being driven by the Officer; and
  - b) a contract of insurance:
    - i. was, or was required to be, in force in respect of the vehicle under section 4 of the *Motor Vehicle (Third Party Insurance) Act 1943*; or
    - ii. referred to in section 3(4) of that Act was in force in respect of the vehicle.
- (3) The indemnity in Rule 45(1) does not apply to an Officer:
  - a) who knew or ought reasonably to have known that at the relevant time the Officer was acting:
    - i. outside the scope of the work organised by the Branch; or
    - ii. contrary to instructions given by the Branch; or
  - b) whose ability to do the work in a proper manner was, at the relevant time, significantly impaired by alcohol or drugs.
- (4) In this Rule 45:
  - a) **drugs** means drugs that are taken voluntarily otherwise than for therapeutic purposes; and
  - b) **motor vehicle** has the meaning given in section 3(1) of the *Motor Vehicle (Third Party Insurance) Act 1943*.

## **Minutes and Records**

### **46. Minutes of Meetings**

The Executive Manager must take reasonable measures to ensure minutes of proceedings and resolutions of General Meetings and of meetings of the Board (including of committees of the Board) are recorded in books kept for that purpose promptly following the meeting but not later than one (1) month after the relevant meeting is held.

### **47. Minutes of Resolutions Passed without a Meeting**

The Board Members must ensure that minutes of resolutions passed by the Board (and by committees of the Board) without a meeting are recorded in books kept for the purpose, within one (1) month after the resolution is passed.

### **48. Signing of Minutes**

- (1) After minutes of a meeting of the Board or of a committee of the Board are confirmed by the Board Members or committee members (as the case requires), the minutes must be signed by the person chairing the meeting or by the person chairing the next occurring meeting.
- (2) The record of the passing of a resolution of the Board or of a committee of the Board by electronic or other means without a meeting having taken place, must be signed by a Board Member or by a committee member (as the case requires) immediately after the resolution is passed. That record should be incorporated into the minutes of the next occurring meeting of the Board or of the committee of the Board (as the case requires).

### **49. Minutes as Evidence**

A minute that is recorded under Rule 46 or Rule 47 and signed under Rule 48 is evidence of the proceedings or resolution to which it relates, unless the contrary is proved.

### **50. Inspection of Records**

- (1) The Board must ensure the minute books of General Meetings are available for inspection by Members free of charge.
- (2) A Member may inspect without charge the Rules, Regulations, Register of Members and Board Charter and any specific records of personal information of that Member, provided that the Board may determine on a reasonable basis at what time and place and under what conditions the books, documents, records and securities will be available for inspection.

## **Execution of Documents**

### **51. Manner of Execution**

The Branch may validly execute a document by:

- a) the affixing of its common seal to the document in accordance with Rule 52;

- b) a person specifically authorised by the Board signing the document; or
- c) the Chief Commissioner (or the Chief Commissioner's delegate as approved by the Board) and either the Chairperson of the Board, the Board Secretary, the Honorary Treasurer, or the Chief Executive Officer (if a person other than the Chief Commissioner is appointed to this office in accordance with Rule 38) signing the document.

**52. Common Seal**

- (1) The Branch shall have a common seal on which its name appears in legible characters.
- (2) The common seal must not be used without the express authority of the Board and every use of the common seal must be recorded in the minute book of the Board described in Rule 46.
- (3) The affixing of the common seal must be witnessed by any two of the Chief Commissioner, Chairperson of the Board, Board Secretary, Honorary Treasurer or Chief Executive Officer (if a person other than the Chief Commissioner is appointed to this office in accordance with Rule 38).
- (4) The common seal must be kept in the custody of the Executive Manager or such other person as the Board may decide from time to time.

**53. Notices to Members**

- (1) A notice or other communication to all Members under these Rules must be given by being:
  - a) delivered to the Member in person; or
  - b) sent by post to the Member or left at the address of the Member shown in the Register of Members or supplied by the Member for the giving of notices; or
  - c) sent electronically to the email address shown in the Register of Members or supplied by the Member for the giving of notices,and
  - d) placed on the Scouts WA website.
- (2) Any notice or other communication given or made under Rule 53(1) will be taken to be duly given or made:
  - a) in the case of personal delivery or being left at the address of the Member, when delivered;
  - b) in the case of delivery by post, one business day after the date of posting;
  - c) in the case of email, when the transmission has been sent,and
  - d) when the notice has been placed on the Scouts WA website.

## General

### 54. Submission to Jurisdiction

Each Member and each Board Member shall be deemed to submit to the non-exclusive jurisdiction of the Courts of Western Australia in respect of the interpretation and application of these Rules.

### 55. Prohibition and Enforceability

- (1) Any provision of, or the application of any provision of these Rules which is prohibited in any place is, in that place, ineffective only to the extent of that prohibition.
- (2) Any provision of, or the application of any provision of these Rules which is void, illegal or unenforceable in any place does not affect the validity, legality or enforceability of that provision in any other place, or of the remaining provisions in that or any other place.

### 56. Dissolution of the Branch

- (1) The Branch may cease its activities and have its incorporation cancelled in accordance with the Act if the Members resolve by Special Resolution that the association will:
  - a) apply to the Commissioner for cancellation of its incorporation; or
  - b) appoint a liquidator to wind up its affairs.
- (2) Upon cancellation of the Branch, the Surplus Property must only be distributed to one or more of the following:
  - a) an incorporated association under the Act;
  - b) a body corporate that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
  - c) a company limited by guarantee that is registered as mentioned in section 150 of the *Corporations Act 2001 (Cwth)*;
  - d) a company holding a licence that continues in force under section 151 of the *Corporations Act 2001 (Cwth)*;
  - e) a body corporate that:
    - i. is a Member or former member of the Branch; and
    - ii. at the time of the Surplus Property is distributed, has rules that prevent the property being distributed to its members;
  - f) a trustee for a body corporate referred to in rule 29(c)(v); or
  - g) a co-operative registered under the *Co-operatives Act 2009* that, at the time of the distribution, is a non-distributing co-operative as defined in that Act.

### 57. Review of Rules

The Board shall review these Rules by the end of the second year following their adoption, and shall provide a report with recommended amendments as

considered appropriate to the next occurring Annual General Meeting. Subsequent reviews shall be undertaken as deemed necessary by the Board but at intervals of not greater than six (6) years.

*End of Rules*