

QUEENSLAND 172

Bylaws, Policies and Procedures

(Scouting WEB Resources)

<http://www.scout.org/wso/facts/>

<http://www.scouts.ca/scinfo/>

<http://www.scouts.ca/index.stm>

<http://www.scouts.ca/scinfo/dutycare.htm>

http://www.out-there.com/html_sct.htm

<http://www.scoutingnorthernlights.org/>

<http://www.chinook.scouts.ca/>

<http://www.emf.net/~troop24/scouting/wosm.html>

Queensland 172 Group Committee

Revision 3: 01-03-15

Queensland 172 Bylaws, Policies and Procedures

Index

Section 1	Name of the Group	3
Section 2	Purpose and Principles	3
Section 3	Operating Policies	4
Section 4	Recruitment	5
Section 5	Assets /Insurance	6
Section 6	Membership	7
Section 7	Group Committee Structure and Functions	8
Section 8	Finance	12
Section 9	Training	15
Section 10	Uniforms	16
Section 11	Administration	17
Section 12	Honours and Awards	19
Section 13	Discipline	20
Section 14	Bylaws	21
Appendix A	Q172 Camping and Activity Requirements	23
Appendix B	Volunteer Job Descriptions	26
Appendix C	Q172 Group Committee and Sections Critical Activities and Dates in our Scouting Year	27
Appendix D	Scouts Canada Camping and Outdoor Activity Requirements Questions and Answers About the Camping and Outdoor Activity Guide Chinook Region, What Form to Use For Which Activity	28
Appendix E	Scouts Canada Volunteer Performance Improvement Procedure Sponsor/Group Partnership Agreement	29
Appendix F	Queensland 172 Reese's Fund Procedures	30

QUEENSLAND 172.
Bylaws, Policies and Procedures
(Revision 3: 01-03-15)

In addition to the Bylaws, Policies and Procedures of Scouts Canada (BP&P Latest Version) and the Chinook Regional Council the following is appended.

SECTION 1-NAME

1.1 NAME

The name of the Group shall be the Queensland 172nd Scout Group hereafter known as 'the Group'.

1.2 SPONSOR

The Group is sponsored by the Queensland Community Association, which is hereafter known as 'the Sponsor'.

1.3 INSIGNIA

The Queensland 172nd Group Crest shall be in the form of a half circle (5cm radius) in gold with a black border. The word **Queensland** shall be written on the top arc, in black, with a black coronet having 3 balled spikes below. The numbers 172 shall be written in gold on the coronet. Two small Scouting 'Fleur de lis' are stitched in black on each side of the coronet. The group scarf shall be black with the Group crest at the apex.

SECTION 2-PURPOSE AND PRINCIPLES

2.1 PURPOSE

The purpose of the Group is to recognize and act in accordance with the aims and principles of the Bylaws, Policies and Procedures (BP&P) of Scouts Canada in the fulfillment of it's Mission. Nothing in these Bylaws can be considered to contradict said B.P.&P.

2.2 YOUTH SECTIONS

Youth Sections covered shall be Beavers, Cubs, Scouts, Venturers and Rovers. Any changes (increase or decrease) in the numbers of sections are to be approved by the Group Committee and the Sponsor.

2.3 PROGRAMS

Programs shall be run according to Bylaws, Policies and Procedures laid out by Scouts Canada and the Chinook Regional Council following such guidelines as laid out in the appropriate Section Handbooks and training materials. Appropriate forms for all activities, field trips etc. outside of the regular of meeting place will be filled out and submitted to the Group Committee Chair or designate. (See Appendix D)

2.4 CAMPING/OUTDOORS

Sections must include camping and outdoor activities in their programs in accordance with the Policies, Procedures and Program Requirements laid out in B.P&P, all Scouts Canada Requirements (see Appendix D) and those of the Group and Sponsor as laid out in Appendix A. The latest version of the Scouts Canada Camping and Outdoor Activity Guidelines is always available on the Scouts Canada internet website (<http://www.scouts.ca/>).

2.5 SPIRITUAL EMPHASIS

All members shall respect the multi-faith character of the Group and the Sponsor. The awarding of the 'Religion in Life Badge' is encouraged by the Group for all appropriate Sections.

SECTION 3-OPERATING POLICIES

3.1 QUEENSLAND 172 SCOUTING YEAR

i) Sections:

01 September through to the following 31st. August.

ii) Fiscal Year:

01 July through to the following 30 June.

3.2 REGISTRATION

The Group Committee through its Chairman or designate shall be responsible for all registrations. A Registration Coordinator can be appointed by the Group Committee to oversee the Registration Activities of the Group.

3.3 TRANSFERS

i) Section leaders shall be responsible for providing youth members who leave the Group with a transfer form, where needed.

ii) Youth members seeking to transfer membership from any other Group, shall be required to produce a valid transfer form, at the time of registration with the Group.

3.4 COMMERCIAL ENDORSEMENTS

i) The acceptance of a donation of a product, service or funds shall not constitute endorsement of that product or service, nor of the company supplying them.

ii) Donations of products, services, or funds shall only be accepted with the approval of the Group Committee.

iii) No goods or services shall be generally be accepted unless a use for them cannot be found.

iv) No promise to endorse or otherwise promote a product, service or commercial enterprise shall be made on behalf of the Group, nor any Section of the Group.

3.5 SPECIAL EVENTS

i) Special events shall only be organized with the approval of the Group Committee.

ii) Where approval is sought to run a special event, the person seeking such approval shall submit to the Group Committee full plans for the event which shall:

- State a definite purpose for the event.
- State the results expected and how they will be achieved.
- Date on which the event is to take place.
- Times at which it will take place.
- Location(s) at which event is to take place.
- Estimated number of members, both youth and adult who will be involved.
- Food requirements.
- Travel requirements.
- Travel costs.

- Equipment needed
- Estimated Budget for the event / sources of funding.
- Any special requirements (e.g. permits, special training needed etc.)
- Any special concerns re safety (risk assessment should be carried out).
- Time needed to prepare for the event.

iii) Approval shall not be given for a special event unless it can be shown to be:

-
- Timely.
- Effective.
- Age appropriate.
- Have sufficient adult supervision.
- Meet the needs of the Group or Section.
- Be valid to the Scouting program.
- Have a clearly stated purpose.
- Have an appropriate number of Adult leaders and parents involved in the organization, planning and execution of the event to ensure success

SECTION 4-RECRUITMENT

4.1 ADULT

i) In order to be eligible for membership in the Group, an adult volunteer must fill out the appropriate Adult registration forms including all required information as outlined in the Scouts Canada Volunteer Recruitment and Development Procedures (VRAD). The adult volunteer must agree to the Mission and Principles of Scouts Canada and to abide by the Scouts Canada BP&P, Scouts Canada Duty of Care and the Group Bylaws. Final eligibility is pending completion of the three-month probation period and orientation to scouting, the successful completion of a police record check and a performance assessment by the Section Head and the Group Committee Chair.

ii) An adult who is eligible for membership of the Group, shall upon recruitment to a volunteer position in the Group be provided with a full job description by the Chairman or his designate.

iii) These job descriptions shall be as described in B.P.&P., the Group Committee Handbook and the Section Leaders Handbooks with such additions as shall be deemed necessary by the Chairman acting on the advice of the executive committee. (See Appendix B for Q172 Specific Job Descriptions)

iv) Job descriptions for positions not appearing in these publications shall be formulated by the Chairman acting on the advice of the Executive Committee.

v) A volunteer shall be deemed to be one who, without charge or expectation of financial return, shall donate time, goods or services to the Group.

SECTION 5-ASSETS

5.1 INVENTORY

- i) An annual inventory of the assets of the Group shall be made by June 30 by each Section Head. The inventory shall include a description of each item, its location and replacement value.
- ii) This inventory shall be made at the direction of the Group Committee, by the Section Head or some other person appointed by the Chairman (i.e. Quartermaster) with copies kept by the Secretary of the Group Committee.

5.2 EQUIPMENT

- i) All Section equipment is owned by Scouts Canada and the Queensland 172nd Group Committee.
- ii) The equipment belonging to the Group shall be used for approved Scouting purposes only. Such equipment shall only be used under the direction of a registered adult member and with the approval of the Group Committee. Where Scout, Venturer and Rover Sections operate camps or other approved activities without leaders present, equipment may only be used with the approval of the relevant Section Leader and the Group Committee. In the event of a dispute relative to qualifications or what constitutes a defined Scouting activity, the Executive Committee shall rule on the issue in dispute using the Scouts Canada Activity Requirements and Guidelines (Camping and Outdoor Activity Guidelines, BP&P).
- iii) The equipment shall not be used by any person outside the Group for any other than Scouting purposes and not without the approval of the Group Committee.

5.3 INSURANCE

All Insurance requirements shall be obtained by the Chairman or his designate at the direction of the Group Committee. Section Heads shall make sure that all activities meet Sponsor requirements and Scouts Canada Waiver of Liability requirements as outlined in the BP&P and Scouts Canada Policies. All drivers (leaders and parents) who are transporting youth on behalf of the group shall be licensed and insured and meet all of Scouts Canada's criteria for acceptability. Records of drivers insurance shall be collected by the Section Heads annually and submitted to the Secretary.

5.4 RECORDS

- i) All past records of the Group shall be kept by the Secretary and stored at the Queensland Community Association (See Office Manager).
- ii) All past records of the Sections shall be kept by the appropriate Section Leader or by Secretary at the request of the Section Leader.
- iii) All records pertaining to and recording the activities of the Group are the property of the Group.
- iv) No Past records may be destroyed or otherwise disposed of without the approval of the Group Committee. No records shall be destroyed or otherwise disposed of until **seven full calendar years** shall have passed from their last entry.

SECTION 6-MEMBERSHIP

6.1 ELIGIBILITY

Eligibility shall be in accordance with the policies of Scouts Canada as directed by the Sponsor and as dictated by BP&P and these Bylaws.

6.2 YOUTH

i) The youth of Queensland, Diamond Cove and Deer Ridge Communities shall be given priority for registration over those residents of other communities.

ii) Numbers will be restricted only by the number that can be accommodated (Youth to Adult leader ratio) in the approved sections as recommended by Scouts Canada and approved by the Group Committee.

iii) Registration priorities shall be, in order of decrease:

- Children of Leaders (to include those registered with Girl Guides of Canada) and Group Committee Members and adults registered as volunteers with Scouts Canada.
- Returning members.
- Siblings of returning members.
- Siblings of returning members of Girl Guides of Canada.
- New members from the Communities of Queensland, Diamond Cove & DeerRidge.
- Other new members, Reese's Fund participants.

iv) The minimum age for admission to the Sections shall follow the school grades for the Calgary Public school district where this does not conflict with the recommended ages as given in B.P.&P. These shall be as follows:

- Beavers, who are eligible for Kindergarten(i.e. aged 5 on or before the last day of February of the following year).
- Cubs, who are eligible for grade 3 (i.e. aged 8 years on or before the last day of February of the following year
- Scouts, who are Eligible for grade 6 (i.e. 11 years old on or before the last day of February of the following year).
- Admission into the Venture Company and Rover Crew shall be at discretion of the members of the Crew/Company but shall not be less than those ages recommended in B.P.&P.

6.3 ADULT

i) All adult members must be acceptable to Scouts Canada and the Sponsor, and agree to any reasonable conditions placed upon them by Scouts Canada and the Sponsor as conditions of membership.

ii) All adult members must be acceptable to Scouts Canada and the Group and agree to abide by the Bylaws, Policies and Procedures of Scouts Canada, the Scouts Canada Duty of Care and the Bylaws and procedures of the Group. Failure to do so may be constituted as reasonable grounds for dismissal by Scouts Canada or non-renewal of membership in the Group. <http://www.scouts.ca/scinfo/dutycare.htm>

6.4 ROVERS

Members of the Rover Crew who are aged eighteen years or older shall be considered to be adult members.

6.5 CO-ED SCOUTING

i) Membership of all sections shall be open to both male and female provided the requirements of section 6.2 are met.

ii) Where a request for co-ed membership of Beavers, Cubs, Scouts and Venturers is received by the Group, such a request shall be approved by the Group, according to the Scouts Canada policies and guidelines provided by the Chinook Regional Council.

SECTION 7-GROUP COMMITTEE

7.1 FUNCTIONS (see Appendix C - Critical Activities and Dates)

i) The Function of the Group Committee is to manage the Group on behalf of the Sponsor, in accordance with the policies and recommendations of Scouts Canada, the Chinook Regional Council and the Sponsor.

ii) The Function of the Sections is to provide a Scouting program for the youth members in accordance with the Policies, Procedures and guidelines of Scouts Canada, the Chinook Regional Council and the Sponsor.

7.2 EXECUTIVE COMMITTEE

i) The officers of the group shall be:

- Chairman
- Vice-Chairman(optional)
- Secretary
- Treasurer
- Past Chairman(where possible)

ii) These officers shall constitute the Executive Committee.

iii) The Function and Authority of the Executive Committee shall be:

- To advise and assist the chairman with appointments.
- When required, to advise the Sponsor on the appointment of a new Chairman.
- To formulate suggestions for all activities.
- To hold meetings when required. Such meetings shall be called by any member after consultation with the chairman. No meeting shall be held without the approval of the Chairman or his designate. Such meetings shall be chaired by the Chairman or his designate. A quorum for an executive meeting shall be no less than 50% of the serving members in good standing.
- To ensure the continuous running of the Group, in the absence of or between

regular meetings, (and where an emergency meeting is not deemed necessary or is not possible), the executive committee shall approve expenditure and activates.

- -In an emergency, or where speed is of the essence the Chairman acting where possible on the advice of other members of the executive committee, shall act on behalf of the Group. If the Chairman is not available for consultation his designate shall be in descending order:

- Vice Chairman
- Secretary
- Treasurer
- Past Chairman

as is other wise described in these Bylaws.

iv) The Chairman shall be the spokesman for the group.

v) Except in an emergency, or where speed is of the essence no decisions which affect a section may be made by the Executive Committee without first consulting that section through its Section leader.

7.3 MEMBERS

Regular membership of the Group Committee shall be:

- Chairman
- Vice Chairman(optional)
- Secretary
- Treasurer
- Past Chairman(when possible)
- Section Leaders (one per operating section)

Ex-Officio members shall be:

- Fundraising Co-ordinator
- Parents Auxiliary Co-ordinator
- Quartermaster
- Registration Co-ordinator
- Newsletter Co-ordinator
- Honours and Awards Co-ordinator
- Incumbents of special term defined positions as created by the Chairman for the duration of that position

Non Voting members shall be:

- District Commissioner of Girl Guides Canada
 - Sponsor liaison
 - President of the Venture Company
 - Chief Executive officer of the Rover Crew
- (Except where these last two represent their Section at a meeting)

7.4 APPOINTMENTS

i) The Chairman shall be recommended by the Sponsor from the membership of the Sponsoring Body and appointed by the Area Commissioner. Appointment shall follow a period of on the job training and completion of Group Committee Quickstart course.

ii) The duly appointed Chairman shall recruit an executive committee that shall be acceptable to the Area Commissioner. Appointment shall follow a period of on the job training and completion of the Group Committee Quickstart course.

iii) The Chairman shall on the advice of the Executive committee annually appoint Section Leaders who are acceptable to the Area Commissioner and Scouts Canada. Final appointment shall follow a period of on the job training and formal training as per Section 9.

iv) The Chairman shall on the advice of the Executive committee annually appoint, as needed other committee members who are acceptable to the Area Commissioner and Scouts Canada.

v) The Chairman shall on the advice of the executive committee and the appropriate Section leader appoint leaders who are acceptable to the Area Commissioner and Scouts Canada and meet all the criteria for Scouts Canada and Group membership.

vi) The Sponsor shall appoint a Sponsor liaison member.

vii) All appointments shall be conditional on the member being willing and able to take appropriate training as outlined above.

7.5 TERMS OF OFFICE

i) Appointments shall where possible be made in May or June to allow for overlap and proper turnover of responsibilities.

ii) Terms of office shall be from August 1 through to the following July 31.

iii) The Executive Committee shall be appointed for a two year term. No member shall serve more than two consecutive terms unless an extension is approved by the Sponsor and the full Group Committee.

iv) No Section leader shall serve more than three consecutive years without an extension being granted by and the Executive Committee and the Area Commissioner.

7.6 MEETINGS

i) Regular meetings shall be held not less than once every two months from September to May. From May to September as called by the Chairman.

ii) Emergency or special meetings shall be called by the Chairman at the request of any two regular members in good standing of the Group Committee with a usual notice of five working days.

iii) Meetings shall be conducted in accordance with standard Parliamentary Procedure (Roberts Rules of Order)

iii) A Quorum shall consist of The Chairman or his designate, at least one other member of the executive plus a simple majority of other members in good standing.

iv) All regular members shall be entitled to make and vote on motions in accordance with standard parliamentary procedures.

v) An agenda shall be prepared by the Chairman and the Secretary before each meeting. All members may request specific items be put on the agenda. Such items shall require reasonable notice to the Chairman or Secretary for inclusion. Other items may be added to the agenda, at the discretion of the Chairman, as time allows.

vi) Besides those regular and ex officio members, attendance at Group Committee meetings is at the invitation of, and at the discretion of the Chairman or his designate.

vii) Any person invited to attend a meeting by the Chairman or his designate may only address the meeting at the invitation of the Chairman or his designate. Such guests may not make motions or vote on motions.

viii) Except in an emergency, or where speed is of the essence, no decision which directly effects a Section shall be made by the Group Committee without consultation with that Section through its Section Leader.

ix) Minutes of all meetings shall be taken by the Secretary. In the absence of the Secretary the Chairman shall appoint minute keeper for that meeting.

x) Minutes shall not be circulated outside the Group Committee until duly adopted by a meeting.

xi) In the absence of a Chairman the meetings shall be chaired in descending order by:

-Vice Chairman

-Secretary

-Treasurer

-Past Chairman

xii) No meeting shall be called without the Chairman's knowledge.

7.7 PARENTS AUXILIARY

i) A Parents Auxiliary shall be formed whose purpose shall be to support and assist the Group Committee.

ii) The Parents Auxiliary shall be constituted under the authority of the Group Committee and shall be represented at meetings by its Coordinator or designate.

iii) The Coordinator of the Parents Auxiliary shall be appointed by the Chairman. It shall be the responsibility of the Coordinator to recruit other members who are acceptable to the Group Committee and the Sponsor.

iv) The duties and responsibilities of the Parents Auxiliary shall be as laid out in the Parents Auxiliary Handbook cat, number 20-469 or any subsequent or updated version provided by Scouts Canada for the use of Auxiliaries.

v) Additional to those duties the Parents Auxiliary shall be responsible for:

- The Purchase and storing of materials for the Group scarves.
- The purchase and storing of the Group Crest, and distribution of same on the direction of the Group Committee.
- The sewing of the group scarf, and the distribution of same to sections on the direction of the Group Committee.
- The organization of food services at Group events as required by the Group Committee.
- The organizing of such sub-committees as shall be required by the Group Committee, i.e. Phoning.
- Such duties as shall be assigned by the Group Committee acting through its Chairman.

7.8 SPECIAL COMMITTEES

i) The Chairman shall, and as necessary, appoint such special committees as shall be needed. These

Committees shall sit for a stated time, or until such time as their task is completed. The role and scope of these special committees shall be defined by the Chairman of the Group at such time as they are appointed.

ii) The Chairman of the Group Committee or their designate shall sit as an ex-Officio member of all special committees.

SECTION 8-FINANCE

8.1 TRANSACTIONS

i) All Bank accounts of the Group Committee shall be in the name of 'Scouts Canada Queensland 172'.

ii) Sections are discouraged from opening their own bank accounts. However, where Sections operate their own bank accounts it is at the discretion of the Group Committee and these accounts remain the property of the Group Committee acting through its Treasurer.

iii) Such accounts shall be in the name 'Scouts Canada' followed by the Section name and number. (e.g. Scouts Canada Queensland 172 Venturers)

iv) Signing authority shall be assigned to any Three of the Executive Committee for Group Committee accounts and by the Section Leader and one other member of that Section for all section accounts.

v) No two members of the same family shall authorize the same expenditure or sign the same cheque on any account or financial transaction held under the Group name and number.

vi) The accounts and financial records of the Group Committee shall be kept by the Treasurer of the Group.

vii) The accounts and financial records of the Section shall be the responsibility of the Section Leader.

viii) Section leaders shall make their financial records available to the Group Committee Treasurer at least annually or at any time upon request of the Treasurer.

ix) Where a Section ceases to operate any funds remaining in that Section Bank account, or in the possession of the Section shall be turned over to the Group Committee by the Section Leader or their designate.

x) All funds shall be at all times under the control of at least two persons who shall be registered members of the Group.

xi) Private accounts shall not be used for the deposit or transfer of Scouting funds.

8.2 AUDITS

i) Section accounts shall be submitted for audit to the Group Treasurer, or a person appointed by the Chairman, in May or June of each year.

ii) Group Committee accounts shall be submitted for audit in May or June of each year to two persons appointed by the Chairman at the recommendation of the Treasurer.

iii) The Audited accounts of the Group shall be submitted to the Sponsor, by the Chairman by September 30th of each year.

iv) The Audited accounts of the Group shall be submitted to the next highest Council by the Sponsor, through the Treasurer by October 30th of each year (Annual Report).

8.3 BUDGETS

i)The Budget Committee shall consist of the Executive Committee and such members as they shall recruit. This shall generally include the Fundraising Coordinator and the Quartermaster.

ii) At the August meeting, or at such time as called for by the Group Committee, each Section Leader shall with other leaders from the Section, prepare and submit a budget for operating and capital costs for the next year.

iii) At the August meeting, or at such time as called for by the Chairman, the Executive Committee shall annually prepared and submit a Budget for the capital and operating costs of the Group Committee for the coming year.

iv) The Budget Committee with the assistance of the Treasurer shall review and revise submitted Budgets and Fundraising needs for presentation to the Group Committee at the September meeting.

v) The Treasurer shall establish standard forms to facilitate this process.

8.4 FUNDRAISING

i)All fundraising activities shall follow those guidelines given by Scouts Canada and the Calgary Regional Council. They shall also be acceptable to the Sponsor who shall rule on any matter in dispute.

ii) All fundraising shall be the responsibility of the Group Committee. Specific fundraising responsibilities may be delegated to Sections by the Group Committee, including:

-Collection of Dues

-Collection of funds from parents for approved section activities, up to a limit set by the Group.

-Specific fundraising projects intended to make possible specific section projects. Each such project is subject to Group Committee approval. Such proposals shall include full budgetary information.

iii) The Group recognizes its responsibility to work in co-operation with other organizations in the Community. Where a conflict shall arise with other organizations, the Sponsor shall rule on the matter in dispute.

iv) The Group recognizes its responsibility to work in co-operation with other Scouting Groups. Boundaries for Fundraising events shall be agreed by the Chairman or their designate with neighbouring Groups before the event.

v) Specific requirements for fundraising participation by Scouting parents in Queensland 172 can be enacted by Group Committee (e.g. provision of post dated fund-raising cheques etc.) to encourage parent participation in the Fundraising requirements of Queensland 172.

8.5 DISBURSEMENT OF FUNDS

i)Except where authorized by Group Committee, all funds shall be handled through the Treasurer, and be disbursed in accordance with approved operating budgets for specific approved amounts.

- ii) All requests for reimbursement of budgeted funds shall be made to the Group Committee Treasurer on Forms approved for that purpose (Cheque Requisitions).
- iii) All receipts shall be submitted at the time reimbursement is requested.
- iv) All requests for budgeted funding and reimbursements should be made at a Group Committee meeting if possible.
- v) In an emergency situation, or when speed is of the essence, the Chairman or his designate acting where possible on the advice of the Treasurer shall have authority to approve an unbudgeted expenditure of up to \$500.00 for a specific purpose.

8.6 DUES

- i) Dues shall be collected by each section with the approval of the Group Committee and submitted to the Treasurer.
- ii) Such dues may be used by each Section for the weekly operating expenses of the Section with the approval of the Group Committee.
- iii) An accurate financial record shall be kept of all dues collected, and disbursement. The keeping of such records shall be the responsibility of the Section leader.
- iv) The amount of these dues for Beavers, Cubs and Scouts shall be set annually by the Section Leader based on the advice of the section leaders and the Group Committee.
- v) Venturer Companies and Rover Crews shall set their own dues in accordance with their Bylaws.

8.7 REGISTRATION FEES

- i) The registration fees for membership in the Group shall be set by the Group Committee before the designated Registration time for each year (Spring or fall).
- ii) The Group Committee shall be responsible for payment of the registration fees of section leaders and Group Committee members.
- iii) The fees for Children of returning leaders and Group Committee Members shall not exceed that set by Scouts Canada, Chinook Region.
- iv) New Leader and Group Committee members shall be charged the regular fee as set by the Group Committee.
- v) Reimbursement of the difference between this fee and that of returning leaders shall be made by the Treasurer at the request of the Chairman. This reimbursement shall be conditional on regular attendance at meetings, completion of Orientation and Woodbadge 1 and passing the mandatory Scouts Canada prescreening.
- vi) When a reduction in fees is offered by the Chinook Region for subsequent family members, that reduction shall be reflected in the fees charged for membership, as directed by the Group Committee.
- vii) The Reese's fund has been set up by Scouts Canada, Chinook Region to provide funding (Registration, Uniform) for youth who would otherwise not be able to afford Scouting. (Background – a Chartered Scouting group can not turn away a youth who can not afford the registration fees for \$ reasons alone.). There are some loose rules that the region has put in place to access this fund however. They expect the

Local Scouting Groups to exhaust all avenues of financing for Reese’s Fund applicants before they will grant any access to the Reese’s Funds. Queensland 172 Group Committee has put into place the following procedures for administering this funding within Queensland 172.

- The Q172 Reese’s Fund (RF) program will be Confidential and administered by the GC Chair (e.g. Vice Chair, Secretary, Treasurer) who will administer funds to applicants after completion of an interview by the GC Chair and one other chosen designate from the GC executive. (see Appendix F for copy of interview form)
- Group Committee will budget \$1000.00 per year for potential RF candidates
- Q172 RF budget will cover Uniforms, books and registration fees only (it does not cover any extra program activity fees
- Once this \$1000.00 funding is exhausted other applicants will be forwarded to Scouts Canada RF for funding. (This funding level should cover 5-6 registrants per year. The funding is not cumulative. If it is not used up one year it goes back to zero the next year.)

SECTION 9-TRAINING

9.1 ESSENTIAL TRAINING

i)The Group requires that all adults agree to take the essential training as required by Scouts Canada and the Chinook Regional Council before membership is excepted.

ii) In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership.

iii) When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

iv) In addition the Group requires its registered adult members to make every effort to fulfil the following training requirements:

<i>Position</i>	<i>Course Requirements</i>
Chairman	-Group Committee Quickstart within first 6 months -Group Committee Part 2 within two years
Vice Chairman	-Group Committee Quickstart within first 6 months -Group Committee Part 2 within three years
Secretary	-Group Committee Quickstart within first 6 months
Treasurer	-Group Committee Quickstart within first 6 months
Fundraising Coordinator	-Group Committee Quickstart within first year
Parents Auxiliary	-Group Committee Quickstart within first year
Beaver Section Leader	-WB1 within first three months -WB2 within first year (two years maximum)
Beaver Leader	Orientation and WB1 within first three months Standard first aid as appropriate (2 per section)
Cub Section Leader	-WB1 within first three months/ Standard First Aid -WB2 within first year (Two years maximum) - Green Stage within second year
Cub Leader	Orientation and WB1 within first three months Standard first aid as appropriate (2 per section)
Scout Section Leader	-WB1 within first three months/ Standard First Aid -WB2 within first year (two years maximum) -Red Stage within second year
Scout Leader	Orientation and WB1 within first three months

	Standard first aid as appropriate (2 per section)
Venturer Advisor/ Rover Advisor	-WB1 within first three months/ Standard First Aid -WB2 within first year (two years maximum) -Red and Purple Stage within second year

9.2 TRAINING FEES

The Group shall pay for suitable and timely training taken by an adult member of the Group.

9.3 ADVANCED TRAINING-GROUP

i) In recognition of the importance and the need for further training members are encouraged to take advantage of all suitable training courses offered to them.

ii) The Group recognizes the need for training as a budget priority.

9.4 ADVANCED TRAINING-OTHER

i) The Group supports the efforts of the Chinook Regional Council in its recruitment of adult members to positions in Scouting other than at the Group level.

ii) In recognition of the fact that taking further training will help the individual adult member in their personal development such training shall be paid for by the Group where possible.

SECTION 10-UNIFORMS

10.1 GENERAL

i) The uniform of Scouts Canada shall be worn on all appropriate occasions when activity dress is not required.

ii) The uniform shall be as decided by Scouts Canada.

iii) The uniform shall be worn as decided by Scouts Canada.

iv) The Group scarf shall be worn by all registered members, when in uniform at a regular Section meeting or event.

v) Members of the Group Committee are encouraged to wear uniform. If such members are invested members of Scouts Canada they may wear the Group Scarf. Non-invested members may wear the Scouts Canada tie or Bow.

vi) The wearing of Service Stripes shall be at the discretion of the individual member. Where worn they shall be provided by the Group Committee through the Section Leader.

vii) The wearing of registration flashes is encouraged. Only the current years flash shall be worn.

10.2 PURCHASE

i) The Group Committee shall provide a Scouts Canada uniform shirt and belt to all adult leaders who meet the basic requirements for membership (see section 6.3).

ii) The Group Committee shall provide all relevant handbooks to its adult members (other than Rover Crew)

iii) Activity leaders and Leaders in Training (Junior Leaders) are expected to wear the uniform of their Section. Where such youth leaders are not members of a Section the provision of a uniform shall be at the discretion of the Group Committee and shall take the form of an approved activity dress or the adult uniform.

iv) All uniforms and handbooks purchased by the Group remain the property of the Group and must be returned to them at the completion of service with the Group. Where a member is continuing in a Scouting role, and shall be eligible for membership of Scouts Canada, the uniform may be retained by them at the discretion of the Group Committee.

v) All relevant Badges and insignia shall be provided by the Group Committee, and may be retained by members after one year registered service.

vi) In support of the Policy of Scouts Canada that none shall be denied access to a Scouting program for financial reasons the Executive Committee shall have the discretion to help with the registration and purchase of uniforms for youth members as needed. (see Q172 Reese's Fund Procedures and Guidelines – Appendix F)

10.3 ACTIVITY DRESS

i) Activity dress shall be decided by the Section Leader with the assistance of the Group Committee as required, and shall be appropriate for the occasion.

ii) Activity dress shall include the Group scarf, unless inappropriate for the activity.

SECTION 11-ADMINISTRATION

11.1 PERMISSION FORMS

i) A separate permission form for each activity that takes place away from the regular meeting place shall be required. Use of the Permission forms in the Camping and Outdoor Activity Guidelines, Appendix D are highly recommended.

ii) Such form shall be of a type provided by or approved by the Section Leader.

iii) Such forms shall include:

- Signature of parent or Guardian.
- Date of activity.
- Type and description of activity.
- Details of special clothing required.
- Time activity is to take place.
- Location of activity.
- Name and telephone number of the leader in charge of the activity.
- Any cost involved, and details of how it should be paid.
- Any information regarding health, allergies etc. that would relate to the activity, or effect the youths ability to take part in the activity.

11.2 MEDICATION

i) Where a youth member is required to take medication during a Scouting event, such medication shall only be administered by a leader on receipt of written parental consent. Such consent must state all pertinent details.

ii) All such medication must be given into the care of a designated leader by the parent or guardian. Medication should be in the original container and clearly marked with the name of the person for which it is intended and the prescribed dosage.

iii) Where a prescription drug is prescribed by a Doctor 48 hours or less before a camp, a medical certificate, signed by a Doctor stating the youths fitness to take part in the camp must be supplied by the parent or guardian in order for the youth to attend camp.

iv) Where youths are taking self-administered medication e.g. for asthma or diabetes the Leaders must be informed of that fact in writing by the parent or guardian.

v) Forms stating the above requirements and giving relevant consent shall be formulated by time Group Committee.

vi) No Adult member shall be required to administer medication to a youth if they choose not to do so.

vii) Attendance at camp, or any special event, by a member requiring medication, shall be at the discretion of the Section leader, with the knowledge of the Group committee.

11.3 FORMS

Copies of all forms for the use of leaders and Sections shall be kept by the Secretary and made available as requested. (Copies of all required Camping and Outdoor activity forms are included in Appendix D.

11.4 PLANNING

i) All Sections shall prepare an outline of the proposed activities for the coming year for presentation to Group committee for approval by the Section Leader. Such plans shall be presented before the Section Budgets are approved.

ii) All Sections shall prepare a three year outline of activities (Program plan).

iii) All activities must be approved in advance by the Group Committee. All Outdoor activities away from the regular meeting hall must have a signed Camping and Outdoor Activity form submitted to the GC Chair and kept by the Secretary.

11.4 REPORTING

i) The Group Committee acting through its Chairman or designate must be informed on all occasions when a Section is to meet away from its regular meeting place .

ii) Reports to Group Committee must be in writing on forms provided by the Group Committee for that purpose. Such reports must include all pertinent information.

11.6 COMMUNICATIONS

i) In an emergency or crisis situation the Chairman shall be the spokesman for the Group. Members shall direct all inquiries to the Chairman.

ii) The annual report shall be prepared by the Chairman and presented by him to the Area Commissioner

through the Group Scouter and to the Sponsor as required.

11.7 GIRL GUIDES OF CANADA

i) In accordance with the Policies of Scouts Canada and the Calgary Regional Council, a special relationship is recognized by the Group with Girl Guides of Canada.

ii) To promote co-operation and good relations between the Group and the local Guiding movement the District Commissioner(s) of those Guiding Districts falling within the Boundaries of the Queensland and Deer Ridge Communities shall be invited to attend regular Group Committee meetings and functions..

iii) These Commissioners shall be invited to attend all suitable Group functions.

iv) Joint activities with local Guide Groups are to be encouraged.

SECTION 12-HONOURS AND AWARDS

12.1 RECOGNITION(GENERAL)

i) An Honours and Awards committee may be formed at the discretion of the Chairman. This committee shall make recommendations to the Group Committee. It shall be the responsibility of the Chairman to forward recommendations as necessary to the Chinook Region and Area 5 Honours and Awards Committee.

ii) When appropriate, recommendations for recognition of members will be made to the Chinook Region and Area 5 Honours and Awards Committee by the Chairman (to the Group Scouter).

12.2 RECOGNITION(GROUP)

i) Where appropriate, recognition will be made by the Chairman acting on the advice of the Section leaders and the Executive Committee.

ii) Recognition of members is encouraged at the Group and Section level. This recognition shall be in an appropriate form as decided and/or approved by the Group Committee.

iii) Recommendations for Section Recognition (Adult) include:

-Thank you certificate and/or pin for leaders leaving the Section.

-Thank you certificate and appropriate memento for leaders leaving the Section.

These shall normally be presented at the Section level.

iv) Recommendations for Group recognition (Adult) include:

-Thank you plaque for adults receiving a 5 year service pin.

-Suitable memento (engraved) for adults receiving a long service (10 year) medal.

-Thank you plaque for section leaders leaving the group after 3 years service is completed.

-Plaque (engraved) for adults leaving the Group after 5 years service is completed.

These shall normally be made at a suitable Group function.

v) Recommendations for Group recognition (youth) include:

-Engraved Knife or similar on receipt of the Chief Scout Award (Value up to \$65.00).

-Engraved Tankard or similar on receipt of the Queens Venturer Award.(Value up to \$65.00)

These shall normally be presented at a suitable Group function. Other youth recognition shall normally be made at the Section level in a form approved by the Group Committee.

SECTION 13-DISCIPLINE

<http://www.scouts.ca/scinfo/howto.htm> (Scouts Canada Child Abuse weblink)

13.1 ADULT

i) Non-Compliance with the Bylaws, Policy and Procedures of Scouts Canada (BP&P) may be constituted as cause for dismissal from Scouting at the sole discretion of the Regional Commissioner, Chinook region.

ii) When necessary, such action shall be taken immediately by the Regional Commissioner, acting in consultation with the GC Executive Committee, the Sponsor and the Area Commissioner, through the Groups' Group Scouter using the Scouts Canada Volunteer Performance Improvement Procedures (see Appendix E). The decision, once made by the Regional Commissioner of Scouting, shall be communicated to the member by letter from the Regional Commissioner. A copy of which shall be given to the Chairman and the Sponsor as deemed appropriate.

iii) A special action committee to administer the Volunteer Performance Improvement Procedure may be formed at the discretion of the GC Chairman acting on the advice of the Executive Committee. Such a committee shall consist of the Executive Committee who shall act with the advice of the Sponsor. The Group Scouter for the Group and the Section leader from any Section involved (where appropriate).

iv) Where an adult is accused of any type of abusive behaviour (i.e. Neglect, physical, emotional or sexual) that person shall be immediately removed from all duties where they are in contact with the youth and the appropriate Scouting and Legal authorities notified (Call Child Abuse Hotline 1-800-387-5437 immediately). The responsibility to investigate rests with the child protection authorities.

v) The Regional Commissioner is the only one who can release an adult member from service.

vi) Where an adult members behaviour or performance is not of a standard to give satisfaction to the Group the following shall be the recommended procedure to follow:

Corrective Action (Apply Volunteer Performance Improvement Procedure)

-The Section leader shall inform the Chairman of the nature of the problem.

-The Section leader alone or with the Chairman if necessary shall discuss the nature of the problem with the leader and try to find a solution that is agreeable to all.

-If this is not successful the Chairman, with the Section leader and Group Scouter shall meet with the member to attempt to find a solution.

vii) Before any action (that does not involve abusive behaviour) is given wider audience, the adult shall be given any reasonable opportunity to correct such behaviour. If no workable solution can be found by these methods the Chairman shall convene a special action committee to act upon the matter.(See VPIP – APPENDIX E)

13.2 YOUTH

i) Where it is necessary for a leader to correct the behaviour of a youth member, such action shall be taken as soon as shall be reasonably possible.

ii) No adult shall take any action that shall be intended to cause a youth member humiliation.

iii) Generally problems of discipline shall be dealt with at the section level as they occur.

iv) Where a problem is ongoing, or cannot be corrected at the Section level the Section leader shall consult with the Chairman and the Group Scouter (if required) as to the appropriate action to be taken.

v) Action for cause shall include any action or behaviour that causes persistent disruption of activities or meetings or is likely to cause the health or safety of others to be endangered.

vi) Action against a youth member for cause shall be by the following procedure:

-First incident - youth spoken to and the parents informed of the nature of the problem and the action to be taken if problem persists. The Group Committee through its Chairman shall be informed of the nature of the problem and the action taken.

-Second incident - Youth suspended from next meeting or activity, the Group Committee shall inform the parents, (in writing) of the problem, and request parental help in correcting it, with further action to be taken detailed. Copies shall be given to the Sponsor and the Group Scouter.

-Third incident - The youth may be released from membership in the Group. This decision shall be taken by the Executive Committee, acting on the advice of the Section Leader, Group Scouter and the Sponsor. Before a youth is released from membership, the Sponsor and Area Commissioner shall be notified. The Parents shall be notified in writing of this decision. The youth shall be suspended from all activities while this decision is being made.

vii) The decision to release a youth member from the Group is a serious one and should not be taken quickly. Every effort should be made to find other acceptable solutions to the problem before this action is taken.

SECTION 14-BYLAWS

14.1 COPIES

i) The Bylaws shall be kept on behalf of the Group by the Secretary of the Group.

ii) A copy of these Bylaws shall be lodged with Scouts Canada Chinook Region (Area 5 Commissioner.)

iii) A copy of these Bylaws shall be lodged with the Group Scouter.

iv) A Copy of these Bylaws shall be lodged with the Sponsor.

v) Where amendments or additions are duly made to these Bylaws copies of the amended Bylaws shall be given to all of the above.

14.2 Bylaw Amendments

Amendments to these Bylaws may only be made using the following procedure:

i) Any regular member in good standing, of the Group Committee may request a revision of these Bylaws.

ii) Upon receipt of such a request the Chairman and the Executive Committee shall review the request and propose amendments to the Group Committee.

iii) The amendment shall be clearly stated and the motion provided to all members of the Group Committee and the Sponsor at least two weeks prior to the meeting at which voting is to take place.

iv) The Chairman of the Bylaws committee shall put this proposed amendment before the next regular meeting of the Group Committee after it has been circulated to all members.

v) The amendment shall be carried by at least a two thirds majority vote at said meeting.

vi) The amendment shall be approved by the Sponsor.

vii) Any amendment that is not approved by the Group Committee shall not generally be reconsidered for a period of at least one year.

viii) Where any part of these Bylaws shall be shown to be in conflict with the Bylaws, Policies and Procedure of Scouts Canada that section or sub-section shall be immediately suspended. The Chairman and the Executive Committee shall act on the matter.

14.3 REVISION

In addition to time above the Bylaws shall be reviewed at least every three years in order that they are maintained in such a manner that they are up to date and conform to such changes as may be made by Scouts Canada. This review shall be made by the Chairman and the Executive Committee at the direction of the Group Committee.

APPENDIX A – Queensland 172 Camping Requirements

Note: These requirements are in addition to those outlined in the Scouts Canada Camping and Activity Guidelines (see Appendix D) <http://www.scouts.ca/scinfo/outguide.pdf>

A1.1 REQUIREMENTS-BEAVERS AND CUBS

- i) Beaver and Cub Sections shall only book a camping facility with the approval of the Group Committee.
- ii) Beaver and Cub Section leaders shall submit an outline plan for a camp, in writing to the Group Committee, at least thirty days before a camp takes place.
- iii) These plans shall include:
 - Location of camp.
 - Date of camp.
 - Duration of the camp.
 - Travel arrangements.
 - Cost to the members.
 - Camp Budget.
 - Copies of all relevant forms and Permission slips
- iv) At least fourteen days before a camp takes place Beaver and Cub Section leaders shall submit in writing to the Chairman or his designate complete camp plans. These plans shall include.
 - A menu.
 - A List of all activities planned.
 - Name and phone number of contact person
 - A list of all leaders expecting to attend the camp
 - A list of other adults invited to attend the camp.
- v) At least five days before a camp Beaver and Cub Section Leaders must submit to the Chairman or his designate:
 - A complete list of all youth intending to attend the camp.
 - A complete list of all leaders expected to attend the camp.
 - A complete list of other adults intending to attend the camp.
- vi) Before a winter camp, Cubs must hold a pack check for all youth intending to attend camp.
- vii) It is recommended that a parents information evening and pack check be held for all first year Cubs before their first camp.
- viii) Before attending a camping facility for the first time the Section leader must determine that it meets the requirements of Scouts Canada and the Group.
- ix) Any parent or guardian not registered with the Group may only attend camp with the approval of the Group Committee.
- x) Any adult not registered with the Group may only attend camp with the consent of the Group Committee. This approval must be obtained at a Group Committee meeting. Only in special circumstances shall an adult other than a parent or guardian be invited to attend camp.
- xi) Cabins used shall be equipped with smoke/fume detectors and adequate fire extinguishers.
- xii) When boating a person trained in lifesaving shall be present. The minimum qualification shall be the

Bronze Cross or equivalent.

xiii) Permission slips must state all activities planned for camp and permission to take part in these activities be given, as well as general permission to attend the camp.

AI.2 REQUIREMENTS-SCOUTS, VENTURERS

i) It is recognized that Scouts and Venturers will camp at shorter notice than Beavers and Cubs. When a camp is planned the Group Committee shall be informed through its Chairman if no regular meeting is scheduled before the camp.

ii) Before leaving for camp the Section leader shall provide the Chairman or his designate with camp plans to include:

- The Location of the camp.
- The expected duration of the camp.
- A list of youth attending.
- A list of adults attending.
- Cost of the camp.
- Permission slip signed by Parents of the youth

iii) Any parent or guardian not registered with the group shall only attend camp with the approval of the Group Committee acting through its Chairman when no regular meeting is scheduled before the Camp.

iv) Any adult, other than a parent or guardian, not registered with the group shall only attend camp with the consent of the Group Committee, acting through its Executive Committee when no regular meeting is scheduled before the camp.

AI.3 REQUIREMENTS-ROVERS

i) While it is recognized that Rovers are adults, when camping as a Crew they must still inform the Group Committee of their plans to camp.

ii) Where camping as a Crew Rovers shall be bound by the Policies of Scouts Canada, the Calgary Region and the Group.

AI.4 PACK CHECKS-SCOUTS

i) The use of pack checks is to be encouraged. It is recognized that parents are not trained in the camping requirements of Scouts Canada, nor should they be expected to be experienced campers. The responsibility for ensuring the health and safety of the youth rests with the leaders and the Group Committee. This responsibility cannot be delegated to parents.

ii) Before the first camp of the year, the Section leader shall provide for a Parents information evening. At this meeting the requirements for Scout camp shall be explained to them by competent persons. Advice shall be given on the type and amount of equipment required for camps. A list of such equipment and clothing shall be provided for future reference.

iii) Before each camp a full pack check shall be held for all first and second year Scouts, third year scouts may check their own or each others packs at the discretion of the Section leader.

iv) It is encouraged that leaders also have their packs checked both as an example to the youth and to encourage good habits.

AI.5 PACK CHECKS-VENTURERS

- i) Pack checks for Venturer companies is to be encouraged, but shall be at the discretion of the company, with the advice of their Advisor.
- ii) Pack checks are to be encouraged, especially for the first camp of the year, for new members or before backpacking.

AI.6 PACK CHECKS-ROVERS

- i) Pack checks for Rover Crews are to be encouraged, but shall be at the discretion of the Crew.

AI.7 REQUIREMENTS-SAFETY

- i) An adequate first aid kit shall be present at all camps. These shall be supplied by the Group Committee.
- ii) An adequate first aid kit shall be taken on all hikes and day trips. These shall be supplied by the Group Committee.
- iii) A person with First Aid training shall be present at all camps.
- iv) Adequate safety clothing and equipment must be worn by all participants for all activities as appropriate.
- v) Clothing should at all times be adequate and appropriate to the activity.
- vi) Life jackets must be worn at all times by all participants when taking part in boating activities.

AI.8 GENERAL

- i) No adult attending camp shall be accompanied by children other than those registered in the section attending the camp.
- ii) The Scouts Canada Physical Fitness form shall not be used as or in place of a Permission Slip.
- iii) Sections are encouraged to include a Scouts Own as Part of their camping program.
- iv) The recommendations and requirements of the 21st Century camping program shall be followed at all times.
- v) Alcohol or firearms shall not be permitted at the camp at any time. Adults attending camp must be made aware of these restrictions before the camp.

Appendix B

Volunteer Job Descriptions

(Insert Document)

Appendix C

Queensland 172

Critical Activities and Dates in Our Scouting Year

(Insert Document)

Appendix D

Scouts Canada –

- Camping and Outdoor Activity Guidelines and Forms
- Questions and Answers about the Camping and Outdoor Activity Guidelines

(Insert Procedures)

Appendix E

Scouts Canada Chinook Region

- Volunteer Performance Improvement Procedure
 - Sponsor/Group Partnership Agreement

(Insert Procedures)

Appendix F

Queensland 172 Reese's Fund Interview Form

CONFIDENTIAL

Queensland 172

Reese's Interview Information Form

Date: _____ **Registration Year:** _____

Family Name: _____ **Phone Number:** _____

Address: _____

Number of Children/Ages	Child(1-4)	Age
	_____	_____
	_____	_____
	_____	_____

Why do you feel that your family is eligible to apply for Queensland 172 Reese's Fund support?

Other Areas For Discussion:

1. Funding/Payment Options
2. Fundraiser Participation: (# Fundraisers, Popcorn/Scoutbucks etc.)
3. Other Possible Contributions to Group:
4. Program Funding:

Declaration of Parties: We understand that the information contained here and our application for Queensland 172 Reese's Funding is **Confidential** between ourselves and the Queensland 172 Group Committee and shall not be discussed or disclosed with any third party.

Family Signature: _____ **172 Group Comm. Rep:** _____

(Name):Print _____ **Name: Print** _____

GC Exec. Use Only:			
Funding Granted:	Y____	N____	
Children Names:	Section:	Registration \$	Uniform (\$/Bank)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____