**GROUP SUPPORT COMMITTEE RULES**

1. **PREAMBLE**

The SEC is empowered to approve Rules that must be adopted by the Group Support Committee to govern the conduct of meetings and the discharge of the functions of the Group Support Committee.

In addition, the Group Support Committee must also have due regard to the rules and procedures for the operation of Scout Groups and Rover Crews in Scouts NSW as set out in the GROUP ORGANISATION chapter in this Manual.

For the guidance and direction of the Group Support Committee, the model Rules are set out hereunder.

1. **NAME**

The name of this Committee shall be THE SCOUT ASSOCIATION OF AUSTRALIA, NEW SOUTH WALES BRANCH, 2ND BAULKHAM HILL GROUP SUPPORT COMMITTEE. This Group shall be part of the Greater Western Sydney Region.

1. **DUTIES**
2. To assist in promoting the aims and principles of The Association in conjunction with the Group.
3. To assist the Group Leader and Group Council in developing in due course a complete Group, unless conditions make this impossible.
4. To be responsible for the recruitment of suitable persons for appointment as Leaders within the Group and to assist the Group Leader in the recruitment of supporters for the Group.
5. Whenever the occasion requires, and in consultation with the Group Leader, inquiries into the qualifications and personal standing of nominees for Leader appointments and make recommendations regarding such appointments to the DC or equivalent.
6. To assist the Group Leader and the other Leaders with finance, public relations and publicity, obtaining and maintaining a suitable Group hall, camping arrangements, obtaining adult help for the Group, and employment for its members, and in relation to the recognition and the activities of any body of parents, supporters, or other persons, engaged in any undertaking for or on behalf of the Group or any Section of the Group.
7. To be responsible for all Group property, both real and personal, and to appoint Trustees who will ensure these responsibilities are carried out, and to assist the Group Leader and the other Leaders in obtaining Group equipment.
8. To recommend to the Region Leader responsible the appointment of qualified persons to act as Helpers, Instructors, Examiners, or Resource Advisers.
9. To administer, in consultation with the Group Council, all moneys received by the Group or by any Section of the Group, except as provided for in Rules 15.4 and 15.6, or by any Sub-Committee (including any Ladies' Auxiliary), provided that the subscriptions paid by the youth members themselves, and any sums allotted to the Section for current expenses by the Group Support Committee in consultation with the Group Council, shall be controlled by the Section of the Group concerned (refer Rule 14).
10. To nominate annually two delegates to the Region Council.
11. To convene the Annual Reports Presentation (ARP) at which office Bearers of the Group Support Committee and an auditor (refer Rule 14.15) shall be appointed for the coming year. This appointment is made by the Group Leader and a suitable appointment certificate is provided to the incoming Committee in recognition of this appointment.
12. If a sponsored Group, to comply with the requirements of the rules set out in the GROUP ORGANISATION chapter of the O&I Manual and any Affiliation Agreement signed by the Sponsoring Authority and Scouts NSW.
13. The Group Support Committee is not to be concerned or influenced in any way in the actual training of the youth members themselves.
14. **MEMBERSHIP**
15. The following persons are eligible for membership of the Committee:
	1. Parents of the youth members in the Group.
	2. Former youth members.
	3. A representative of the Sponsoring Authority in the case of a Sponsored Group.
16. Members of the public who are interested in the work of The Association.
17. The Group Leader will be a member of the Committee.
18. In Groups where no Group Leader has been appointed, the Chairman of the Group Council, also known as the ‘Leader-in-Charge’ shall take the place of the Group Leader on the Committee.
19. Leaders, other than the Group Leader or Leader-in-Charge, are not expected to attend meetings of the Group Support Committee unless invited to do so.
20. All members of the Group Support Committee must agree to the principles and rules of The Association and to the rules of this Committee.
21. Members of a Group Support Committee are appointed or retired:
	1. By the Group Leader (or Leader in Charge), subject to the approval of the DC,
	2. By the RC subject, in the case of Sponsored Groups, to the right of the sponsoring Authority to be heard, or
	3. By the SEC.

Where the termination of appointment is deemed unfair (i.e. By the existing members of the Group Support Committee) an appeal may be made to the RC whose decision will be final.

1. Between ARP’s, the Group Leader shall have the authority to fill vacancies occurring of Office Bearers.
2. **FEES**
3. Registration Fees

The Group Support Committee may levy a fee on each youth member or family, as an addition to the annual membership registration fees levied by Region and State.

1. Group Support Committee Membership Fee
	1. Members of the Group Support Committee may be required to pay such annual fee as may be determined at the ARP of the Group Support Committee.
	2. This fee does not apply to the Group Leader, or if there is no Group Leader, the Leader-in-Charge.
2. **OFFICE BEARERS**
3. The office Bearers shall include as a minimum - the Chairman, one or more Deputy Chairmen, Secretary, Treasurer, and two Trustees. Additional appointments can be made to suit individual Group needs.
4. Any office Bearer who is absent from three consecutive meetings without leave of absence or reasonable excuse shall cease to hold office and another office Bearer shall be appointed in their place by the Group Leader.
5. Office Bearers shall hold office until the next ARP after their appointment, at which their successor shall be appointed.
6. **DUTIES OF CHAIRMAN**

The Chairman shall preside at all meetings when present and shall have a deliberative as well as a casting vote.

1. **DUTIES OF DEPUTY CHAIRMAN**

Should the Chairman be absent from any meeting of the Committee, it shall be the duty of a Deputy Chairman to preside. In the absence of the Chairman and Deputy Chairman, the Group Leader shall preside. Such Deputy Chairman or Group Leader shall have the same rights as the Chairman while in charge of the meeting.

1. **DUTIES OF SECRETARY**

The Secretary shall keep a correct record of the proceedings of meetings of the Group Support Committee. The Secretary shall keep a register of the names and addresses of the members of the Group Support Committee, conduct the correspondence, issue all notices, and perform such additional duties as may be assigned by the Group Support Committee.

1. **DUTIES OF TREASURER**

The Treasurer shall keep proper books of accounts, and within seven days of their receipt shall pay all moneys received on behalf of the Group into the Group Support Committee's bank account (refer Rule 14).

1. **GROUP PROPERTY AND DUTIES OF TRUSTEES**
2. All property of whatsoever name or nature acquired by or on behalf of any Joey Scout Mob, Cub Scout Pack, Scout Troop, Venturer Scout Unit, Rover Crew, or Committee is vested in the name of The Scout Association of Australia, New South Wales Branch.
3. No interest in real estate (either by way of lease, purchase or otherwise) shall be acquired by a Group Support Committee other than through, and with the approval of, the SEC. In all cases the relevant document(s) may only be executed by the Chief Executive – Scouts NSW.
4. Real estate for the purpose of these rules shall be interpreted to mean land, tenements, and hereditaments, corporeal and incorporeal of every kind and description or any estate or interest therein.
5. The Trustees shall have the custody of and be responsible for all property for or on behalf of the Group or any Section thereof, but its use and disposition shall be controlled by the Group Support Committee and the Group Council in consultation to ensure that the same is used for legitimate Scout purposes. In the event of the Group being disbanded, disassociating itself from Scouts Australia, or otherwise lapsing, such property or properties shall be handed over to the Region Trustees.

Where there is any doubt as to the correct or most appropriate usage of a property reference to the Region Property Committee should be made for guidance.

1. Where a Group proposes to erect a Group building, the plans of the building must first be submitted for advice and approval to Region Office. No work is to be commenced until the approval of the SEC is granted. In all cases, contracts for building works must be executed by the Chief Executive – Scouts NSW.
2. It should be distinctly understood, in connection with the control of Group property, that such property as consists of Joey Scout, Cub Scout, Scout, Venturer Scout or Rover Scout equipment, are primarily for use of the respective Sections, and their reasonable requirements should be regarded as paramount.
3. In the case of a Sponsored Group, it is necessary to determine in the first place what property is to be regarded as belonging to the Group itself and what to the Sponsoring Authority. This decision must be recorded with the Region Executive Committee in a definite agreement between the Group Leader and Group Support Committee on the one hand and the Sponsoring Authority on the other.
4. Such agreement will be completed on the appropriate forms (4 copies) obtainable from the NSW Website, State or Region Office and forwarded to the Chief Executive, State Office, through the Region Executive Committee for endorsement. Schedules "A" and "B" attached to the forms will be completed and copies will be forwarded to the Chief Executive, State Office, through the Region Executive Committee and will be subsequently returned to the Sponsoring Authority, the Region Council, and the Group.
5. **MEETINGS**
6. The ARP of the Group Support Committee shall take place between 1 April and 31 May of each year, when office Bearers for the ensuing year will be appointed, the report of the annual performance of the Group is presented and the Audited Annual Financial Statements dealt with and the necessary information supplied for inclusion in any census returns. The ARP shall not be held unless the Audited Annual Financial Statements and required Census documentation is available.

The key focus for this meeting is to be a celebration of the year past and it is encouraged that appropriate recognition for the hard work of Leaders, Committee members and Parents be provided

1. The Group Support Committee at its ARP shall define the frequency of its meetings provided that it meets at least once every three months.
2. The Secretary shall, when required by the Chairman of the Group Support Committee, or by requisition signed by at least five members of the Group Support Committee, call a Special Meeting by giving members at least seven days’ notice of such meeting. The objects of the Special Meeting shall be stated, and no other business shall be transacted.
3. A number being not less than one-fifth of the membership of the Committee shall constitute a quorum for a meeting of the Group Support Committee, provided it shall consist of at least three members. Should a quorum not be present within fifteen minutes from the time for which the meeting was called, the meeting shall adjourn to a date not less than a week later, and a fresh notice shall be sent out to members. Should there be no quorum at the adjourned meeting, those present, provided there are not less than three, shall carry on as if there were a quorum present.
4. **SUB-COMMITTEES**

The Group Support Committee may appoint sub-committees (including a Ladies' Auxiliary) to undertake such duties as may be defined by the Group Leader (or Chairman of the Group Council) and the Group Support Committee. Sub-Committees shall meet when necessary and may elect their own officers. The functions and duties of the Sub-Committee shall be defined in the Minutes of The Group Support Committee.

1. **FINANCE**
2. Bank

The bank account operated by the Group Support Committee, Venturer Scout Unit, or Rover Crew shall be at a branch of the bank nominated by the SEC. All moneys raised and held by formations are on behalf of Scouts Australia – New South Wales Branch and as such need to be prudentially managed. At no stage is a formations bank account to be overdrawn without prior approval of the Chief Executive.

1. Number of Bank Accounts

A Group Support Committee shall operate only one bank account.

1. Name of Bank Account

The Group Support Committee bank account shall be in the name of:

“The Scout Association of Australia, NSW Branch 2nd Baulkham Hills Group”.

1. Section Bank Accounts

Only the Venturer Scout Unit and/or Rover Crew may, if either or both choose to administer its own funds, operate bank accounts separate from the Group Support Committee account (refer Rules 15 and 16).

1. Bank Signatories

The Group Support Committee bank account shall be operated by any two of the Group Leader (or Chairman of the Group Council), Chairman of the Group Support Committee, Secretary and Treasurer.

1. Banking of Money

All monies received by (a) the Sections of the Group (other than Venturer Scouts/Rovers covered under Rule 15.4), (b) the Group Support Committee and (c) its Sub-Committees (including any Ladies Auxiliary) shall be deposited to the credit of the Group Support Committee account within seven days of receipt.

1. Payment of Group Accounts

The Group Support Committee shall approve each payment from its funds. Payments, other than those of a repetitive or routine nature, shall be made only after consultation with the Group Council.

1. Signing Blank Cheques

To protect all concerned, blank cheques are not to be signed. This is one of the most common methods used where there has been misappropriation of funds.

Where an amount is not known in advance so that a cheque can be drawn, a member could use a personal credit card or cash and then be reimbursed by cheque immediately on presentation of the receipt. This way the member would never be out of pocket for any length of time.

1. Internet Banking

Groups are allowed to operate internet banking. However, they have to ensure that all payments are jointly authorised by any two people mentioned under item 14.5 above. Normally, if the Group has two authorised bank signatories the Bank maintains this requirement for internet banking. Ideally a security token should be obtained for each authorizer.

The bank reference number shall be used to record the payment on the Cash Book and supporting documents shall be attached to a copy of the bank payment file detail report. This can be printed once the payment is processed and accepted.

In the event that the payment is returned by the bank for any reason, the credit shall be taken up as receipt in the cash book. A subsequent payment shall be initiated either via the internet or by a cheque.

An example of a registration form together with the Administration form for Business Online and Business Telephone Banking from Westpac are available from the Westpac website – [www.westpac.com.au](http://www.westpac.com.au)

1. Books of Account

The Group Support Committee, through the Treasurer, shall maintain the books of account for the Group including its Sections, generally in the format as set out in the Formation Cash Book. It is acceptable to maintain the accounts in a computer system provided such system will produce the Annual Report pages AR1-AR4 exactly as shown in the Formation Cash Book (refer Rule 14.15). An Excel spread sheet model for this purpose is available from State Office.

1. Financial Report

The Treasurer shall table at each Group Support Committee meeting, preferably monthly but not less frequently than three-monthly, a report including the statement of receipts and payments in the general format of the Formation Cash Book (page CB4). This report shall include a recent bank statement and bank reconciliation.

1. Section Money

The disbursement of Section money shall be made only on the authority of the Section Leader concerned, and Group Support Committee approval is not required. Funds shown in the Section columns of the Formation Cash Book DO NOT belong to the Group Support Committee. Section Leaders may have advances (without the need for Group Support Committee approval either then or later) for day-to-day expenses and may nominate an amount that will meet their Section’s needs for a week, month, etc. Leaders should note that reimbursement of advances should only be made on production of vouchers / receipts covering the disbursement of the previous advance.

1. Fundraising
	1. The Charitable Fundraising Act places obligations on The Association and its Formations in relation to Fundraising and the expenditure of such funds. Groups must comply with all of these requirements. A Group’s obligations under The Act are detailed in the chapter entitled FUNDRAISING AND SPONSORSHIP POLICY of this O&I Manual.
	2. A Certificate of Authority to Fundraise shall be obtained before any fundraising activity is conducted by or on behalf of the Group. This is a requirement under the Charitable Fundraising Act. This certificate is issued by a DC, or equivalent, before the event and must be produced as the Group’s authority if required. The original of this certificate is to be completed at the conclusion of the activity showing the financial results, and handed to the appropriate Commissioner as soon as practicable.
	3. Fundraising income and expenditure is not to be recorded through Section Funds.
2. Surplus Funds

Group Support Committee funds, surplus to immediate requirements, shall be deposited with State Office where such funds will earn interest at the prevailing rate. Such surplus may NOT be invested other than with The Association.

1. Annual Report

The Treasurer and the Chairman of the Group Support Committee shall table at the Group ARP the audited Annual Financial Statements. This is comprised of the pages in triplicate included in the Formation Cash Book as follows:

.. AR1 Income and Expenditure Statement

.. AR2 Cash Reconciliations and Fundraising Ratios

.. AR3 Fundraising Income and Expenditure Account

The original and duplicate of these pages are to be sent to the Region Office not later than 30th April each year.

Generally, however, the DC (or their representative) will be in attendance at the Group’s ARP and will receive these pages at that time.

1. Honorary Auditor

A registered auditor or qualified accountant where available, or other suitable person approved by the DC shall be appointed by the Group Support Committee to audit the accounts. The Auditor shall not be an office Bearer or member of the Group Support Committee or closely related to any member of the Group Support Committee. The Auditor shall report to the Group Leader and Group Support Committee at least once a year and as soon as possible after the year-end. The format of the Auditor’s report is as shown on page AR1 of the Annual Report. It requires the Auditor’s signature and qualifications.

1. **VENTURER SCOUT UNIT FINANCE**

All Venturer Scout Units in Scouts NSW can operate their own bank accounts, if they so wish. However, the following rules must be observed:

1. Unit money must be deposited in a bank account and the Unit’s account must be at the same branch of the bank as its Group Support Committee’s account.
2. The title of the Unit account must be

“The Scout Association of Australia, NSW Branch……………………Venturer Scout Unit”.

1. Unit monies must be banked within seven days of receipt.
2. A minimum of two signatories are required to operate on the Unit account one of whom must be the VSL or the AVSL and the other, logically, the Unit Treasurer. It is strongly recommended that a total of three or four signatories be authorised to operate on the account thereby permitting the GL and Unit Chairman access. The signatories would therefore be the VSL/AVSL and any other authorised person.
3. The Unit Treasurer must maintain books of account for all income and expenditure. The “Venturer Treasurer’s Record Book” (available from various Scout outlets) provides for separate listings of subscriptions paid by individual Venturer Scouts and other income. The monthly financial statement pro forma in the Record Book also lists expenditure and allows a running balance to be maintained. All claims for payment must be supported by invoices, receipts or petty cash vouchers. Receipts must be issued for all deposits made into the account.
4. There is no restriction on Units maintaining a small petty cash float of say $50as long as all transactions appear in their book of accounts. Even so, many Units will prefer to make all payments by cheque for record purposes. Arrangements can be made for the provision of bank statements on a monthly, bi-monthly or quarterly basis.
5. The VSL/AVSL or Group Treasurer should check Unit accounts every three months.
6. Unit accounts should be audited annually and on changeover of Unit Treasurer, by the Group’s Auditor. One of these audits must coincide with the annual audit of all Group Accounts prior to the Group’s ARP and in consultation with the Group Treasurer. At this time, the Unit Treasurer must prepare an annual financial statement to assist the Group Treasurer in compiling a composite Group financial report.
7. Decisions on all other matters associated with sound financial Unit management, e.g. Preparation of budgets, accounting for special activities expenditure, method of monthly reporting to the Unit Council, authorisation of expenditure and methods of fundraising are left to the discretion of each Unit. Such decisions must not be in contravention of P&R, State policies (e.g. O&I), Region procedures, or the laws of the land.
8. **ROVER CREW FINANCE**

Where the Group includes a Rover Crew, the rules for the operation of a bank account and the management of Crew finances will be the same as those applying to Venturer Scout Units under Rule 15.

1. **REIMBURSEMENT OF ADULT MEMBER EXPENSES**
2. The Situation
	1. The role of an Adult Member in Scouting is of a voluntary nature and like any voluntary organisation members expect and are expected to personally bear some of the "personal and cash costs" of that membership. Under no circumstances should Adult Members be offered or paid an "allowance" of any form. There are, however, some expenses that are incurred by Adult Members in carrying out their duties for which reimbursement would be in order.
	2. Clearly, some Adult Members are able to contribute a greater time commitment than others whilst some are able and prepared to make greater financial commitments. Each case should be dealt with on its own merits. Paragraphs 17.2 and 17.3, setting out general Policy Statements, have been prepared as a guide to those making decisions on these matters.
3. The Committee‘s Responsibility
	1. The first and foremost obligation of the members of a Group Support Committee is to make the

Adult Member’s job easier. To do this effectively they must have a clear understanding of the

Group Support Committee Rules. However, their opportunities lie far beyond the practical tasks of supplying efficient administration and the provision of the physical facilities such as Group halls and Scouting equipment. They can make major contributions by their loyalty to their Adult

Members, by taking an interest in the youth members’ progress and further, by helping to relate their Group to the community and by finding people of quality to act as Adult Members.

* 1. There is a distinct responsibility to help and encourage Adult Members by facilitating their attendance at Training courses and major Scout functions at which the formation should be represented. Adult Members, where possible should be relieved of material burdens that are unreasonable for them to carry personally.
1. Monetary Compensation
	1. It is not easy to define a policy in relation to reimbursing Adult Members by payment from Committee funds. It is, however, important to establish an attitude towards this matter that will be a guide for committees and Commissioners.
	2. The following points should be a reasonably clear guide and cover most circumstances:
		1. Travelling expenses for the use of a car, petrol, fares, etc. should only be made where the expense of travel is an unreasonable burden on the individual and when made reimburses the actual expense (i.e. an allowance (e.g. cents per kilometre) is not permitted).
		2. Training Course fees and fares for long distance travel to Courses are accepted as a responsibility of the Group Support Committee. Some Adult Members may wish to make some contribution in part or whole, in order to accept the responsibility of training themselves for the job.
		3. The cost of attending conferences and functions can be partially met, or subsidised, in order to encourage representation because of its value to the Adult Member or because the Group Support Committee itself may wish to have representation.
		4. Adult Members should be reimbursed for the cost of telephone, postal and other communication expenses for the organisation and running of special functions. Again, evidence of actual cost incurred must be presented and an “allowance” is not to be applied.
		5. Assistance to Adult Members as partial reimbursement of expenses incurred in the purchase of a uniform is permitted. Any compensation in this regard should be in keeping with the spirit and nature of voluntary service. There should be no objection to provision being made to enable Adult Members to purchase uniforms on terms from Snowgum stores.
		6. "Entertainment expenses", "clothing allowance" etc. for Adult Members is out of keeping with the traditions of Scouting and is not permitted.
2. **GROUP REGISTRATION AND CENSUS**
3. The Group shall be required to register each year all Sections, Leaders and Scouts within the Group and such other persons as the Region or SEC prescribes.
4. Registration shall be effected by transmitting by the appointed date to Region or State Office completed forms, together with such fees, as the Region or SEC directs.