

## Third Ottawa Venturer Company Bylaws

### Article 1: Name

- 1.1 003 Venturers Ottawa shall be the unofficial company name. For official purposes, the company will be known as the Third Ottawa Venturers.

### Article 2: Governing Bodies

- 2.1 The Company is a section of the 3<sup>rd</sup> Ottawa Scouting Group within the Heritage Area, Voyageur Council and under the overall direction of the Scouts Canada. The Company recognizes that it operates under the direction of the 3<sup>rd</sup> Ottawa Scouting Group Committee.

### Article 3: Membership

- 3.1 Anyone within the age requirements (ages 14 to 17) as specified by Scouts Canada may apply for membership into the Company.
- 3.2 Applicants for membership will be expected to get to know the Company and its ideals by attending two regular meetings. Once this has been done, the applicant will be voted on anonymously by the membership of the company. Any applicant receiving a majority vote becomes a Member by making the Venturer Promise to the Company at an investiture ceremony and adding their signature to this document.
- 3.3 Every Member shall respect the Bylaws and any adopted code of conduct of the Company, the Mission, Principles, and Practices of Scouts Canada, and the Bylaws, Policies, and Procedures of Scouts Canada.
- 3.4 In the event of inappropriate conduct, the Company shall hold a meeting to analyze the situation and take appropriate action. Should removal from the Company be deemed appropriate, a closed ballot vote must be taken and a majority of the membership must be in favour, unless the affected party does not wish it discussed, in which case the advisors will decide.

### Article 4: Company Executive

- 4.1 At (or before) the first meeting of each year, the positions of Chair, Secretary and Treasurer, any new positions, and a minimum of two advisors shall be assigned for the next year.
- 4.2 The Chair, and/or Vice Chair coordinate Company meetings, and arrange for representation of the Company at Joint Council and at Group Committee.
- 4.3 Writing minutes is optional, but majority decisions (such as camp and fundraiser dates) are to be recorded and emailed to the members within two days of the meeting. This is the responsibility of the Secretary. As well, the secretary emails out reminders
- 4.4 The Treasurer collects dues and keeps records of all incoming funds and their source, and outgoing funds and their use.

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- 4.5 The Company has the right to go directly to the Group Commissioner to deal with problems with the Advisors, or to the Area Commissioner to deal with problems with the Group Committee.

### Article 5: Company Organization and Proceedings

- 5.1 Company meetings shall be Thursday each week from September to June at 7:30 pm at Westminster Presbyterian Church, unless another location or time is specified.
- 5.2 From June to September, meetings will be held on an ad hoc basis.
- 5.3 In order for a Company meeting to be called to order, there must be present at least three members and an advisor.
- 5.4 Procedures at Meetings Without a Set Agenda
- (a) The Chair, and/or Vice Chair calls the meeting to order and Secretary takes attendance.
  - (b) Event/ Camp Coordinators' reports
  - (c) Advisor's report
  - (d) Summary of Company activities by The Chair, and/or Vice Chair
  - (e) New business
  - (f) Special activities
  - (g) Activity for the night
  - (h) Adjournment
- 5.5 Best attempts should be made to attend all meetings, as well as to notify the group if a member will not be attending a meeting. Anyone missing a meeting without just cause or notification must bring snacks (for everyone) to the next meeting. This may also apply to being (habitually) late if the company sees fit.
- 5.6 If caught using electronic devices during regular meetings (not for the purpose of the meeting), the offender(s) will be subject to bringing snacks to the following meeting.

### Article 6: Voting

- 6.1 The majority of members present at a meeting must support a motion for it to be carried.
- 6.2 The Advisor(s) shall have the power to veto any motion or amendment (except

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for the removal of this clause) which, in their opinion, would be detrimental to the Company or its members.

- 6.3 Members of the Company shall vote on any motion or amendment put forth.
- 6.4 The Advisor(s) shall run the voting procedure.
- 6.5 The results of all voting shall be recorded in the Company minutes.

### Article 7: Events

- 7.1 All members should make every effort to attend all events, and outings.
- 7.2 Best attempts should be made to notify in advance if a member cannot be present

### Article 8: Fees and Dues

- 8.1 Members are subject to monthly dues of \$10 to be paid at the first meeting of the month
- 8.2 The treasurer may propose that the monthly dues be increased or merged; this must be voted or agreed on by a majority of the company.

### Article 9: Leadership

- 9.1 It is the Company's right and privilege to decide who their Advisors are to be. The Advisor's role is to provide leadership and direction to the Venturer Company to assist it to achieve its goals.
- 9.2 All Advisors are expected to turn in their resignations at the end of the last event of the scouting year (June).

### Article 10: Fundraising

- 10.1 Scouts Canada sanctioned events (e.g. Scoutrees, Apple Day, etc) revenues shall be directed at the discretion of the Group Committee. Revenue generated by the fundraising events conducted by the Company remains with the Company and shall be directed at the discretion of the Company.
- 10.2 Use of the Company funds shall be voted on by the Members of the Company.
- 10.3 Except in the case of Scouts Canada fundraisers, events to raise funds shall be decided by the majority of the Members of the Company.

### Article 11: Dress Code

- 11.1 All members of the Company will wear their Necker to all Scouting related events which are joint with any other group, or when representing scouting to the public.

