

SCOUTS CANADA
Provincial Council for Ontario
& White Pine Regional Council

By-Laws
for
SCOUTS CANADA, WHITBY DISTRICT COUNCIL

1. **NAME**
The name of this council shall be Whitby District Council, hereinafter referred to as the District Council.
2. **PURPOSE**
The Council's purpose is to perform the functions of a district council according to "Scouts Canada By-Laws, Policies and Procedures" or as laid down by the next senior council as determined by Scouts Canada, National Office.
3. **TERRITORY**
The territory to be administered by the district council on behalf of Scouts Canada:
North Boundary: Town Line Road
South Boundary: Lake Ontario
West Boundary: Lakeridge Road, Durham Regional Road #23
East Boundary: Whitby/Oshawa City Limits
4. **CONSTITUTION**
 - (a) **MEMBERSHIP OF DISTRICT COUNCIL**
 - i. Members of the management committee as defined in 8. (b) below, who are registered in good standing with Scouts Canada.
 - ii. Three (3) members of each group committee defined as: group chair or their designated alternative, group youth forum representative aged 14 or above, and the group service scouter or designated alternative by the group chair, all who are registered in good standing with Scouts Canada.
 - iii. Assistant District Commissioners for Beavers, Cubs, Scouts, Venturers, Group Committee and Training.
 - iv. Other persons appointed by the council as defined in the most recent organization chart.
 - (b) **VOTING PRIVILEGES**
 - i. Each member of the District Council as defined in 4.(a) personally present, shall be entitled to one vote at any meeting of the council.
 - ii. In the event of a tie vote at any council meeting (management committee or committee) the presiding chair shall be empowered to cast the tie-breaking vote.
 - iii. Voting by proxy shall not be permitted.
 - (c) **VACANCIES**
 - i. Vacancies in the District Council or in any of its committees shall be filled by the management committee.
5. **OFFICERS**
The officers of the District Council shall consist of Management Committee members as defined in 8(b) and such other officers as are considered necessary and whose appointment is not inconsistent with the "By-Laws, Policies and Procedures" for Scouts Canada.
6. **DUTIES OF OFFICERS**
 - (a) The **PRESIDENT**, or in their absence the 1st Vice-President or a designated vice president, shall act as chair of the District Council, and chair of its management committee, and shall be ex-officio member of all committees of the District Council.
 - (b) The 1st **VICE PRESIDENT** shall serve the duties of the President in the absence of the President at any meetings. They will be assigned specific duties as required by the Management Committee.
 - (c) The **VICE PRESIDENTS** shall perform duties as specified by their specific portfolios as outlined by the Nominating Committee.

- (d) The TREASURER shall receive all monies on behalf of the District Council, and keep a proper account of same. No monies shall be paid out unless authorized by the management committee or as approved in the Annual Budget. The Treasurer shall submit such financial statements and reports as may be required by the management committee and prepare an annual financial statement, duly audited, for presentation to the annual meeting of the District Council.
- (e) The SECRETARY shall serve as secretary of the District Council keeping minutes of its meetings and of the meetings of the management committee, and shall present an annual report as approved by the management committee to the annual meeting of the District Council. A copy of the annual report shall be sent to the next senior council and the sponsor/partners.
- (f) The REGISTRAR shall be responsible for registering the District members with the next Senior Council.
- (g) The YOUTH FORUM CHAIR shall act as the liaison between the youth of the district and the council.
- (h) The PAST PRESIDENT shall serve as a resource to the Management Committee as required.
- (i) The COMMISSIONER shall act as the major program spokesperson and resource to the council.
- (j) The DEPUTY DISTRICT COMMISSIONER shall act as Commissioner in their absence or perform other duties as directed by the Commissioner.

7. MEETINGS

(a) ANNUAL MEETING

- i. The District shall hold an annual general meeting within three (3) months following the fiscal year end and at such time and place as the management committee shall direct.
- ii. Notification of the annual general meeting shall be made to the membership as defined in 4. (a) at least 30 days prior to the date of such meeting, by mail or email, and shall be accompanied by a copy of the agenda.
- iii. A list of nominations for office will accompany the notice of the annual meeting, provided that the consents of the nominees shall have first been obtained and approved by the Management Committee.

(b) ANNUAL MEETING AGENDA

The following items shall be included in the agenda for the annual meeting:

- i. Roll Call and Annual Reports from the Groups to be handed in.
- ii. Presentation of audited financial statement.
- iii. Election of officers for the ensuing year.
- iv. Recommendation for appointment or re-appointment of a District Commissioner, who shall not hold office for more than three (3) consecutive years.
- v. Any motion of which notice has been given. These motions must be submitted in writing in time for the Management Committee meeting prior to the notification of the AGM, original to the President, copy to the Secretary.
- vi. Any matter admitted by the Management Committee as urgent.

(c) DISTRICT COUNCIL MEETINGS

- i. The District Council shall meet at least eight (8) times per year and at other times at the call of the Management Committee.

(d) VOTING

- i. All proposals submitted to the meeting shall be decided by a majority vote of the eligible members present per 4. (b).
- ii. Voting shall be by ballot for election of officers.
- iii. Voting by proxy shall not be permitted.

(e) SPECIAL MEETINGS

- i. Special Meetings may be held on the call of the president who is required to call a special meeting if requested to do so
 - a) by the Management Committee, or
 - b) in writing by nine (9) members of the District Council
- ii. Formal notice of Special Meetings shall be in writing and mailed or emailed at least two (2) weeks in advance of the meeting, and shall specify time, place and purpose thereof.

(f) QUORUM

At least 51% of the management committee, one who must be the District Commissioner or the D.C.'s appointed representative, and one appointed member from at least 51% of the group committees, shall constitute a quorum at all meetings of the District Council.

8. MANAGEMENT COMMITTEE

(a) DUTIES OF MANAGEMENT COMMITTEE

- i. The business of the Council shall be conducted by a management committee, which shall have responsibility over matters relevant to Scouts Canada except those reserved by these By-Laws for Annual meetings of the council.
- ii. The management committee shall have power to create sub-committees as the need arises.

(b) MEMBERS OF MANAGEMENT COMMITTEE (OFFICERS)

- i. The Management Committee shall consist of the President, the Treasurer, 1st Vice President, the Vice-Presidents, a Past President, the Secretary, the Registrar, the Deputy District Commissioner, and the District Commissioner, or in his absence, the District Commissioner's appointed representative.
- ii. Youth Forum Chair, who is appointed by the District Commissioner on recommendation of the members of the youth forum.

(c) MEETINGS OF MANAGEMENT COMMITTEE

- i. The Management Committee shall meet at least ten (10) times per year and at other times at the call of the President or of three (3) members of the Management Committee.
- ii. Notice of meetings shall be given ten (10) days in advance of meetings.
- iii. Not less than 51% of the members of the Management Committee, personally present, shall constitute a quorum.
- iv. The Treasurer shall present, at each meeting, a financial statement prepared four days prior to the meeting.

(d) ELECTION OF MANAGEMENT COMMITTEE

- i. The Management Committee shall annually appoint for a one-year term a Nominating Committee that may be comprised of:
 - (a) A Chair, who may be the most immediate Past President.
 - (b) A Past District Commissioner of the council.
 - (c) Other persons appointed by the Management Committee.
- ii. The Management Committee shall be elected annually from the membership/community at an annual general meeting. The Key 3 members of the council (President, District Commissioner and Youth Forum Representative) shall not hold a particular office for more than three (3) consecutive years.

9. FINANCES

- (a) The finances of the District Council shall be administered by the Treasurer as directed by the Management Committee and/or the Annual Budget.
- (b) The necessary expenses of the Council shall be met from funding secured by assessment of constituent groups and/or by methods which are in accordance with "By-Laws, Policies and Procedures" for Scouts Canada.
- (c) All funds of the District Council shall be deposited to its credit in such Bank or Trust Company as the Management Committee shall direct.
- (d) All cheques on such bank accounts shall be signed by at least two of: the Treasurer, the President, 1st Vice-President, or the Secretary, with the cheque book held by the treasurer.
- (e) An independent audit of the District finances shall be made for each fiscal year end.

10. AMENDMENTS

- (a) These By-Laws may be amended by a notice of motion at any District Council meeting.
- (b) Notification of the motion shall be given to all members of the Whitby District Council, in writing, at least thirty (30) days prior to the District Council meeting.
- (c) The motion must be approved by a two-thirds (2/3) majority of the members present in order to succeed.
- (d) All amendments are subject to the approval of the Management Committee of the next senior council.

THE ABOVE BY-LAWS were adopted at the November meeting of the District Council held on November 16th, 2000.