

**North Florida Council**

**Venturing Officers Association**

**BYLAWS**

Revision: 070609001

**Article I**

**Affiliation**

The name of the organization shall be the North Florida Council (NFC) Venturing Officer Association, abbreviated as the “VOA”. The VOA shall be under the direction of the North Florida Council, BSA. The VOA is a completely autonomous organization and reports only to the North Florida Council Venturing Committee and the North Florida Council Chief Executive and/or elected or appointed delegate.

**Article II**

**Mission and Purpose**

**Section I: Mission**

The Mission statement of the VOA is to promote the development of leadership skills, provide service, and participate in high adventure programs.

Section II: Purpose

The Council VOA shall organize the planning and implementation of the Venturing Program events and training at the Council level. The VOA shall also offer support for the planning and implementation of Venturing program events and training at the District and Unit levels.

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The VOA is intended to help develop Venturing in the Council and help strengthen its Crews by:

* Promote and provide Venturing activities and advancement
* Provide Venturing opportunities which support advancement
* Support the overall North Florida program and training efforts
* Provide a communication forum in the Council
* Assisting and supporting Venturing training events
* Provide Venturing event opportunities
* Promote and participate in High Adventure Programs
* Support the units of North Florida Council in their recruitment efforts
* Modeling effective Crew operations
* Providing a learning resource for Venturing

**Section III: Review and Revision**

The Purpose and Mission Statements of the VOA are to be reviewed and revised annually, as necessary, following the election and training of the new officers. Outgoing and incoming officers should participate in this review.

**Article III**

**Parliamentary Authority**

To the extent to which they are applicable and not in conflict with these bylaws, the rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern meetings of the Association and all subsidiary bodies.

**Article IV**

**Organization**

The VOA shall consist of elected VOA officers, appointed NFC Adult Venturing Chairmen, one Crew designated youth member from each chartered council crew, and appointed Activity Chairs/Advisors. The VOA cabinet shall be composed of the President, the Vice-President of Administration, the Vice-President of Program, the Vice-President of Training, the Secretary, the Treasurer, and the Historian. Each crew has one designated representative, who has one vote, and who must be primarily registered in the crew. A youth and adult Parliamentarian may be appointed by the Adult Venturing Chairman.

**Article V**

**Officers and Elections**

**Section I: Officers**

**President**

* Shall serve as the spokesperson and representative of the Venturing Officers’ Association and all Venturers within the Council.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Serve as the youth spokesperson at the Council Venturing Committee meetings.
* Meet regularly with adult Venturing Chairman to set the agenda and coordinate activities.
* Appoint youth chairs for special projects, committees, and events with the approval of Adult Venturing Chairman.
* In the event of a vacant VOA Officer position due to resignation or removal, the President, with the approval of the adult Venturing Chairman may fill by appointment the vacant position(s).
* Must have completed the Venturing Leadership Skills Course (ILSC).
* Present the annual report to the council at the conclusion of the term of office.
* Participate in the council VOA program planning conference.
* Help with the promotion of the Venturing program.
* Has no vote except in a case of a tie needing to be broken.
* Assists with the VOA website updates.

**Vice-President of Administration**

* Is responsible for providing support to all Crew representatives.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Shall perform the duties of Council Venturing President should he/she be temporarily unable to perform them.
* Shall immediately assume the office of Council Venturing President, should that office become vacant, until further election procedures are enacted. (Election procedures are as stated in Article V, Section II)
* Participate in the council VOA Program planning conference.
* Help with the promotion of the Venturing Program.
* Serves as Administrative officer in the VOA.
* Must be ILSC trained.
* Maintains the VOA website and its updates.
* Has one vote.

**Vice-President of Program**

* Expected to attend at least eighty-five percent (85%) of all VOA activities.
* Responsible for the oversight and implementation of programs at the council level.
* Is responsible for the support of programs at the district and unit level.
* Participate in the council VOA program planning conference.
* Determine the interest of the council VOA members on an ongoing basis using interest surveys, suggesting types of activities, program resources, and an annual activity plan.
* Must be ILSC trained.
* Help with the promotion of the Venturing program.
* Assists with VOA website updates.
* Has one vote.

**Vice-President of Training**

* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Organize and recognize the achievements of VOA members.
* Assemble training staff for events on council level.
* Support training events at the district and unit level.
* Participates in the council VOA program planning conference.
* Help with the promotion of the Venturing program.
* Must be ILSC trained.
* Assists with VOA website updates.
* Has one vote.

**Secretary**

* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Serves as the communication officer, managing all communications and publicity for the VOA.
* Shall record the minutes of the VOA Cabinet meetings and VOA General Assembly meetings.
* Work with Committees to promote Venturing events and submit regular articles promoting the activities of the Association to be published on the Venturing websites, local media, Scouting websites and newsletters.
* Help with the promotion of the Venturing Program.
* Maintains membership and attendance records.
* Maintains correspondence.
* Must be ILSC trained.
* Assists with VOA website updates.
* Has one vote.

**Treasurer**

* Shall be responsible for the record keeping of fees, disbursements and reimbursements incurred with Venturing Programs at the council level with the assistance of the Council Venturing Chairman.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Helps promote the Venturing Program.
* Responsible for registration at VOA events.
* Collaborates with activities chairs and the Vice President of Program to develop and maintain budgets for VOA events.
* Manages all incoming and outgoing funds.
* Must be ILSC trained.
* Has one vote.

**Historian**

* Record VOA activities through photography or video.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Must maintain an information board for use anywhere that Venturing can be promoted.
* Assists with VOA website updates.
* Must be ILSC trained.
* Has one vote.

**Section II: Elections**

Elections shall be held by the VOA at the spring fall general assembly each year. For all positions there will be a nomination, self or otherwise nominated. Each candidate must submit a completed VOA Officer’s Nomination Form at least 24 48 hours prior to the elections. This form must be signed by an active registered adult (i.e. Crew Advisor, Co-Advisor, or Committee member) from the nominee’s primarily registered unit.

Election Rules:

* Elected positions are President, Vice-President for Administration, Vice-President for Program, Vice-President for Training, Secretary, Treasurer, and Historian.
* The term of office shall be for one year starting May 1st, following the VOA elections and New Officer’s Training Seminar.
* Candidate of office must be on good standing in the Venturing program and meet any pre-requisites for that office.
* An opportunity shall be given for the nominated candidate to give an election speech before the vote is held.
* Nominees must not turn 21 years of age during the term of office they are running for.
* Elections are to be held by pre-printed paper ballots.
* To be elected candidate must win by a majority of the present votes.

Election Process:

* The VOA President shall preside over the voting process.
* A copy of the current VOA By-laws and Robert’s Rule of Order must be present for review, if needed, at the VOA elections.
* The VOA Secretary will record and publish voting results in the meeting minutes for each position being voted on, how many votes each nominee received and the declaration of the winning nominee and the number of votes received.
* The election process shall be read to the general assembly prior to the election commencement.
* The outgoing VOA Officers shall read the responsibilities of their position before the election of said position.
* The VOA will designate two youth Tellers to collect the written ballots from each unit representative present.
* The Tellers will tally the vote verbally in front of the VOA assembly that voted under the supervision of the North Florida Council Venturing Staff Advisor and Venturing Chairman.

**Article VI**

**Meetings**

**Section I: Meetings Explanation**

There are three types of meetings held by the VOA.

* Officer’s Meetings
* General Assembly Meetings
* Special Committee Meetings
* All VOA meetings are open meeting
* All Registered North Florida Council are encouraged to attend and observe any and all meeting pertaining to the North Florida Council VOA

The VOA President may dismiss any disruptive youth or adult from any VOA meeting with the approval of the Officers and the adult Venturing Chairman.

**Section II: Officer’s Meetings**

VOA Officer’s meetings shall occur bi monthly or as needed with the time and place being set by the VOA Officers. Communication of meetings will be done two weeks prior by email, letter, or telephone calls. Meetings are conducted by the VOA President.

* All VOA meetings are open meeting
* All Registered North Florida Council are encouraged to attend and observe any and all meeting pertaining to the North Florida Council VOA

**Section III: General Assembly Meetings**

VOA General Assembly meetings shall occur every semester quarterly at a regular time and place to be set by the VOA Cabinet. Communication of meetings will be done two weeks prior by email, letter, or telephone calls. Meetings are conducted by the VOA President in accordance with Robert’s Rules of Order, Newly Revised. All chartered Venture Crews should send a youth representative to the VOA General Assembly meetings where they hold one vote per crew. VOA Cabinet elections will be held at the spring fall quarterly meeting of the Assembly for the following year.

At every meeting the Secretary shall have an attendance report that will contain the following information prior to the start of the meeting; Unit #, Name, Youth/Adult, Email, Telephone number, Voting member or the designated unit.

* All VOA meetings are open meeting
* All Registered North Florida Council are encouraged to attend and observe any and all meeting pertaining to the North Florida Council VOA

**Section IV: Special Committee Meetings**

VOA Officers and Adult Venturing Chairman when necessary, may create special Committees, such as by-law and event committees. The appointed Committee Chair of each committee will coordinate these meetings. Committees shall not consist solely of VOA Officers.

**Article VII**

**Eligibility**

**Section I: Cabinet Eligibility**

Any currently registered youth member in a Crew is eligible to be nominated to be an officer of the VOA. If the youth ceases to be a registered youth member in a Crew, they are no longer eligible to serve as a representative of the Cabinet. All VOA nominees shall have completed ILSC training to be nominated to serve in these positions. Units may not submit more than three nominees for candidacy. It is also suggested that anyone running for the position of VOA Council President should have already served on the VOA for one year, but it is not required.

**Section II: General Assembly Eligibility**

Any currently registered youth member in a Crew is eligible to be selected by his or her primary Crew as the representative at the VOA General Assembly quarterly meetings. If the youth ceases to be a registered youth member in a Crew, they are no longer eligible to serve as a Crew representative from that Crew to the Association. A youth may only represent the crew he or she is primarily registered with. This representative has one vote at General Assembly meetings.

The duration and method of the selection of Crew representatives is left to the discretion of the Crew, subject to the eligibility provisions above. The Crew representative may be, but are not required to be, an officer of the Crew.

**Section III:** **Definition of a crew for VOA purposes**

* A Crew for the purposes of the VOA is defined as a regularly chartered Crew that meets as a Venturing unit at least once a month for at least 9 months out of the year and has the proper structure of active leadership (adult and youth) as defined in the Venturing handbook.
* Specialty crews are not recognized by the VOA as part of the overall Council Venturing Program.
* Specialty crews can be perceived as crews that are chartered for the primary purposes of camp staffing or crews chartered for special event purposes.

**Article VIII**

**Amendments**

**Section I: Amendment Procedures**

* Proposed amendments to these by-laws must be presented to the VOA Officers and Venturing Chairman for review in accordance with BSA Guidelines and Robert’s Rules of Order, 60 days prior to the VOA General Assembly Meeting.
* Proposed amendments to these by-laws must be distributed to all voting Crews in the Council at least 30 days prior to the beginning of the VOA meeting at which they will be considered.
* The proposed amendments that are presented to the VOA General Assembly shall be voted upon by a secret ballot, which will be counted by two tellers appointed by the VOA Officers which shall be supervised by the Adult Venturing Chairman.
* By-law changes require 80% + 1 vote to pass, and take effect immediately upon passage.
* All by-law change votes will be recorded in the Minutes by the VOA Secretary as to how many for and against, and the final determination provided by the vote.
* Any by-law change proposal votes will be conducted as the last order of business at any VOA General Assembly meeting just prior to closing the meeting.
* All Venturing adults who are present at VOA General Assembly meetings are encouraged to remain silent during the election procedures.

**Section II: Authority to Amend By-laws**

The General Assembly may adopt proposed amendments by a 80%+1 vote at the VOA meeting.

**Section III: Time of Effect**

Unless stated otherwise in the amendment, all amendments shall take effect immediately upon their adoption.

**Article IX**

**Standing Rules**

* Election speeches will be no longer than five minutes.
* Secretary attendance sheet will record the following information: Unit #, Name, Youth/Adult member, Email, Telephone number, Voting member of unit designation.
* Each crew has one vote by proxy of their youth representative.
* Each VOA Officer has one vote, except for the President. In case of a tie vote the President shall get one vote.
* All Venturing adults who are present at VOA meetings are encouraged to remain silent during meeting processes.
* Venturing adults are non-voting members of the VOA.
* Decisions are made by simple majority vote (50% + 1) with the exception of amending the by-laws which requires an 80% + 1 vote by raising the right hand when called upon to cast a vote.
* All decisions, actions, and activities are at the discretion and subject to review and final decision of the North Florida Council Chief Executive or his appointed delegate.