

**RULE I**  
**NAME, AFFILIATION AND PURPOSE**

- A. The area is the recognized inter-council organizational structure of Venturing, Boy Scouts of America, and shall consist of councils within a geographical area. The region director establishes the area boundaries and appoints an area director to provide leadership to the programs within the area.
- B. The area shall be identified by a V to signify Venturing, the region letter abbreviation and the area number. (e.g. V-NE-4). Such designations are to be made by the area director, based on recommendations made by the region Venturing chairman and regional staff advisor.
- C. The councils referred to in these rules shall be those councils assigned to the area by the area Director, based on recommendations made by the region Venturing chairman and region staff advisor.
- D. The area shall serve as an important communication link between councils, the region, and the national Venturing committee.
- E. The area exists to provide a direct inter-council forum for council Venturing leaders, bringing them together for fellowship and mutual improvement through the exchange of ideas.
- F. The methods by which this purpose is achieved include:
  - 1. Conducting an annual meeting for delegates of the councils. This annual meeting shall be called the Quest. The Quest shall include training and Venturing activities that will assist councils in creating and administering more effective programs that support the overall objectives of Venturing.
  - 2. Creating a Quality Council Venturing Officers' Association Recognition to ensure quality and uniform Venturing programs in all councils, and assisting councils in achieving this recognition.
  - 3. Fostering an understanding and adherence to national Venturing policies and procedures and providing opportunities for Venturers to bring forth their ideas into the national Venturing decision-making process.
  - 4. Coordinating Venturing administrative or program functions of mutual benefit to all councils in the area as directed by their council Scout executives.

**RULE II.**  
**QUEST DATE AND LOCATION**

- A. A Quest shall be held annually in each area. The dates of the Quest will be at the discretion of the service council, but shall take place in the spring. The area director must approve these dates.
- B. The location of the Quest shall be selected by the service council and approved by the Area Venturing Officers' Association before the close of the preceding Quest. The service council Scout executive must approve the Quest location. Area Quests must be planned and located to assure that councils meet the travel policies of the Boy Scouts of America stated in the *Guide to Safe Scouting* and in the national and local tour permits. This includes the 10-hour per day driving restrictions.
- C. The region Venturing chairman and region staff advisor may be helpful in coordinating dates and locations.

## **RULE III** **OFFICERS AND ADMINISTRATION**

A. Under the guidance and direction of the Area Venturing Officers' Association advisor (AVOA advisor) and area director, or his staff appointee, the area is organized and the conclave is planned and led by Venturers who are younger than 21 during their entire term of office.

B. The officers of the area shall be the President, Vice President of Administration, Vice President of Program, Secretary and Treasurer.

The responsibilities of the respective officers shall be as follows:

1. **President**

- a. Gives strong leadership to the Area Venturing Officers' Association to coordinate a successful annual Quest and fulfill other area duties in cooperation with officers and council representatives.
- b. Works closely with AVOA Advisor in a spirit of partnership.
- c. Presides over meetings of the Area Venturing Officers' Association and the annual business meeting.
- d. Appoints council representatives as youth chairs for special projects as needed.
- e. Presents the annual report to the area Venturing committee no later than 60 days after the annual Quest.
- f. Assesses on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively.
- g. Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment.

2. **Vice President of Administration**

- a. Serves as administrative officer for the Area Venturing Officers' Association.
- b. Assumes the responsibility of area president in his or her absence.
- c. Leads the promotion of Quest and other area activities and assists the service council in the registration process.
- d. Organizes and recognizes the achievements of area Venturers.
- e. Conducts ceremonies as needed.
- f. Updates the council president's list.
- g. Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the promotion of area activities, recognizing the achievements of area Venturers.
- h. Performs other duties as assigned by the area president.

3. **Vice President of Program**

- a. Serves as the program officer of the Area Venturing Officers' Association and, in that position, arranges the program planning process for Quest and other area activities.
- b. Collects and maintains an Area Venturing Officers' Association activity file consisting of the program capability inventory, a list of area member interests and suggestions for activities, program resources, and an annual schedule.
- c. Determines the interests of the area members on an ongoing basis (using Venturing activity interest surveys).
- d. Provides support for the chair and committee for each activity.
- e. Approaches and encourages others to approach Venturing activities in a spirit of fun and enjoyment.
- f. Performs other duties as assigned by the area president.

4. **Secretary**

- a. Serves as the communications officer and, in that position, manages all communications and publicity for the Area Venturing Officers' Association.

- b. Maintains Area Venturing Officers' Association attendance records.
- c. Handles Area Venturing Officers' Association correspondence and minutes. Distributes copies of all minutes to Area Venturing Officers' Association members within 30 days following each meeting.
- d. Coordinates Area Venturing Officers' Association publicity through local media, a Tri-annual newsletter and the Area Venturing Officers' Association telephone/e-mail network.
- e. Provides written or electronic notification of all Area Venturing Officers' Association meetings at least 30 days in advance.
- f. Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the publicity and communications of the crew.
- g. Performs other duties as assigned by the area president.

5. **Treasurer**

- a. Serves as the financial officer and, in that position, maintains financial records and monitors the Area Venturing Officers' Association budget.
- b. Communicates with the officers and members on a regular basis to keep them informed about the Area Venturing Officers' Association's finances.
- c. Assists the host council in developing a budget for the annual Quest, and aids in seeing that the budget is adhered to.
- d. Approaches Venturing in a spirit of fun, and spreads this spirit in carrying out the treasurer's responsibilities.
- e. Performs other duties as assigned by the area president.

C. The advisors of the Area Venturing Officers' Association shall be the area director and two other Venturers who are 21 years of age or older – one being a volunteer Scouter (AVOA advisor) and the other, a professional Scouter (AVOA staff advisor). Advisors at the area level are appointed annually by the area director with the concurrence of the area Venturing chairman. Each advisor must be a member in good standing with Venturing, BSA in a council within the geographical boundaries of the area served. The responsibilities of the advisors are as follows:

1. **Area Venturing Officers' Association Advisor**

- a. Interprets Venturing policy in consultation with the area Venturing chairman, area director, and the national director of Venturing, as needed.
- b. Advises the Area Venturing Officers' Association officers and council representatives in planning and conducting the area Quest. Works with the staff advisor to ensure successful area events. Works "behind the scenes" through the area president.
- c. Assures that the Area Venturing Officers' Association is operating according to the national Venturing policies.
- d. Brings to the attention of the area Venturing chairman and area director matters of policy or procedures that should be considered by the national committee.
- e. Reports to the area Venturing chairman and the area director on a regular basis.
- f. Meets and communicates with the area president and AVOA staff adviser on a regular basis.
- g. Communicates with each council Venturing chairman in the area on a regular basis.
- h. Encourages and receives an annual report from each council.
- i. Encourages councils to improve performance and meet the standards of the Quality Council Venturing Officers' Association Recognition program.
- j. Reports annually to the area Venturing chairman and area director on the significant accomplishments and challenges of the area.

2. **Area Venturing Officers' Association Staff Advisor**

- k. Advises the area director on possible nominees for service as AVOA advisor.
- l. Serves as liaison between the Area Venturing Officers' Association and council Scout executives.

- m. Keeps the area director informed on all matters related to the Area Venturing Officers' Association.
- n. Maintains a close working relationship with the area officers and advisors.
- o. Oversees the Area Venturing Officers' Association finances and coordinates the Area Venturing Officers' Association financial operations with the appropriate councils. Insures BSA accounting and auditing procedures are followed.
- p. Assists in establishing the date of the Quest, coordinating with the region and council calendars. Communicates to councils the area dates and encourages their participation and non-scheduling of conflicting activities.
- q. Participates in Venturing training as requested and available.
- r. Meets and communicates with the area president and AVOA advisor on a regular basis.

D. The Area Venture Officers' Association will consist of the president, the vice president of administration, the vice president of program, the secretary and the treasurer; one designated youth representative of each council in the area; other Venturers as duly appointed, but without a vote; and the AVOA advisors. The council Venturing advisor and council Scout executive, or his designee, of each council in the area shall serve as ex-officio members of the Area Venturing Officers' Association.

1. The Area Venturing Officers' Association shall plan, host and execute the area Quest.
2. The Area Venturing Officers' Association shall meet three times prior to the annual Quest to plan the program and divide responsibilities for its execution among member councils. The area president, after consulting with the area advisors, shall designate the time and place of each meeting and the area secretary shall provide written or email notice to all Area Venturing Officers' Association members at least 30 days prior to the meeting.
  - i. The first such meeting shall be held about nine months prior to the Quest. At this meeting, the program shall be planned and responsibilities assigned. Any limitations in the number of delegates attending the next Quest shall be determined and the Quest fee shall be established and approved, along with registration deadlines.
  - ii. Two subsequent meetings shall be held prior to the Quest. At these meetings, each council shall report on its progress in meeting assigned responsibilities. Any necessary changes in the Quest program or budget shall be made at this time.
3. The voting members of the Area Venturing Officers' Association shall be the five area officers; and one designated youth representative of each council in the area. A vote shall not be extended to anyone 21 years of age or older. Each member may cast only one vote on any question.
4. The non-voting members of the Area Venturing Officers' Association shall include the AVOA advisors, ex-officio members, and all other Venturers duly appointed.

## **RULE IV**

### **ELIGIBILITY, NOMINATION, SELECTION OF OFFICERS AND APPOINTEES**

A. All area officers must meet the following eligibility requirements:

1. A registered member, in good standing, of Venturing, BSA in a council within the area who has the approval, in writing and in advance of being nominated, of his council Scout executive or council Scout executive's designee.
2. Younger than 21 during his entire term of office.

B. Nominations for area officers may be made by the designated council youth representative, when nominations are declared open at any meeting of Area Venturing Officers' Association or at the annual business meeting. Nominations shall require no second. Nominations for each office shall be closed only once - just before balloting for that office.

C. A business meeting shall be held at the Quest to elect area officers. The newly elected officers take office at the end of the Quest; and their terms expire at the end of the next annual Quest. The following election procedures shall be used:

1. After the nominations for a given office are declared closed, the designated council youth representative, shall poll his delegates who are younger than 21 to determine how they will cast their votes. Such a poll shall be taken before each ballot.
2. Each council may cast one vote per youth member present at the time of the election, up to a maximum of 10 votes, for each office on all ballots. The designated council youth representative must cast his votes in proportion to the poll of the delegates (in whole votes, not fractions). The area president, in consultation with the AVOA advisor and staff advisor, has final authority to determine any questions about whether a delegation is officially representing a council at the Quest. Such judgments shall be based on written or verbal certification by the council advisor, council staff advisor, or council Scout executive of the council in question. In no case shall adults vote. Telephone, Email, or other electronic votes are not permitted.
3. A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
4. When balloting is declared deadlocked, the youth conducting the election (Note: This is the area president or a youth appointed by the area president and approved by the AVOA advisor) will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, he or she shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him or her elected.

D. The area president may make appointments to special positions with the approval of the Area Venturing Officers' Association. Such appointments shall have no vote in the Area Venturing Officers' Association. An appointee must be a registered member in good standing of Venturing, BSA in a council within the area and younger than 21 during the entire term of his or her appointment.

E. Vacancies in unexpired terms of area officers shall be filled by majority vote (as defined above) of the Area Venturing Officers' Association (one vote per council voting). Elected officers shall not vote. Deadlocks, as defined above, will be decided by the youth conducting the election, after one additional tie. Replacement area officers must meet the same eligibility and approval requirements defined in paragraph A, above.

## **RULE V**

### **RESPONSIBILITIES FOR QUEST PROGRAM AND ADMINISTRATION**

A. All councils shall share the responsibilities of all phases of the area program and administration. The Area Venturing Officers' Association shall host the Quest.

B. One council will be designated the service council each year. This responsibility should be on a rotation schedule including all councils in the area wherein each council shall have the opportunity to serve as service council once before including any council a second time. A published schedule defining one complete rotation should be distributed to delegates at each Quest.

1. Councils should prepare to accept their service responsibility according to the rotation schedule. However, consenting council Scout executives may exchange positions in the rotation schedule if they feel it would be in the best interest of the area or councils. The AVOA staff advisor shall participate in all such discussions.
2. The service council shall be responsible for all physical, administrative, and appropriate assigned financial arrangements for the area Quest. This shall include the provision of meals, adequate sleeping and meeting facilities, trading post, pre-Quest printing services, first aid and medical arrangements, religious services, and so forth.
3. Any necessary contractual agreements shall be made by the service council and signed by the council Scout executive or his designee.

C. The responsibilities for program development for the Quest shall be divided among councils as determined by the Area Venturing Officers' Association.

## **RULE VI.** **AREA VENTURE OFFICERS' ASSOCIATION FINANCES**

A. The Area Venturing Officers' Association is authorized to establish an operating account that is maintained as a custodial account by a council within the area. The custodial council is designated by the AVOA advisor and staff advisor, with the approval of the custodial council Scout executive. The custodial council may be the service council of the next conclave, or preferably, the council of the AVOA staff advisor. Regardless of the custodial option selected, the section funds must be clearly identified, reserved for the purpose intended, accounted for, and reported on at every Area Venturing Officers' Association meeting.

B. All Area Venturing Officers' Association revenues and expenses shall be processed through the established financial accounting system of the custodial council, according to national policy.

C. The AVOA staff advisor shall be responsible for authorizing all disbursements from the Area Venturing Officers' Association operating account.

D. At the start of a new Area Venturing Officers' Association year, the Key 3 should review the operating budget funded by the immediate past Quest. This is the basis for the operating expenses for the year. In order to address changing needs, the Area Venturing Officers' Association may amend the operating budget at any scheduled meeting. Any amended budget must take into consideration the availability of funds and/or funding resources.

E. The Key 3 should then prepare a proposed operating budget to cover the operating expenses following the next Quest. This budget should be prepared and submitted in a timely manner for consideration as the upcoming Quest budget is drafted and approved. These expenses may include, but are not limited to: officer printing, postage, telephone, and transportation expenses; and year-end recognitions not included in the overall Quest budget. The proposed budget shall be presented for approval at the first Area Venturing Officers' Association meeting.

F. The primary source of Area Venturing Officers' Association income will be the Quest budget item titled "Next Year's Area Venturing Officers' Association Budget". These funds shall be remitted to the custodial council by the service council within 45 days following the Quest.

G. The Area Venturing Officers' Association may elect to pursue a secondary source of income (e.g., sale of area Venturing memorabilia), subject to the approval of the AVOA advisor and staff advisor, provided that such activity does not infringe upon the fund raising efforts of local councils.

H. The Area Venturing Officers' Association may accumulate and maintain a monetary reserve in an amount not to exceed 1.5 times the average of the last three years' operating budgets. The purpose of this reserve shall be to cover unusual, but necessary expenses such as those incurred by the area president attending an unexpected key leadership summit.

I. Should the Area Venturing Officers' Association fail to adequately control the operating budget or for any other reason expenditures exceed revenue and there are insufficient funds in the monetary reserve, the Area Venturing Officers' Association, with the approval of the AVOA advisors, may assess and bill councils in the area for their share of the shortfall in proportion to their most recent council year-end Venturing membership statistics.

## **RULE VII.** **QUEST FINANCES**

A. The service council shall be responsible for handling all financial matters of the Quest. All Quest revenues and expenses shall be processed through the established financial accounting system of the service council, according to national policy. At the option of the Area Venturing Officers' Association, with the concurrence of the service council and area director, the financial matters of the Quest may be processed through the council responsible for the Area Venturing Officers' Association operating account. If this option is used, the Quest funds will be accounted for in a separate custodial account from the Area Venturing Officers' Association operating account.

B. The service council shall present a written, preliminary budget for all Quest administrative expenses (food, housing fee, patch, etc.) at the first Area Venturing Officers' Association meeting. The Area Venturing Officers' Association shall add into the budget all necessary and reasonable program costs including operating expenses. Agreements shall be reached on any and all adjustments, and the budget shall be established and approved along with the resulting cost per delegate, or Quest fee.

E. Once the budget is approved by the Area Venturing Officers' Association, the service council shall be fully responsible for the financial well-being of the Quest and shall exercise all prudent controls to assure that budgeted revenues are collected and that expenses are proper, are accounted for, and do not exceed revenues.

F. The Area Venturing Officers' Association shall decide what items may be sold during the Quest, who may sell them, and to whom any resulting revenue accrues.

G. All claims against Quest finances shall be made to the service council by the end of the Quest.

H. Any and all surplus revenues will be forwarded to the service council of the next Quest once their Quest account has been established at their council headquarters. Said monies will be treated as income to the next Quest. This advance funding for next year's Quest is in addition to any monies required to fund the Quest operating budget until the next Quest.

I. Should the service council fail to adequately control the budget or if for any other reason expenditures exceed revenues, the service council, with the approval of the AVOA advisors, may assess and bill the councils in the section, within 45 days following the Quest, for the excess costs in proportion to the total of the Quest fees paid and owed.

J. Within 30 days following the Quest, the service council shall prepare and send to the Key 3 and the outgoing area president, the final financial statement detailing all revenues and expenses for the Quest.

### **RULE VIII.**

### **QUEST PARTICIPATION AND REGISTRATION**

A. All who attend the Quest must register in one of the following categories:

1. **Quest Delegates.** Currently registered members representing councils, including area officers and advisors, who pay the Quest fee and whose participation is approved in advance by their respective council Scout executive or his designated representative.
2. **Quest Staff.** Non-delegate members of the service council whose attendance is necessary to staff the Quest and whose participation is approved in advance by the service council Scout executive or his designated representative. These individuals' Quest fees are determined by the budget.
3. **Guests.** Guests of the Quest whose attendance is desirable for the implementation of the program, whose Quest fee and expenses may be funded by the Quest budget, and whose participation is approved in advance by the Area Venturing Officers' Association.

B. The service council shall provide each council with appropriate registration materials at least two months prior to the Quest.

### **RULE IX.**

### **AMENDMENTS TO AREA VENTURING RULES**

A. The Area Venturing Officers' Association may adopt temporary procedures, guidelines, deadlines, and so forth, to assist in the execution of the Quest. However, such temporary procedures shall not in any way conflict with or be in violation of the Area Venturing Rules and shall terminate upon completion of the Quest. The Area Venturing Officers' Association shall take no action that in any way violates the letter or the spirit of the Area Venturing Rules or the policies of the represented councils, Venturing, or the Boy Scouts of America.