

**CONSTITUTION OF THE GUIDE ASSOCIATION IN NORTHERN IRELAND**  
**Registered Charity Number NIC103728**

In accordance with the Bye-law 8.2(c) of the Royal Charter of The Guide Association, the board of trustees of The Guide Association established The Guide Association in Northern Ireland for the management of The Guide Association's affairs in Northern Ireland.

The Guide Association in Northern Ireland has the operating name 'Girlguiding Ulster'.

The Girlguiding Ulster Executive Committee shall be responsible to The Guide Association for the administration and management of Girlguiding's affairs within Girlguiding Ulster and for the general development of the principles, aims, policy, organisation, rules and guidelines of The Guide Association, as set out in:

- (a) The Royal Charter and Bye-Laws
- (b) Girlguiding policies and procedures

The members of the Girlguiding Ulster Executive Committee are the Charity Trustees of Girlguiding Ulster in accordance with the relevant provisions of the Charities Act (NI) 2008.

**1. MEMBERSHIP**

The membership of the Girlguiding Ulster Executive Committee shall be as follows:-

- a) MEMBERS
  - The Ulster Chief Commissioner
  - The Ulster Deputy Chief Commissioner
  - The Ulster Assistant Chief Commissioner
  - Ulster County Commissioners
  - The Ulster Deputy County Commissioners
  - The Ulster Assistant County Commissioners (aged 18-25)
  - The Ulster Guiding Delivery Co-ordinator or her representative
  
- b) INVITATIONS TO ATTEND (non-members)

The Committee may invite any person to attend all meetings, one meeting, or part of a meeting for a specific purpose. Such people may speak with the permission of the chair but shall have no vote.

## 1.2 CHAIR AND SECRETARY

### a) CHAIR

The Chair of any meeting shall be the Ulster Chief Commissioner or in her absence the Deputy Chief Commissioner or any member of the Ulster Executive elected by the meeting for that purpose.

### b) SECRETARY

The Secretary of the Ulster Executive shall be the Chief Executive or a nominee.

## 1.3 MEETINGS

- a) An Ulster County Commissioner, if unable to attend, may send a substitute who is a member of her County Executive Committee. Substitute representatives shall have no voting rights.
- b) The Chairman shall have a casting as well as a deliberative vote.
- c) A quorum shall consist of nine members with entitlement to vote.
- d) Minutes of the Ulster Executive shall be circulated to:-
  - The Ulster President
  - All members of the Ulster Executive Committee
  - The Guide Association

## 1.4 FUNCTIONS OF THE ULSTER EXECUTIVE COMMITTEE

The functions of the Ulster Executive Committee shall include, but not be limited to the following:-

- a) To provide leadership and be responsible for the strategic direction and ultimate delivery of guiding in Northern Ireland.
- b) To foster the growth and spirit of The Guide Association, uphold and apply its values and the principles of equality and diversity within Northern Ireland.
- c) To ensure all relevant information to and from Girlguiding Ulster and The Guide Association board of trustees is effectively communicated.
- d) To be responsible each financial year for the approval and adoption of Girlguiding Ulster Financial Statements and the Report of the Charity Trustees.
- e) To manage Girlguiding Ulster effectively by setting and approving policies, plans and budgets to achieve its objectives, and monitoring performance against them.
- f) To regularly review the risks to which Girlguiding Ulster is subject, and agree or ratify all policies and decisions on matters which might create significant risk to Girlguiding Ulster, financial or otherwise.
- g) To ensure that Girlguiding Ulster complies with all relevant legislation and regulations and the requirements of the Charities Commission and The Guide Association.
- h) To form Task and Finish groups as and when necessary; to approve their terms of reference and to delegate powers to them as and when necessary.
- i) To open bank or building society accounts in the name of Girlguiding Ulster from time to time as considered expedient. The signatories of cheques and other banking instructions must be authorised as determined from time to time by the Girlguiding Ulster Executive Committee and recorded in the minutes.

- j) To manage the finances of Girlguiding Ulster and its subsidiaries in such a way as to ensure solvency and financial strength, and to ensure that proper accounts are kept and audited once a year in accordance with the requirements of the Charities Acts.
- k) To act prudently to protect the assets and property of Girlguiding Ulster, and ensure that they are used to deliver its objectives.
- l) To procure trustee indemnity Insurance as permitted under the Charities Acts.

#### 1.5 PROPERTY

All property acquired by Girlguiding Ulster shall be held by The Guide Association Trust Corporation for the benefit of Girlguiding Ulster.

#### 1.6 CONSTITUTION

This constitution may only be amended by resolution at an ordinary meeting of the Girlguiding Ulster Executive Committee or at a special meeting of the Girlguiding Ulster Executive Committee which has been convened for that purpose.

Neither this Constitution nor any amendment to it shall have effect until approved by The Guide Association board of trustees.

*David Wilson*

On behalf of The Guide Association

Chair of Trustees of The Guide Association

On behalf of Girlguiding Ulster

*Debbie McDowell*

The Ulster Chief Commissioner

Date approved by The Guide Association (the effective date)

**28 September 2024**