

CONSTITUTION OF GIRLGUIDING ULSTER
Registered Charity Number NIC103728

The Executive Committee for The Guide Association - Northern Ireland is a committee set up by the Executive Committee of the Council of The Guide Association (the Association Executive Committee) in accordance with Bye Law 9.2(C) of the Royal Charter of The Guide Association, 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 is responsible to the Girlguiding Board of Trustees for the direction and general development of the principles, aims, policy, organisation, rules and guidelines of The Guide Association, as set out in the current issue of:

- (a) The Royal Charter and Bye-Laws
- (b) The Guide Association's Guiding Manual and other appropriate handbooks.

The voting members of the Ulster Executive 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 Committee shall be as follows:-

- a) **VOTING MEMBERS**
The Ulster Chief Commissioner
The Ulster Deputy Chief Commissioner (if appointed)
The Ulster County Commissioners
The Ulster Guiding Delivery Co-ordinator or her representative
Two members aged between 18 and 25.
- b) **NON VOTING MEMBERS**
The Ulster Executive may invite any person to attend any meeting, or part of a meeting, for a specified purpose. He/She may speak with the permission of the Chairman, but shall have no vote.

1.2 CHAIRMAN AND SECRETARY

- a) **CHAIRMAN**

The Chairman of any meeting shall be the Ulster Chief Commissioner or in her absence the Deputy Chief Commissioner (if appointed) 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 Executive Manager 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 full voting rights.
- b) The Chairman shall have a casting as well as a deliberative vote.
- c) A quorum shall consist of seven voting members with entitlement to vote.
- d) Minutes of the Ulster Executive shall be circulated to:-
 - The Ulster President
 - All members of the Ulster Executive
 - The Ulster Trefoil Guild Chairman
 - The Chief Guide of The Guide Association
 - The Chief Executive of The Guide Association

1.4 FUNCTIONS OF THE ULSTER EXECUTIVE

The functions of the Ulster Executive 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 Girlguiding 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 in the names of the Ulster Executive Committee who are the Charity Trustees of Girlguiding Ulster and such Trustees shall, hold, deal with, borrow on the security of, and dispose of any property.

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 Girlguiding Board of Trustees.

On behalf of the Board of Trustees
of the Guide Association



Interim Chair of the Board

Dated 10 June 2017

On behalf of The Ulster Executive
Of Girlguiding Ulster



The Ulster Chief Commissioner



The Executive Manager

Dated 26th June 2017