



## **Constitution of Girlguiding Hertfordshire County**

### **1. FUNCTION**

The County has formed a Trustee Board to promote and develop the principles, policy and organisation and foster growth and the spirit of Girlguiding within the County of Girlguiding in Hertfordshire, in accordance with the policies and principles of Girlguiding. The voting members of the Trustee Board are the charity trustees of the Guiding County in accordance with the provisions of the Charities Act.

### **2. THE COUNTY TRUSTEES BOARD**

#### **2.1 Membership of the County Trustee Board shall consist of:**

- The County Commissioner
- The Assistant County Commissioners
- The County Treasurer
- The Division Commissioners
- The County Guiding Development Advisor
- The County Membership Co-ordinator
- The County Property Advisor

#### **2.2 Chairmanship**

The County Commissioner shall Chair all meetings of the County Trustee Meetings and may appoint a Deputy Chair who will preside in her absence.

#### **2.3 Function of the County Trustee Board**

The Trustee Board will:

- Manage the County finances and set the budget.
- Create and monitor the County Development Plan
- Ensure that there are opportunities for all
- Manage property
- Be responsible for Training to ensure we deliver Good Guiding
- Ensure Guiding is delivered in a Safe Space
- Create and manage the County Risk Register
- Oversee the County Office

#### **2.4 Convening Meetings**

The County Commissioner shall cause at least four Meetings (including the Annual General Meeting) of the County Trustee Board to be convened in each year by written notice to the members of the



County Trustee Board, and with invitations to attend as appropriate, specifying the agenda for the meeting and circulated at least 7 days before the date of the Meeting.

#### **2.4.1 Communication Methods**

If a Trustee is unable to attend a meeting in person, a virtual call can be set up to allow them to participate.

### **2.5 Voting**

All members of the Board shall have voting rights. If a role is shared (i.e. a joint Division Commissioner then one vote is cast between them). The chair has the casting vote. Members can cast a vote in writing which will then be ratified at the next meeting.

All voting members are the charity trustees of the County in accordance with the provisions of the Charities Act. A Trustee may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in section 189 of the Charities Act 2011

#### **2.5.1 Quorum**

There will be a quorum of at least two thirds of the members of the Trustee board.

### **2.6 Invitations**

The County Commissioner may invite any person to attend any meeting or part of a meeting for a specific purpose. Such person (s) may speak with the permission of the Chair but shall have no vote.

### **2.7 Minutes**

The County Secretary shall keep Minutes of all meetings in the Minute Book. Minutes will be circulated to all members of the Trustee Board and will be confidential to the members. Elements of the discussions as appropriate will be shared with the County generally via the County Operations Group.

## **3. SUB-COMMITTEES**

### **3.1 Forming a Sub-committee**

Sub-Committees may be set up from time to time as deemed necessary. The Trustees shall determine whether or not the sub-committee is to have written terms of reference which must be ratified by them.

### **3.2 Chairmanship**

The Chair of each sub-committee is appointed by the County Commissioner for an initial period of three years with the possibility of extending this period for a maximum of two years.

### **3.3 Ex Officio Members**

The County Commissioner shall have ex officio membership of all sub-committees. She may nominate a representative to represent her on any sub-committee for a specific period.



### 3.4 Appointment of Members

The County Commissioner in consultation with the Chair of each sub-committee shall appoint members of the sub-committee.

### 3.5 Reporting

Each sub-committee is required to provide minutes, finances (where relevant) and reports to the Trustees and County Operations Group upon request.

### 3.6 Sub Committees

Recognised sub committees are:

- County Operations Group (COG)
- Awards Committee
- Hertfordshire Guide Centre (HGC)
- Bentley Heath Campsite

### 3.7 Recognised teams

The county is formed of many teams that are recognised as formal working groups. These teams work together and in collaboration with the wider county team to deliver the county strategy. These teams are represented at the County Operations Group meeting by their lead advisor. These teams are:

- Guiding Development Team
- County Outdoor Team
- County Walking Team
- International Team
- Inclusion Team
- Youth Opportunities Team
- Communications Team
- 18-30 Team
- Shops & Depots
- Members Welfare Team

## 4. AD HOC COMMITTEES / TEAMS

### 4.1 Inception

The County Commissioner may set up ad hoc committees / team as required from time to time for specific tasks and purposes, for example an event.

### 4.2 Chairmanship

The Chair of any ad hoc committee or team is appointed by the County Commissioner or her designate.



### **4.3 Constitution**

Terms of reference of such ad hoc committees / team shall be decided by the County Operations Group.

## **5. BANK ACCOUNTS**

Any bank account opened by the Trustees, County Operations Group or any sub-committee or team on behalf of the county shall be operated with a minimum of three on the bank mandate and only on the signatures of at least two unrelated members of the Trustees, County Operations Group or the sub-committee as the case may be. The County Treasurer is to be the main account controller for any such account.

## **6. ANNUAL GENERAL MEETING**

The Annual General Meeting of Girlguiding Hertfordshire shall be held once in each calendar year and shall receive an Annual Review and a Statement of accounts prepared in accordance with the relevant provisions of the Charities Act.

## **7. CONSTITUTION**

### **7.1 Amendment**

This Constitution may be amended by resolution at an ordinary meeting of the Trustees or a special meeting of the Trustees convened for that purpose by not less than 14 days' notice in writing which shall be sent to each member of the Trustees. Neither this Constitution nor any amendment to this Constitution shall have effect until approved by the Executive Committee of Anglia Region of The Guide Association.

### **7.2 Voting on amendments**

Any change in the Constitution shall be decided by a majority of votes of those present and entitled to vote.

### **7.3 Records**

A copy of this Constitution shall be signed by the County Commissioner and the County Administrator, dated and deposited at Anglia Region Office.

### **7.4 Recommendation**

It is recommended that the Constitution shall be reviewed at least every five years or when significant change occurs.

### **7.5 Dissolution**

Girlguiding Hertfordshire is part of Girlguiding Anglia Region and if the County were to be closed down, for any reason, the funds would transfer to the Region funds to support Guiding throughout the Region.



## 8. ADOPTION

This Constitution having been approved was adopted at a meeting of Girlguiding Hertfordshire Trustee Committee held on

Date: 21<sup>st</sup> April 2020

A handwritten signature in black ink, appearing to read 'H. Massey'.

Signed

County Commissioner

Signed

A handwritten signature in black ink, appearing to read 'M. A. G.'.

Region Chief Commissioner 4<sup>th</sup> July 2020