



## CONSTITUTION OF GIRLGUIDING ESSEX NORTH EAST EXECUTIVE COMMITTEE

### 1) FUNCTION

Girlguiding Essex North East County has formed an Executive Committee to promote and develop the principles, policy and organisation of The Guide Association as laid down in The Guiding Manual.

### 2) MEMBERSHIP

#### a) Voting Members

The County Commissioner

The Assistant County Commissioner(s) - up to two

The Division Commissioners, where a job share one Commissioner will be a nominated trustee and vote

(Where a Division does not have a Commissioner the Division Executive Team shall nominate a voting member for approval by the County Commissioner)

The County Treasurer

#### b) Trustees

All voting members are the charity trustees of the County in accordance with the provisions of the Charities Acts.

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

#### c) Non-Voting Members

County President

The County Trefoil Guild Chairman

The County Minutes Secretary

The County Guiding Development Adviser: Training

A County representative of the youth members aged 18-30

The County PR Marketing and Communications Adviser

The Recruitment and Retention Adviser

The County Arts Adviser

The County Outdoor Activities Adviser

The County International Adviser

The County Awards Committee Chair

Other Advisors or Co-ordinators appointed to the Committee by the County Commissioner and whose appointments are ratified by the County Committee

#### d) Term of membership

Division Commissioners will be a member of the County Executive Committee for the duration of their appointment in that role. All other members will be members for the term of the relevant County appointment.

#### e) Role shares

Where a voting member's role is shared, both are permitted to attend meetings but as permitted within the Guiding Manual, it must be discussed, and agreed with the County Commissioner at the beginning of the appointment which individual will be the voting member. These decisions should be recorded in the minutes.

#### f) Substitutes



If any member is unable to attend the County Executive Committee meeting she should nominate someone to attend in her place. If a voting member, her nominee will for that meeting have full voting rights. Anyone wishing to avail themselves of this right should inform the County Commissioner or Assistant County Commissioner that they are unable to attend the meeting and the name of the person who will be attending in their place.

### 3) MEETINGS

#### a) Convening meetings

At least three weeks' notice of the meeting date will be given.

Anyone wishing to submit an item for inclusion onto the agenda should forward it to the County Commissioner, if possible two weeks prior to the meeting.

The County Commissioner shall call at least four meetings of the Executive Committee (including the Annual Review meeting) each year.

#### b) Chairmanship

The County Commissioner shall be the chairman of all meetings of the County Executive Committee and may appoint a deputy chairman who will preside in her absence, normally an Assistant County Commissioner. In the event of neither being present, the County Executive Committee shall choose a chairman for that meeting.

#### c) Quorum

A quorum shall consist of at least two thirds of the voting members of which at least 6 should be Division Commissioners or the nominated voting member for a Division.

#### d) Invitations

Members of the County Executive Committee may invite specialist advisers and consultants or observers to attend any meeting or part of a meeting for a specific purpose in consultation with the County Commissioner or Assistant County Commissioner. Such person(s) may speak but shall have no vote.

#### e) Voting

Where a member holds two roles that are entitled to vote, the member may only vote once.

Decisions shall be made by a simple majority of votes. In the event of no majority, the chairman of the meeting shall have the casting vote in addition to the Chairman's deliberate vote.

In exceptional circumstances the County Commissioner may permit members to vote on items electronically

#### f) Agendas and Minutes

The County Admin Assistant shall take minutes of each meeting (in her absence a substitute will be appointed for that meeting) be responsible for keeping the agreed and signed copy of the Minutes of each meeting.

Agendas of each meeting and any associated papers shall be circulated by the County Admin Assistant by secure email or by post if no email address is available, to all members of the Executive Committee not less than two weeks before the date of the meeting.

Minutes and any associated papers will be circulated within two weeks following the meeting.



Minutes will be password protected.

#### 4) COMMITTEES AND TEAMS

##### **Sub-committees**

The County Executive Committee may set up and disband such sub-committees as it may from time to time deem necessary. The members of such sub committees need not be members of the County Executive Committee

The Chairman of each sub committee is appointed by the County Commissioner.

Authority for certain aspects of Girlguiding Essex North East responsibilities may be delegated by the County Executive Committee to a sub-committee which may act on its behalf, but the County Executive Committee shall retain ultimate accountability for the decisions taken.

The County Executive Committee shall determine whether or not the sub-committee is to have a formal written terms of reference and reporting back procedures and if so must ratify these and any amendments to them.

The County Commissioner and/or Assistant County Commissioner(s) are ex-officio members of all sub-committees with full voting rights.

##### **Ad hoc committees/Task and Finish Groups**

The County Commissioner with the approval of the County Executive Committee may set up and disband ad hoc committees as required from time to time for specific tasks or other purposes. The County Commissioner with the approval of the County Executive Committee shall appoint the chairman and members of such committees.

The County Commissioner and the chairman of the ad hoc committee shall agree the terms of reference of that committee. (if appropriate - i.e not all task and finish groups will need terms of reference)

The County Commissioner and/or Assistant County Commissioner(s) are ex-officio members of all ad hoc-committees/task and finish groups with full voting rights.

##### **Advisers and coordinators**

Advisers and Coordinators (where appointed) shall be responsible for their own specialist area and may appoint in conjunction with the County Commissioner a team to assist with the management of their area.

#### 5) ANNUAL REVIEW

The Annual Review of Girlguiding Essex North East shall be held once in each calendar year and receive an Annual Report and a Statement of Accounts prepared in accordance with the relevant provisions of the Charities Acts.

#### 6) CONSTITUTION

##### **a) Amendments**

The County Constitution will be reviewed every five years. It may only be amended by resolution at an ordinary meeting of the County Executive Committee or a special meeting of that Committee convened for the purpose. Neither this Constitution nor any amendment to this



Constitution shall have effect until approved by the Girlguiding Anglia Region Executive Committee.

**b) Records**

A copy of this Constitution, and on each occasion a minute of any change in the Constitution, shall be signed by the County Commissioner and the Assistant County Commissioner(s), dated and deposited at Girlguiding Anglia Region Office.

**c) Dissolution**

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

**7) APPROVAL AND ADOPTION**

This Constitution having been approved was adopted at a meeting of the Girlguiding Essex North East County Executive Committee held on

Signed *Julie L Craven*  
County Commissioner

\_\_\_\_\_  
Assistant County Commissioner(s)

Dated 20/4/2020

This Constitution was approved at a meeting of the Girlguiding Anglia Executive Committee held on

Signed \_\_\_\_\_  
Region Chief Commissioner

Dated \_\_\_\_\_04/07/2020\_\_\_\_\_