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# The Guide Association Cumbria North Guide Constitution

**(operating as Girlguiding** **Cumbria North County)**

# Charity number: 503517

The County of Cumbria North Guide Association (Girlguiding Cumbria North County) is a committee approved by the Executive Committee of The Guide Association North West England (Registered Charity Number 521654) for the management of the Association’s affairs in Girlguiding Cumbria North County in line with the powers delegated to them as described in Bye Law 8.(2)(c) in the Royal Charter.

*Bye Law 8.(2)(c)*

*To appoint and establish such Councils, Committees or local Branches for the management of the Associations affairs in any particular part of the United Kingdom or elsewhere as may be thought fit and to be delegated to any such Councils, Committees or local Branches or to any individual member or members of the Committee all or any of the power of the Committee with or without power to sub-delegate, fill vacancies and act notwithstanding vacancies in any such Committee.*

The constitution of Girlguiding Cumbria North County and any changes must have the consent of the Executive Committee of Girlguiding North West England. Girlguiding Cumbria North County is an unincorporated association whose Executive Committee comprises its charity trustees. It is a registered charity and as such complies with all aspects of charity law.

# Membership

The following shall be members of the Committee:

* 1. The County Commissioner for Girlguiding Cumbria North County (in the chair)
  2. The Deputy and/or Assistant County Commissioners(s) for Girlguiding Cumbria North County, if appointed (one of whom will be Vice-Chair appointed by the Chair)
  3. The County President (if one is appointed)
  4. The Division Commissioners of Girlguiding Cumbria North County
  5. The Chair of the Finance Committee for Cumbria North County
  6. The Chair of Trefoil Guild

who are the trustees for Girlguiding Cumbria North County and have full voting rights. If a role is shared by a Division Commissioner, then they only have one vote per division.

**Voting** – each member of the Committee shall have one vote. Decisions shall be made by a majority of votes. In the event of an equal number of votes being cast, the Chair shall have a second or casting vote.

# Eligibility of Trustees

Trustees must satisfy the fit and proper test as defined by HMRC and The Charity Commission.

# Terms of Office

A trustee’s term in office will terminate with the end of the post holder’s role in paragraph 1.

# Secretary

The Secretary of the Committee shall be someone independent of the Trustee board as authorised by the Chair of the Committee.

# Vice Chair

If no Deputy or Assistant Chief Commissioner for Girlguiding Cumbria North County has been appointed, the Chair may appoint a Vice-Chair, in consultation with the Committee from amongst its members. The Vice-Chair’s appointment terminates with that of the Chair.

1. **Quorum**

A Quorum shall consist of one third of the voting members.

# Invitations

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.

# Substitutions

If a member of the Committee cannot attend, there will be no substitution made. However, a District Commissioner, if unable to attend, may send a representative from the Division. Any such representative may attend but not vote.

# Minutes

Agendas and Minutes of the Meetings of the Committee shall be circulated to:

* 1. All members of the County Committee
  2. Such County Advisers and Chair of sub-committees as shall be decided by the Committee
  3. The Region Office

# Functions

The functions of the Committee shall be the following: -

* 1. To receive and consider maters referred from:
     1. The Region Executive Committee of Girlguiding North West England
     2. The District Executive Committees
     3. The County Commissioner of Girlguiding Cumbria North County
     4. Girlguiding Cumbria North County Advisers
     5. The sub-committees of the Committee
  2. To refer to the Region Executive Committee of Girlguiding North West England on all matters concerning policy.
  3. To form such permanent sub-committees and ad-hoc committees as and when deemed necessary.
  4. To refer to the District Executive Committees appropriate matters and to receive their findings and reports.
  5. To agree the County strategic plan.
  6. To ensure all relevant information to and from the committee and Trustees of Girlguiding North West England is effectively communicated.
  7. To manage the finances of Girlguiding Cumbria North County and to ensure that proper books of accounts are kept and audited once a year, in accordance with the provisions of the Charities Acts.
  8. To open the necessary Bank Accounts and to arrange for the signing of cheques by any two of the following:-
* The County Commissioner for Girlguiding Cumbria North County
* The Chair of the Finance Committee for Girlguiding Cumbria North County
* The Treasurer of the Finance Committee for Girlguiding Cumbria North County
* One of the district Commissioners who is appointed to the Finance Committee
  1. To administer, through the Finance Committee of Girlguiding Cumbria North County, all funds, securities and other assets belonging to the County and to receive donations, endowments and gifts

