

## Constitution of Girlguiding Clwyd County Executive Committee

### **1. Function**

The function of the County Executive Committee of Girlguiding Clwyd (The Guide County) is to direct the general development and foster the growth and spirit of The Guide Association within the County of Clwyd in accordance with the provisions of The Guiding Manual at that time.

### **2. The County Executive Committee**

#### **2.1 Membership**

2.1.1 The County Executive Committee shall have the following voting members

President of Girlguiding Clwyd  
County Commissioner (Chair)  
Assistant County Commissioner  
Assistant County Commissioner  
County Treasurer  
Chair of Membership Support & Training  
Chair of Guiding Programme  
Chair of Ty Clwyd Management  
PR Adviser  
Rep for Llais Y Ddriag  
Rep for Clecs Clwyd  
The Division Commissioners from the Guide County

2.1.2 The County Executive Committee shall have the following members in attendance but non-voting

County Administrator  
County Secretary

#### **2.2 Presidents and Vice Presidents**

2.2.1 The President and Vice Presidents are appointed by the County Commissioner with the agreement of the County Executive Committee

2.2.2 The President shall be appointed for a term of five years and may be reappointed in accordance with 2.2.1

2.2.3 Vice Presidents shall be appointed for life or until such time as they resign

#### **2.3 Chairmanship**

The County Commissioner shall be Chairman of all meetings of the County Executive Committee and may appoint a Deputy Chairman from amongst the members of the committee, who will preside in her absence.

## 2.4 Convening Meetings

The County Commissioner shall cause at least four meetings of the County Executive Committee to be convened in each year by written notice to the members of the County Executive Committee specifying the agenda for the meeting and posted not less than 2 weeks before the date of the meeting.

## 2.5 Substitutes

2.5.1 If a Division Commissioner is unable to attend a meeting, she is expected to nominate in writing to the County Commissioner any member of her Division Committee to attend in her stead with power to vote.

2.5.2 If there is no Division Commissioner appointed the County Commissioner is expected to nominate a representative of that Division to attend with the power to vote.

## 2.6 Voting

2.6.1 All members of the County Executive Committee as set out in 2.1.1, in attendance at the meeting shall be entitled to vote

2.6.2 Each Division shall have one vote only by its Commissioner or her representative

2.6.3 The Chairman shall have the casting vote

## 2.7 Quorum

There shall be a quorum if at least one third of the voting members are present

## 2.8 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 Chairman but shall have no vote.

# 3 **Sub-Committees**

## 3.1 Sub-Committees to be formed

The County Executive Committee may set up such sub-committees of the County Executive Committee as it may from time to time deem necessary and shall determine its terms of reference. The terms of reference and any amendments to them must be ratified by the County Executive Committee.

## 3.2 Chairmanship

The Chairman of each sub-committee is appointed by the County Commissioner for an initial period not exceeding 3 years with the possibility of extending this period for a maximum of 2 years.

## 3.3 Ex Officio Members

The County Commissioner and the Assistant County Commissioner(s), if appointed, are ex officio members of all sub-committees.

### 3.4 Appointment of members

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

## **4 Task and Finish Groups**

### 4.1 Inception

The County Executive Committee may set up Task and Finish groups as required from time to time for specific purposes.

### 4.2 Chairmanship

The Chairman of any Task and Finish group is appointed by the County Commissioner.

### 4.3 Terms of Reference

Terms of reference and membership (other than the Chairman) of such Task and Finish groups shall be agreed by the County Executive Committee. These groups shall have the power to co-opt members.

## **5 Bank Accounts**

Any bank account opened by the County Executive Committee or any sub-committee shall be operated on the signatures of at least 2 out of 4 members nominated by the County Executive Committee or the sub-committee as the case may be. Task and Finish groups shall operate through the County bank accounts.

## **6 Annual Report and Statement of Accounts**

At a meeting in each calendar year the County Executive Committee shall receive an annual report and statement of accounts prepared in accordance with the relevant provisions of the Charities Acts.

## **7 The Annual Review**

A separate meeting in each calendar year to conduct a review of the achievements of the Guide County may be held at the decision of the committee.

## **8 Constitution**

### 8.1 Revision at Special Meetings

This Constitution may be revised by resolution at a special meeting of the County Executive Committee convened for the purpose by notice in writing which shall be sent to each member of the County Executive Committee at least 21 days before such a meeting.

### 8.2 Voting at Special Meetings

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

### 8.3 Record of the Constitution

A copy of this Constitution and on each occasion a minute of any change in the Constitution shall be signed by the County President and County Commissioner, dated and deposited at Country/Region Headquarters.

This Constitution was adopted at a meeting of the County Executive Committee held on the 28<sup>th</sup> October 2009.

Signed By:

\_\_\_\_\_ President of Girlguiding Clwyd

\_\_\_\_\_ County Commissioner of Girlguiding Clwyd

Dated: \_\_\_\_\_