

# **Girlguiding Middlesex West**

## **Constitution**

Girlguiding Middlesex West County is part of Girlguiding UK, supporting girls and young women to grow, lead, and make a difference. This Constitution outlines the structure and governance of the County and the Middlesex West Executive Committee (hereafter referred to as County Exec), which oversees and supports guiding across the County in line with Girlguiding's values and policies.

### **1. Purpose of the Constitution**

The constitution sets out the powers of the County Exec of Girlguiding Middlesex West.

### **2. Establishment of Middlesex West County**

Girlguiding Middlesex West was established by Girlguiding London and South East England Region (Registered Charity No. 308268) with the powers delegated to them by Girlguiding UK (Registered Charity No. 306016).

In accordance with the Royal Charter of Girlguiding UK there shall be a committee constituted as hereinafter provided to be called the Middlesex West Executive Committee for the management of the Association's affairs in that County. The Middlesex West (MW) County Exec shall be responsible to the County Exec for London and South East England Region (LaSER). The function of the County Exec is to direct the growth and development of Girlguiding and promote the spirit of Girlguiding UK within the County of Middlesex West in accordance with the provisions of Girlguiding UK as set out in the current issues of:

- a) The Royal Charter and Byelaws
- b) Girlguiding Policy and Procedure

The voting members of the County Exec are the Charity Trustees of the Girlguiding County in accordance with the provisions of the Charities Acts.

### **3. Object**

To further the charitable purposes of Girlguiding UK by instructing girls of all classes and backgrounds in the principles of discipline, loyalty, good citizenship whilst

equipping them to face the challenges of life in the twenty-first century. This will be achieved by following our aims and objectives and using several tools including but not exclusive to the Girlguiding Strategy Pillars

#### **4. Aims and Objectives**

The function of County Exec is to direct the general development and to foster the growth and spirit of Girlguiding UK within the County of Middlesex West in accordance with the provisions of Girlguiding UK as set out in the current issues of:

- The Royal Charter and Byelaws
- Girlguiding policies and procedures. Including but not exclusive to:
  - The Girlguiding:
    - Promise
    - Mission statement
    - Values
    - Code of Conduct
    - Safeguarding
    - Young members policy
    - Adult volunteers and adult members policy
    - Strategy initiatives
- The Girlguiding Programme including new initiatives as they arise.
- The Charity Commission—where applicable.

#### **5. Role of the County Exec Committee**

To act as the managing trustees of Girlguiding Middlesex West County.

To direct the business of Girlguiding in the Middlesex West County in line with the overall aims and objectives of Girlguiding UK thereby following all principles, policies and procedures.

Girlguiding UK is registered under Companies Acts of 1903 and 1913. Its governing document is the Royal Charter which contains Byelaws which have been used to develop all policies and procedures published on the website of Girlguiding UK.

#### **6. Functions of the County Exec Committee**

- a) To ensure all County property is registered with Girlguiding UK. If additional properties are willed, gifted, leased or purchased that this is done in consultation with the appropriate department of Girlguiding UK.
- b) To receive and accept donations, endowments and gifts. To use these assets, be they money or property, as directed by the terms laid down.
- c) To invest money not immediately required for its aims and objectives in or upon any investments, securities or properties and to give guarantees.
- d) To ensure the County property of Girlguiding Middlesex West against any foreseeable risks and to take out other insurance policies to protect Girlguiding Middlesex West as and when required.
- e) To make and carry out arrangements for joint working or co-operation with any society or body as the County Exec sees fit.
- f) To create a grant application process and to make grants of money based on the set criteria.
- g) To set aside funds for special purposes or as reserves against future expenditure
- h) To ensure unit/district/division/property finances are independently checked signed and presented according to the set timings of Girlguiding UK and where appropriate the Charity Commission.
- i) To ensure the checked County Finances are presented or available for membership scrutiny at least once a year in accordance with Girlguiding UK finance policy.

## **7. Membership**

- a. The members of the County Exec shall be as follows:

### Designated Trustee Members (Voting)

- i. The County Commissioner for Middlesex West (who is the Chairperson of all meetings)
- ii. The Volunteer Experience Assistant County Commissioner for Middlesex West (who is the Vice-Chairperson and who shall chair the meeting in the absence of the County Commissioner)
- iii. The Young Member Experience Assistant County Commissioner for Middlesex West (who is the Vice-Chairperson and who shall chair the meeting in the absence of both County Commissioner and the Volunteer Experience Assistant County Commissioner)
- iv. The Division Commissioners of Middlesex West.
- v. Property Chairs

- vi. The County Treasurer
- vii. Inspire Lead (or 18–30 Representative)

Non-Trustee Members (Non-Voting)

- i. County Secretary
  - ii. Marketing and Communications Lead
- b. Eligibility of County Exec Members to acts as Middlesex West Trustees
- i. Must have reached the age of 18.
  - ii. Cannot be a paid employee of Girlguiding Middlesex West

## **8. Substitutions**

A Division Commissioner, if unable to attend, may send a designated substitute who is a member of that Division Committee to represent her and with power to vote on behalf of said Division.

## **9. Quorum**

The minimum number of members of the Middlesex West County Exec Committee that must be present at any of its meetings to make the proceedings of that meeting valid will consist of five of the voting members present.

## **10. Voting**

Each voting member of the County Exec will have one vote. Decisions shall be made by a majority of votes. In the event of an equal number of votes being cast, the Chairperson shall have a second or casting vote.

## **11. Invitations**

The County Exec may invite any person to attend a meeting, or part of a meeting for a specific purpose. Such people may speak with the permission of the Chairperson but will have no voting rights.

## **12. Convening Meetings**

- a) The County Commissioner shall call at least four meetings of the County Exec each year by written notice of at least eight weeks.
- b) The general pattern is planned to be January, April, July and October. These meetings will wherever, practicable, follow the Region Steering Group Meeting

and will include matters raised by the Chief Commissioner of London and South East England Region.

- c) Extra-ordinary meetings can be called to discuss an individual issue that require more discussion than is available during a regular County Exec Meeting. Or if a pending deadline cannot wait for the next scheduled meeting.
- d) In addition, the full County Team will meet three times a year with the general pattern February, June and November.
- e) A Strategy Day will take place each September:
  - i. To review the strategic plan
  - ii. To agree calendar of meetings, events and trainings for the year ahead.

### **13. Agendas and Minutes**

Agendas and Minutes of the meetings of the County Exec shall be circulated at least 10 working days prior to the meeting to:

- a) All members of the County Exec.
- b) Chairpersons of any sub-groups as shall be decided by the County Exec.
- c) Upon request of the Chief Commissioner of Girlguiding London and South East England Region.

### **14. Disclosure of Interests and Management of Conflicts of Interest**

Whenever a member of the County Exec has a personal interest in the matter to be discussed at a meeting said member must:

- a) declare the interest before the discussion begins;
- b) withdraw from the meeting during the discussion and/or vote unless expressly invited to remain;
- c) in the case of personal interests, said person cannot be counted in the quorum for that part of the meeting.

### **15. Functions**

The functions of the County Exec shall be the following:

- a) To receive and consider matters referred from:
  - i) The Steering Group of Girlguiding London and South East England Region
  - ii) Division Committees
  - iii) The Advisers
  - iv) Any sub-committees of the County Exec
- b) To refer to the Steering Group of Girlguiding London and South East England Region regarding appropriate matters concerning policy.

- c) To form such permanent sub-committees and ad hoc committees as and when deemed necessary.
- d) To refer to the Districts and Divisions regarding appropriate matters and to receive their findings.
- e) To act as a channel of communication between the Divisions and the Steering Group of Girlguiding London and South East England Region.
- f) To hold and where necessary to open the appropriate accounts and to arrange for the signing of cheques by any two of the County Exec members.

## **16. Sub-Committees**

- a) The County Exec may set up such sub-committees of the County Exec as it may from time to time deem necessary and shall determine whether or not the sub-committee is to have a formal written constitution. The constitution and any amendment to it must be ratified by the County Exec
- b) All sub-committees shall work in close co-operation with the County Exec and in accordance with the decisions of said Executive.
- c) The Chairperson of a sub-committee shall form a representative committee, subject to the approval of the County Commissioner.
- d) The County Commissioner and the Assistant County Commissioner(s), if any, are ex-officio members of all sub-committees.
- e) The Chairperson of a sub-committee is appointed by the County Commissioner for an initial period not exceeding five years with the possibility of extending this period for a maximum of three years.

## **17. Bank Accounts and County Finance**

The bank accounts of Girlguiding Middlesex West must have at least three signatories on the account, two of which must be trustee members of the County Exec.

The Treasurer will ensure the final accounts including bank statements and county finances are independently checked signed and presented according to the set timings of Girlguiding UK and where appropriate the Charity Commission

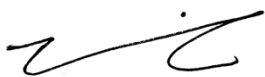
## **18. Amendments to the Constitution**

The County Exec may amend the provision of this constitution provided that:

- a) all matters arising in connection with it shall be governed in accordance with the policy, organisation, and rules of Girlguiding UK;
- b) notice of the proposed amendment is sent in writing to each member of the County Exec with sufficient time to be thoroughly read and prepared prior to discussion;
- c) this could happen at an ordinary meeting or a special meeting called for that purpose;
- d) any amendment must achieve with a two thirds majority amongst the voting members present;
- e) a minute of any change to the Constitution shall be signed by the County Commissioner and County Secretary, dated and deposited at the Headquarters of London and South East England Guide Association;
- f) any amendment to this constitution shall have no effect until approved by the Chief Commissioner of the London and South East England Region of Girlguiding UK.

This Constitution having been approved was adopted at a meeting of the County Exec held on 14<sup>th</sup> July 2025 and becomes live on 1<sup>st</sup> September 2025

Signed:



Jennifer Maidment, County Commissioner

Signed:



County Secretary

Dated: 19/8/25