



香港女童軍總會

**The Hong Kong Girl Guides Association**

**CONSTITUTION  
of  
REGIONAL ASSOCIATION  
DISTRICT ASSOCIATION**

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# **CONSTITUTION FOR REGIONAL ASSOCIATION**



## **1 NAME**

The Hong Kong Girl Guides ..... Regional Association

## **2 PURPOSE**

The Regional Association is formed, in accordance with the Policy, Organization and Rules of the Hong Kong Girl Guides Association, for the following purposes:-

- 2.1 to assist the Chief Commissioner in the promotion of Guiding in the Region;
- 2.2 to co-ordinate the work of the District Associations in the Region;
- 2.3 to provide financial and other support for the Movement in the Region;
- 2.4 to raise funds to finance development in the Region.

## **3 TITLE OF THE REGIONAL ASSOCIATION**

3.1 Members of the Regional Association include the following titles: -

- 3.1.1 President
- 3.1.2 Prominent President (maximum of three)
- 3.1.3 Honorary President (no limit)
- 3.1.4 Vice President (maximum of two)
- 3.1.5 Honorary Vice President (no limit)
- 3.1.6 Chairman
- 3.1.7 Vice Chairman (maximum of two)
- 3.1.8 Honorary Secretary
- 3.1.9 Honorary Treasurer
- 3.1.10 Honorary Auditor
- 3.1.11 Executive Member (minimum of four, maximum of twenty)
- 3.1.12 Co-opted members (maximum of six)
- 3.1.13 Ex-officio Member: Assistant Chief Commissioners (Region) and Division Commissioners
- 3.1.14 In-attendance Member :Assistant Division Commissioners

3.1.15 Members (no limit)

Their term of membership shall be TWO years upon payment of annual fee (contribution fee), with the exception of Prominent President, co-opted members and Commissioners.

- 3.2 Regional Association may appoint a President and Vice President, Honorary President and Honorary Vice President. They may also appoint reputable individuals as Prominent President. Nominations must be approved by the Executive Committee of the Regional Association, submitted to the Chief Commissioner for review, and submitted to the Management Committee for approval. Council Executive Committee will be recorded and issue the appointment.
- 3.3 Regional Association may nominate suitable individuals as members, and the nominations must be submitted for approval in accordance with the procedures outlined in Clause 3.2.
- 3.4 Members of Regional Association must comply with the Constitution of the Hong Kong Girl Guides Association.

#### **4 EXECUTIVE COMMITTEE**

Members of the Executive Committee include the following positions:

- 4.1.1 The Chairman
  - 4.1.2 Vice Chairman (maximum of two)
  - 4.1.3 Honorary Secretary
  - 4.1.4 Honorary Treasurer
  - 4.1.5 Executive Committee Members (minimum of four, maximum of twenty) including Chairmen of District Associations
  - 4.1.6 Co-opted members (maximum of six)
  - 4.1.7 Ex-officio members: The Assistant Chief Commissioner (Region) and The Division Commissioners
  - 4.1.8 In-attendance members: The Assistant Division Commissioners
- 4.2 The Executive Committee shall consist of at least nine elected members, including the Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, and Executive Committee members, with a term of two years.

Before the end of the term, the Executive Committee must prepare a proposed Executive Committee list to the Chief Commissioner for review, then presented to the Management Committee for approval, and reported to and recorded by the Council Executive Committee before being passed at the Annual General Meeting.

- 4.3 Chairman, Vice Chairman, Honorary Secretary, and Honorary Treasurer may hold the same position for a maximum of three consecutive terms (i.e., a total of six years). After completing three consecutive terms, the Executive Committee member must take a break for at least two years before they can be reappointed to the same position.
- 4.4 If an Executive Committee member vacates their position during their term, the Executive Committee may nominate a replacement from the members. However, the list of nominees must be submitted to the Chief Commissioner for review, then submitted to the Management Committee for approval. It must also report and record to the Council Executive Committee before the appointment can be approved. The appointment must be informed to all members within two months after reporting to the Council Executive Committee.
- 4.5 The Executive Committee must include all Chairmen of District Associations, and the remaining members can be elected from among the members.
- 4.6 The Executive Committee may invite representatives from government departments or other suitable individuals from the region to serve as Co-opted members.
- 4.7 The number of ex-officio members shall not exceed one half of the total elected and co-opted membership of the Executive Committee.
- 4.8 One-half (1/2) of the members, excluding co-opted members and members in-attendance shall make up a quorum at any meeting of the Executive Committee.
- 4.9 The Executive Committee Meeting shall not less than three times a year.

- 4.10 The Executive Committee Meeting shall be chaired by the Chairman. In principle, only the members listed in Clause 4.1 may attend. However, if necessary, the Chairman may invite the President, Vice President, Prominent President, Honorary President or Honorary Vice President, to attend, but they shall not have voting rights.
- 4.11 The Honorary Secretary shall give two-week notice of Executive Committee Meeting to all members, and the agenda shall accompany such notice.
- 4.12 Executive Committee present at any Executive Committee meeting, excluding co-opted members, shall be entitled to one vote on each matter put to the Executive Committee for resolution. In the case of any equality of votes, the Chairman may cast a "decisive vote."
- 4.13 If a member discovers a conflict or potential conflict between their private interests and their duties that may affect their impartial performance, they must proactively inform the Chairman as soon as possible.
- 4.14 The Chairman is responsible for maintaining the credibility of the Executive Committee. In the event of a situation as described in Clause 4.13, the Chairman must instruct the member to withdraw from the meeting and refrain from participating in any discussions or decision-making processes that involve their own or their recommended interests, in order to ensure the impartiality of their duties and prevent personal interests from affecting judgment.

## **5 SUB-COMMITTEE**

- 5.1 The Executive Committee may select Sub Committees from among the members of the Regional Association to carry out assigned tasks when necessary.
- 5.2 The Sub Committees are responsible to the Executive Committee; therefore, the Executive Committee must define the scope of authority and rules for the subcommittees.

## **6 ANNUAL GENERAL MEETING**

- 6.1 The Annual General Meeting shall be held each year in June and not less

than two weeks' notice of the meeting shall be given to all members.

- 6.2 The business transacted at the Annual General Meeting shall include:
  - 6.2.1 The presentation of the Annual Report and the audited Statement of Accounts.
  - 6.2.2 The re-appointment and re-election of Executive Committee Members, and the **Honorary** Auditor on the expiry of their term of office.  
The Honorary Auditor shall have finance knowledge, a certified (public) accountant or certified public accountants (Practicing) are recommended.
  - 6.2.3 The election of a representative to the Council of the Hong Kong Girl Guides Association.
- 6.3 The Chairman may call a special meeting at the request of any voting member of the Executive Committee or any six members of the Regional Association.
- 6.4 The quorum of the General Meetings of the Regional Association shall not be less than 1/4 of all members (excluding co-opted members and in-attendance members) including at least six members of the Executive Committee.
- 6.5 Finance
  - 6.5.1 Regional Association funds shall be deposited in one or more subsidiary bank accounts.
  - 6.5.2 Payments from such accounts shall be authorized by the Honorary Treasurer or the Chairman or the Honorary Treasurer of the Hong Kong Girl Guides Association (The bank accounts shall be opened through the Hong Kong Girl Guides Headquarters) and countersigned by such persons as are authorized by the Executive Committee for that purpose.
  - 6.5.3 The Honorary Treasurer may receive donations to the Association. Such donations shall be reported to the Executive Committee which may direct the return of any unacceptable donations.
  - 6.5.4 The Honorary Treasurer shall cause true accounts to be kept of all monies received and expended by the Regional Association.
  - 6.5.5 The accounts of the Regional Association shall be audited by the Honorary Auditor before the Annual General Meeting and a copy of the audited accounts shall be sent to the Honorary Treasurer of the Hong Kong Girl Guides Association.

## **7 DIRECTION AND CONTROL OF THE REGIONAL ASSOCIATION**

- 7.1 The Chief Commissioner is responsible for recommending the registration of Regional Associations, or the removal of Regional Associations, to define the areas of Regional Associations and to assist in co-ordinating their work.
- 7.2 All appointments will be confirmed by a certificate signed by the Chief Commissioner.

No amendments or changes to this Constitution may be made without the permission of the Hong Kong Girl Guides Association.

## CONSTITUTION FOR DISTRICT ASSOCIATION



### 1. NAME

The Hong Kong Girl Guides . . . . . District Association

### 2. PURPOSE

The District Association is formed, in accordance with the Policy, Organization and Rules of the Hong Kong Girl Guides Association, for the following purposes:-

- 2.1 to assist the Chief Commissioner in the promotion of Guiding in the District;
- 2.2 to encourage suitable persons to act as Guiders and to recommend them to the Commissioner for appointment;
- 2.3 to recommend non-executive appointments such as instructor, badge secretary, badge assessor;
- 2.4 to provide financial and other support for the Movement in the District.

### 3. TITLE OF THE DISTRICT ASSOCIATION

3.1 Members of the District Association include the following titles:

- 3.1.1 President
- 3.1.2 Prominent President (maximum of three)
- 3.1.3 Honorary President (-no limit)
- 3.1.4 Vice President (maximum of two)
- 3.1.5 Honorary Vice President (-no limit)
- 3.1.6 Chairman
- 3.1.7 Vice Chairman (maximum of two)
- 3.1.8 Honorary Secretary
- 3.1.9 Honorary Treasurer
- 3.1.10 Honorary Auditor
- 3.1.11 Executive Members (minimum of four, maximum of twenty)
- 3.1.12 Co-opted members (maximum of six)
- 3.1.13 Commissioners (Division Commissioners and Assistant Division Commissioners)
- 3.1.14 In-attendance Members: District Commissioners
- 3.1.15 Members (no limit)

Their term of membership shall be TWO years upon payment of annual fee

(contribution fee), with the exception of Prominent President, co-opted members and Commissioners.

3.2 District Association may appoint a President and Vice President, Honorary President and Honorary Vice President. They may also appoint reputable individuals as Prominent President. Nominations must be approved by the Executive Committee of the District Association, submitted to the Chief Commissioner for review, and submitted to the Management Committee for approval. Council Executive Committee will be recorded and issue the appointment.

3.3 District Association may nominate suitable individuals from the region as members, and the nominations must be submitted for approval in accordance with the procedures outlined in Clause 3.2.

3.4 Members of District Association must comply with the Constitution of the Hong Kong Girl Guides Association.

#### **4. EXECUTIVE COMMITTEE**

4.1 Members of the Executive Committee include the following positions:

- 4.1.1 The Chairman
- 4.1.2 Vice Chairman (maximum of two)
- 4.1.3 Honorary Secretary
- 4.1.4 Honorary Treasurer
- 4.1.5 Executive Committee Members (minimum of four, maximum of twenty)
- 4.1.6 Co-opted members (maximum of six)
- 4.1.7 Ex-officio members: The Division Commissioner and Assistant Division Commissioner(s)
- 4.1.8 In-attendance: The District Commissioners

4.2 The Executive Committee shall consist of at least nine elected members, including the Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, and Executive Committee members, with a term of two years. Before the end of the term, a new Executive Committee must be elected at the Annual General Meeting. However, the candidate list for the new Chairman

and other elected members must be submitted to the Chief Commissioner for review, then presented to the Management Committee for approval, and reported to and recorded by the Council Executive Committee before being passed at the Annual General Meeting.

- 4.3 Chairman, Vice Chairman, Honorary Secretary, and Honorary Treasurer may hold the same position for a maximum of three consecutive terms (i.e., a total of six years). After completing three consecutive terms, the Executive Committee member must take a break for at least two years before they can be reappointed to the same position.
- 4.4 If an Executive Committee member vacates their position during their term, the Executive Committee may nominate a replacement from the members. However, the list of nominees must be submitted to the Chief Commissioner for review, then submitted to the Management Committee for approval. It must also report and record to the Council Executive Committee before the appointment can be approved. The appointment must be informed to all members within two months after reporting to the Council Executive Committee.
- 4.5 The Executive Committee may invite representatives from government departments or other suitable individuals from the region to serve as Co-opted members.
- 4.6 The number of ex-officio members shall not exceed one half of the total elected and co-opted membership of the Executive Committee.
- 4.7 One-half (1/2) of the members, excluding co-opted members and members in-attendance shall make up a quorum at any meeting of the Executive Committee.
- 4.8 The Executive Committee Meeting shall not less than three times a year.
- 4.9 The Executive Committee Meeting shall be chaired by the Chairman. In principle, only the members listed in Clause 4.1 may attend. However, if necessary, the Chairman may invite the President, Vice President, Honorary President, Honorary Vice President, or Honorary Vice President to attend, but they shall not have voting rights.

- 4.10 The Honorary Secretary shall give two-week notice of Executive Committee Meeting to all members, and the agenda shall accompany such notice.
- 4.11 Executive Committee present at any Executive Committee meeting, excluding co-opted members, shall be entitled to one vote on each matter put to the Executive Committee for resolution. In the case of any equality of votes, the Chairman may cast a "decisive vote."
- 4.12 If a member discovers a conflict or potential conflict between their private interests and their duties that may affect their impartial performance, they must proactively inform the Chairman as soon as possible.
- 4.13 The Chairman is responsible for maintaining the credibility of the Executive Committee. In the event of a situation as described in Clause 4.13, the Chairman must instruct the member to withdraw from the meeting and refrain from participating in any discussions or decision-making processes that involve their own or their recommended interests, in order to ensure the impartiality of their duties and prevent personal interests from affecting judgment.

## **5. SUB-COMMITTEE**

- 5.1 . The Executive Committee may select Sub-Committees from among the members of the Regional Association to carry out assigned tasks when necessary.
- 5.2 The Sub-Committees are responsible to the Executive Committee; therefore, the Executive Committee must define the scope of authority and rules for the subcommittees.

## **6. ANNUAL GENERAL MEETING**

- 6.1 The Annual General Meeting shall be held each year in May, and not less than two weeks' notice of the meeting shall be given to all members.
- 6.2 The business transacted at the Annual General Meeting shall include:
  - 6.2.1 The presentation of the Annual Report and the audited Statement of

Accounts.

- 6.2.2 The election or re-election of Executive Committee Members, and the Honorary Auditor on the expiry of their term of office.

The Honorary Auditor shall have finance knowledge, a certified (public) accountant or certified public accountants (Practising) are recommended.

- 6.3 . The Chairman may call a special meeting at the request of any voting member of the Executive Committee or any six members of the Regional Association.

- 6.4 The quorum of the General Meetings of the District Association shall not be less than 1/4 of all members (excluding co-opted members and in-attendance members) including at least six members of the Executive Committee.

**6.5 FINANCE**

- 6.5.1 District Association funds shall be deposited in one or more subsidiary bank accounts. The bank accounts shall be opened through the Hong Kong Girl Guides Headquarters.

- 6.5.2 Payments from such accounts shall be authorized by the Honorary Treasurer or the Chairman or the Honorary Treasurer of the Hong Kong Girl Guides Association (The bank accounts shall be opened through the Hong Kong Girl Guides Headquarters) and countersigned by such persons as are authorized by the Executive Committee for that purpose.

- 6.5.3 The Honorary Treasurer may receive donations to the Association. Such donations shall be reported to the Executive Committee which may direct the return of any unacceptable donations.

- 6.5.4 The Honorary Treasurer shall cause true accounts to be kept of all monies received and expended by the District Association.

- 6.5.5 The accounts of the District Association shall be audited by the Honorary Auditor before the Annual General Meeting and a copy of the audited account shall be sent to the Honorary Treasurer of the Hong Kong Girl Guides Association.

**7. DIRECTION AND CONTROL OF THE DISTRICT ASSOCIATION**

- 7.1 The Chief Commissioner is responsible for recommending the registration of District Associations, or the removal of District Associations, to define the area of District Associations and to assist in co-ordinating their work.

- 7.2 All appointments will be confirmed by a certificate signed by the Chief

Commissioner.

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