



**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 new development in the Region.

## 3 MEMBERSHIP

3.1 Members will be:

- 3.1.1 Chairmen of the District Associations in the Region.
- 3.1.2 Members as nominated by the Regional Association Executive Committee.
- 3.1.3 Members as nominated by the District Association Executive Committees.
- 3.1.4 Co-opted members from Government Departments and Community Organizations.
- 3.1.5 The Assistant Chief Commissioner (Region) and the Division Commissioners shall be ex-officio members.
- 3.1.6 In-attendance: The Assistant Division Commissioners in the Region

3.2 Persons nominated for membership shall be subject to the approval of the Executive Committee of the Regional Association.

## 4 STRUCTURE OF THE REGIONAL ASSOCIATION

4.1 The following shall be members of the Regional Association: -

- 4.1.1 President
- 4.1.2 Prominent President (maximum of three)

- 4.1.3 Honorary President (multiple)
- 4.1.4 Vice President (maximum of two)
- 4.1.5 Honorary Vice President (multiple)
- 4.1.6 Chairman
- 4.1.7 Vice Chairman (maximum of two)
- 4.1.8 Honorary Secretary
- 4.1.9 Honorary Treasurer
- 4.1.10 Co-opted members
- 4.1.11 Commissioners
- 4.1.12 Members

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

- 4.2 The first Executive Committee Members of a newly-formed Regional Association shall be appointed by the Chief Commissioner, in consultation with local authorities and their term of office shall follow the constitution.
- 4.3 A new team (2-year term) of Executive Committee Members (minimum of 9) shall be elected at the Annual General Meeting from amongst the members of the Regional Association on the expiry of their term of office. Chairman and President shall be appointed with the approval of the Chief Commissioner.
- 4.4 In the event of any Executive Committee Member resigning or otherwise being unable to undertake his / her duties, a new Executive Committee Member may be appointed and all members are informed within two months of such appointment.
- 4.5 In consultation with the Chief Commissioner and the Executive Committee Members of the Regional Association, Honorary President and Honorary Vice Presidents may be appointed. Such Honorary President (s) and Honorary Vice President(s) may attend meetings of the Regional Association but shall not be entitled to vote and are subject to the official policy of the Hong Kong Girl Guides Association.
- 4.6 Under special situation and upon approval of the Chief Commissioner, Regional Association may appoint Prominent Presidents (maximum of three).

## **5 EXECUTIVE COMMITTEE**

- 5.1 The following shall be members of the Executive Committee:-
  - 5.1.1 The Chairman
  - 5.1.2 Vice Chairman (maximum of two)

- 5.1.3 Honorary Secretary
- 5.1.4 Honorary Treasurer
- 5.1.5 Executive Committee Members (minimum of four) including Chairmen of District Associations
- 5.1.6 Co-opted members (maximum of six)
- 5.1.7 Ex-officio members: The Assistant Chief Commissioner (Region)
- 5.1.8 Ex-officio members: The Division Commissioners
- 5.1.9 In-attendance members: The Assistant Division Commissioners
- 5.2 A minimum of four members of the Regional Association shall be elected at the Annual General Meeting to serve on the Executive Committee. The term of office shall be two years.
- 5.3 The Executive Committee may co-opt representative of local Government departments as additional members up to a maximum of six to serve on the Executive Committee.
- 5.4 Each term of office shall last for two years. A person can serve in the same capacity (Chairman, Vice Chairman, Honorary Secretary & Honorary Treasurer) for a maximum of three terms. Upon completion of the third term, that person shall not be eligible for reappointment for two years before being elected to the same position.
- 5.5 The number of ex-officio members shall not exceed one half of the total elected and co-opted membership of the Executive Committee.
- 5.6 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.
- 5.7 The Executive Committee shall meet not less than three times a year.
- 5.8 Meetings of the Executive Committee shall be presided over by the Chairman.
- 5.9 The Honorary Secretary shall give two-week notice of meetings of the Executive Committee to all members, and the agenda shall accompany such notice.
- 5.10 Every member of the 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 shall have a second or casting vote.

## **6 SUB-COMMITTEE**

- 6.1 The Executive Committee may elect from amongst members of the Regional Association such sub-committees as proved necessary to carry out any detailed work.
- 6.2 Such Sub-Committees shall be responsible to the Executive Committee which shall set out such terms of reference and rules as may be required.

## **7 ANNUAL GENERAL MEETING**

- 7.1 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.
- 7.2 The business transacted at the Annual General Meeting shall include:-
  - 7.2.1 The presentation of the Annual Report and the audited Statement of Accounts.
  - 7.2.2 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 (Practising) are recommended.
  - 7.2.3 The election of a representative to the Council of the Hong Kong Girl Guides Association.
- 7.3 The Chairman may call special meetings of the Regional Association at his/her discretion; or shall call a meeting if requested by the Executive Committee or by any six members of the Regional Association.
- 7.4 The quorum of the General Meetings of the Regional Association shall not be less than 1/4 of all members (excluding co-opted members) including at least six members of the Executive Committee.
- 7.5 Finance
  - 7.5.1 Regional Association funds shall be deposited in one or more subsidiary bank accounts.
  - 7.5.2 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.
  - 7.5.3 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.

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

7.5.5 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.

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

8.1 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.

8.2 All appointments will be confirmed by a certificate signed by the Chief Commissioner.

No alteration, addition or amendment to this Constitution shall be made.

# 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. MEMBERSHIP

3.1 The following shall be Membership of the District Association:

- 3.1.1 Members as nominated by the District Association Executive Committees.
- 3.1.2 Co-opted members from Government Departments and Community Organizations.
- 3.1.3 Heads of sponsoring authorities will be invited to be members of District Association.
- 3.1.4 Division Commissioner and Assistant Division Commissioner in the Division shall be ex-officio members.
- 3.1.5 In-attendance: District Commissioners in the Division.

3.2 Persons nominated for membership shall be subject to the approval of the Executive Committee of the District Association.

## 4. STRUCTURE OF THE DISTRICT ASSOCIATION

4.1 The following shall be members of the District Association

- 4.1.1 President
- 4.1.2 Prominent President (maximum of three)
- 4.1.3 Honorary President (multiple)
- 4.1.4 Vice President (maximum of two)
- 4.1.5 Honorary Vice President (multiple)

- 4.1.6 Chairman
- 4.1.7 Vice Chairman (maximum of two)
- 4.1.8 Honorary Secretary
- 4.1.9 Honorary Treasurer
- 4.1.10 Co-opted members
- 4.1.11 Commissioners
- 4.1.12 Members

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

4.2 The first Executive Committee members of a newly-formed District Association shall be appointed by the Chief Commissioner, in consultation with local authorities and their term of office shall follow the constitution.

4.3 A new team of Executive Committee Members (minimum of 9) shall be elected at the Annual General Meeting from amongst the members of the District Association on the expiry of their term of office. Chairman and President shall be appointed by the Chief Commissioner.

4.4 In the event of any Executive Committee Member resigning or otherwise being unable to undertake his / her duties, a new Executive Committee Member may be appointed and all members are informed within two months of such appointment.

4.5 In consultation with the Chief Commissioner and the Executive Committee Members of the District Association, Honorary President (s) and Honorary Vice Presidents may be appointed. Such Honorary President (s) and Honorary Vice Presidents may attend meetings of the District Association but shall not be entitled to vote and are subject to the official policy of the Hong Kong Girl Guides Association.

4.6 Under special situation and upon approval of the Chief Commissioner, District Association may appoint Prominent President.

## **5. EXECUTIVE COMMITTEE**

5.1 The following shall be ex-officio members of the Executive Committee:

- 5.1.1 The Chairman
- 5.1.2 Vice Chairman (maximum of two)
- 5.1.3 Honorary Secretary
- 5.1.4 Honorary Treasurer
- 5.1.5 Executive Committee Members (minimum of four)
- 5.1.6 Co-opted members (maximum of six)



- 5.1.7 Ex-officio members: The Division Commissioner and Assistant Division Commissioner(s)
- 5.1.8 In-attendance: The District Commissioners
- 5.2 A minimum of four members of the District Association shall be elected at the Annual General Meeting to serve on the Executive Committee. The term of office shall be two years.
- 5.3 The Executive Committee may co-opt representative of local Government departments as additional members up to a maximum of six to serve on the Executive Committee.
- 5.4 Each term of office shall last for two years. A person can serve in the same capacity (Chairman, Vice Chairman, Honorary Secretary & Honorary Treasurer) for a maximum of three terms. Upon completion of the third term, that person shall not be eligible for reappointment for two years before being elected to the same position.
- 5.5 The number of uniformed members shall not form a majority of the total elected and co-opted membership of the Executive Committee.
- 5.6 One-half (1/2) of the members, excluding co-opted members and District Commissioners, shall make up a quorum at any meeting of the Executive Committee.
- 5.7 The Executive Committee shall meet not less than three times a year.
- 5.8 Meetings of the Executive Committee shall be presided over by the chairman.
- 5.9 The Honorary Secretary shall give two-week notice of meetings of the Executive Committee to all members, and the agenda shall accompany such notice.
- 5.10 Every member of the Executive Committee present at any Executive Committee meeting, excluding co-opted members and District Commissioners, 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 shall have a second or casting vote.

## **6. SUB-COMMITTEE**

- 6.1 The Executive Committee may elect from amongst members of the District Association such sub-committees as proved necessary to carry out any detailed work.
- 6.2 Such Sub-Committee shall be responsible to the Executive Committee which shall set out such terms of reference and rules as may be required.

## **7. ANNUAL GENERAL MEETING**

7.1 The Annual General Meeting shall be held each year in April/May, and not less than two weeks' notice of the meeting shall be given to all members.

7.2 The business transacted at the Annual General Meeting shall include:

7.2.1 The presentation of the Annual Report and the audited Statement of Accounts.

7.2.2 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.

7.3 The Chairman may call specially meetings of the District Association at his/her discretion, or shall call a meeting of the District Association at his/her discretion, or shall call a meeting if requested by the Executive Committee or by six members of the District Association.

7.4 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 District Commissioners) including at least six members of the Executive Committee.

### **7.5 FINANCE**

7.5.1 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.

7.5.2 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.

7.5.3 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.

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

7.5.5 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.

## **8. DIRECTION AND CONTROL OF THE DISTRICT ASSOCIATION**

8.1 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.

8.2 All appointments will be confirmed by a certificate signed by the Chief Commissioner.

No alternation, addition or amendment to this Constitution shall be made.