

IRISH GIRL GUIDES

BANTREORAITHE NA H-ÉIREANN

CONSTITUTION and BYE-LAWS

Last Updated September 2020



1. MISSION STATEMENT

The mission of Irish Girl Guides is to enable girls and young women to develop to their fullest potential as responsible citizens of the world.

2. POLICY

- (a) Irish Girl Guides is a self-governing body. Membership is voluntary and open to all who live their lives as female and accept the Guide Law and Promise. The Association is independent from any political organisation or any political party.
- (b) Irish Girl Guides is open to girls of every faith, and the religious beliefs of all are respected. Through Guiding girls are helped and encouraged to deepen their spiritual faith in accordance with the enrolment Promise.
- (c) Irish Girl Guides is a Component Association of the Council of Irish Guiding Associations which is a full member of the World Association of Girl Guides and Girl Scouts.
- (d) The seat of the Association is at Dublin, Ireland.
- (e) The management of the Irish Girl Guides is volunteer led. Voting members of Executive Committee, voting members of Programme and Training Committee, and Area Commissioners shall be volunteers. The direction and control of Irish Girl Guides shall be in accordance with the Constitution as set out below.
- (f) To become a member of Irish Girl Guides one must be resident in the Republic of Ireland.
- (g) All office holders in Irish Girl Guides must be resident in the Republic of Ireland.
- (h) Irish Girl Guides shall comprise:
 - Ladybird Guides
 - Brownie Guides
 - Guides
 - Senior Branch members
 - Commissioners, adult Leaders, Associated Members and Past Members.

3. AIMS AND OBJECTIVES

Irish Girl Guides provides an environment where girls and young women from all backgrounds can grow in self-confidence and develop a variety of skills in an unpressurised atmosphere.

Through a variety of activities girls and young women are encouraged to:

- (a) develop leadership skills
- (b) develop a knowledge and understanding of spiritual values in their daily lives
- (c) be involved in decision-making
- (d) learn practical indoor and outdoor skills
- (e) participate in the international aspects of Guiding
- (f) behave responsibly in upholding the laws of the country
- (g) be aware of and care for the needs of others
- (h) appreciate and use environmental resources responsibly

4. PROMISE AND LAW

(a) Guide Promise:

I promise on my honour to do my best
to do my duty to my God* and my country,
to help other people at all times
and to obey the Guide Law.

** The word 'God' may be replaced by the word 'faith' according to one's spiritual beliefs*

Guide Law:

1. A Guide is honest and reliable.
2. A Guide is loyal.
3. A Guide is useful and helps others.
4. A Guide is a friend to all and a sister to every other Guide.
5. A Guide is polite and considerate.
6. A Guide cares for all living things and their environment.
7. A Guide is responsible and respects others.
8. A Guide has courage and is cheerful in difficulties.
9. A Guide makes good use of time, talents and materials.
10. A Guide respects herself and others in all she thinks, says and does.

Guide Motto: Be prepared.

(b) Ladybird Guide Promise

I will try to do my best
to love my God*
and help other people.

** The word 'God' may be replaced by the word 'faith' according to one's spiritual beliefs*

Ladybird Guide Motto: Ladybird Guides care and share.

(c) Brownie Guide Promise:

I promise to do my best
to do my duty to my God and my country,
to help those at home every day and
to obey the Brownie Guide Law.

** The word 'God' may be replaced by the word 'faith' according to one's spiritual beliefs*

Brownie Guide Law: A Brownie Guide thinks of others before herself and does a good turn every day.

Brownie Guide Motto: Lend a hand.

(d) Senior Branch Promise: Additional clause added to the Guide Promise by Senior Branch members:

My special responsibility as a member of Senior Branch is to take this Promise into the wider world by rendering service and growing in the skills and responsibilities of leadership.

Senior Branch Motto: Be prepared.

5. EMBLEM



The emblem is a trefoil which has the Celtic knot superimposed on it. The Celtic knot symbolises continuous friendship.

6. AUTHORITY

Authority shall reside in a General Council, elected as given below and responsible for the control and general supervision of Irish Girl Guides.

There shall be an Executive Committee, ratified by General Council with powers to carry out the policy as laid down by Council.

7. THE GENERAL COUNCIL

- (a) General Council shall consist of:
- National President of Irish Girl Guides
 - Chief Commissioner
 - Assistant Chief Commissioner(s)
 - Programme and Training Commissioner
 - Assistant Programme and Training Commissioner
 - National Treasurer
 - Programme and Training Treasurer
 - Chair of Irish Girl Guides Trust Corporation Company Limited by Guarantee
 - Chairs of the National Standing Committees
 - Regional Commissioners or, in her absence, her nominee
 - Area and District Commissioners
 - Past Chief Commissioners
 - Past Presidents
 - Chairman of CIGA (member of IGG) or Assistant Chairman of CIGA (member of IGG)
 - Former National Office holders as listed at # below, for a period of three years
 - Chief Executive Officer (non-voting)
 - Any other person or persons as shall be nominated from time to time by Executive Committee, for a period of three years
 - Chief Commissioner CGI (non-voting)
 - Chief Commissioner Girlguiding Ulster (non-voting)
 - Chief Scout Scouting Ireland (non-voting)

On completion of their terms of office, the following National Office holders shall be members of General Council for a period of three years:

- Programme and Training Commissioner
- National Treasurer
- Programme and Training Treasurer
- Chair of Irish Girl Guides Trust Corporation Company Limited by Guarantee
- Chairs of National Standing Committees
- Regional Commissioners

(b) Any member of General Council shall vacate office and cease to be a member:

(i) if by notice in writing to Executive Committee he or she resigns,

(ii) if after two consecutive years in which a member has taken no part in the responsibilities of General Council, and there are no exceptional conditions to be taken into consideration, he or she shall be regarded as having resigned,

(iii) if General Council, by a majority of 2/3rds of such members as shall be present at a meeting duly convened for the purpose, shall resolve that such member retire.

(c) An Annual Ordinary Meeting of General Council shall be held at such time and place as shall be fixed by Executive Committee. At least 21 days notice of such meeting and of the time and place thereof shall be given by the Chief Executive Officer to all members of General Council.

(d) National President of Irish Girl Guides shall be Chair of General Council. If the President is unable to act as Chair, Chief Commissioner, or, in her absence, Programme and Training Commissioner, or, in her absence, an Assistant Chief Commissioner or, in her absence, a member of General Council shall be elected.

(e) A Quorum at an Annual General Meeting or at an Extraordinary Meeting of General Council shall consist of not less than one tenth of the qualified members.

(f) Each member of the General Council shall have one vote.

(g) A vote is allowed to members of General Council in respect of proposed amendments to the Constitution of Council of Irish Guiding Associations submitted to them by the Committee of the said Council. Any such proposal requires for its approval a 2/3rd majority of General Council.

8. ANNUAL ORDINARY MEETING OF GENERAL COUNCIL

General Council shall at the Annual Ordinary meeting:

- (a) receive and consider the Annual Report of Executive Committee,
- (b) consider the accounts of Irish Girl Guides,
- (c) receive and consider the Annual Report of Irish Girl Guides Trust Corporation Company Limited by Guarantee,
- (d) consider the accounts of Irish Girl Guides Trust Corporation Company Limited by Guarantee
- (e) transact any other business as may properly be brought before it,
- (f) elect the National President of Irish Girl Guides, and the members of General Council from such persons as shall be nominated by Executive Committee
- (g) ratify the appointments of Chief Commissioner, Programme and Training Commissioner, National Treasurer, Chairs of the National Standing Committees and Regional Commissioners in accordance with their respective periods of office.

Any matter intended to be brought before the Annual Ordinary Meeting shall be notified in writing to the Chief Executive Officer at least 5 weeks before the date of the meeting. Such matters shall thereupon be set out in the agenda and sent out to all members of General Council not less than 10 days before the Annual Ordinary Meeting.

9. EXTRAORDINARY MEETING OF THE GENERAL COUNCIL

An Extraordinary Meeting of General Council shall be called at any time by the Chief Executive Officer, at the request in writing of any ten members of General Council. At least 14 days notice of any such meeting shall be given by the Chief Executive Officer to all members of General Council.

10. EXECUTIVE COMMITTEE

(a) Executive Committee shall consist of:

Chief Commissioner (Chair)
National President
Programme and Training Commissioner
* Assistant Chief Commissioner(s) (non-voting)
International Commissioner
National Treasurer
Chair of Finance Committee
Chair of Constitution Committee
Regional Commissioners
Chair of IGG Trust Corporation Company Limited by Guarantee
One IGG Delegate to the National Youth Council of Ireland
CIGA representative. (See below)
Legal Advisor (non-voting)

Chief Commissioner who has just retired remains on Executive Committee as a non-voting member for one year following her retirement.

Any member of Irish Girl Guides may be co-opted as a non-voting member of Executive Committee for a period determined by Executive Committee.

If Chairman or Vice-Chairman of the CIGA Committee is a member of Irish Girl Guides and not a member of Executive Committee, she becomes a member of Executive for her term of office on the CIGA Committee.

- (i) Voting members may send a deputy to represent them who shall have a vote.
 - (ii) Non-voting members may send a deputy to represent them who shall not have a vote
 - (iii) Each member of Executive Committee, excluding those asterisked (*) shall have one vote.
- (b) Executive Committee shall meet at least four times a year at such time and place as Chief Commissioner may determine or at the request, in writing, to the Chief Executive Officer of any 6 members of Executive Committee. At least 14 days notice of such meeting and of the business to be transacted shall be given by the Chief Executive Officer to the members.
- (c) The Quorum of Executive Committee shall be 10 members of whom the following must be present:
- Chief Commissioner or her nominee
 - Chief Executive Officer or her nominee
 - Programme and Training Commissioner or her nominee
 - Chair of the Finance Committee or her nominee

Four Regional Commissioners or her/their nominees

- (d) Executive Committee, subject to the supervision and control of General Council, shall control and manage the affairs of Irish Girl Guides. It shall exercise the power of delegation and have power from time to time to make such rules and regulations which it may deem necessary for carrying out the purposes and powers of Irish Girl Guides. It may vary, add to, repeal or amend same, provided always that no change shall be made in the general spirit of the Association embodied in the Aims, Promise and Law, and policy as shown in this Constitution.
- (e) Executive Committee shall have power to appoint a National Standing Committee for any specific purpose. Chief Commissioner, Programme and Training Commissioner, Chief Executive Officer, National Treasurer, shall be ex-officio non-voting members of all such committees.
- (f) Executive Committee shall have power to remove from office, suspend, or terminate the membership of any member or office holder of Irish Girl Guides, subject to the right of appeal to General Council. Procedures to be used are stated in the current IGG "Safeguarding and Child Protection".
- (g) Executive Committee shall have power to disband any Unit or other Group. A proposal in writing to disband any Unit or Group shall be referred to the Executive Sub-committee (See article 11), and, if passed, the proposal shall be referred to Executive Committee. Executive Committee shall hear representation from the proposer and from the adult leader in charge of the Unit or Group affected by the proposal. 14 days notice in writing of the time and place of such meeting and of the proposal to be considered thereat shall be given to each member of Executive Committee, the proposer and the adult in charge of the Unit or Group.

11. EXECUTIVE SUB-COMMITTEE

- (a) Executive Sub-committee shall consist of:
 - Chief Commissioner
 - Programme and Training Commissioner
 - Assistant Chief Commissioner(s) (non-voting)
 - Chief Executive Officer (non-voting)
 - Chair of the Finance Committee
 - Four Regional Commissioners or her/their nomineesand any other member of Executive Committee as Chief Commissioner shall request.
- (b) Executive Sub-Committee shall meet at such time and place as Chief Commissioner may determine. The Chief Executive Officer shall notify the members of the time and place and the business to be transacted.
- (c) The Quorum of the Executive Sub-committee shall be 6 members.

- (d) Each member of the Executive Sub-committee (other than Chief Executive Officer and Assistant Chief Commissioners) shall have one vote.
- (e) Executive Sub-committee shall have power to suspend any member or office holder, Unit or other Group for a period not exceeding 3 months.

12. PROGRAMME AND TRAINING COMMITTEE

- (a) Programme and Training Committee shall consist of:
 - Programme and Training Commissioner (Chair)
 - Assistant Programme and Training Commissioner (non-voting)
 - Chief Commissioner
 - Operations Manager (non-voting)
 - National Treasurer
 - Programme and Training TreasurerChairs:
 - Ladybird Guide Branch
 - Brownie Guide Branch
 - Guide Branch
 - Senior Branch
 - Communications Committee
 - International Committee
 - Membership, Equality, Diversity and Inclusion Committee (MEDI)
 - Adult Training and Outdoors Committee (ATOC)One representative of Irish Trefoil Guild National Council
Secretary to Programme and Training Committee (non-voting)

Members may send a nominee to represent them who shall not have a vote.

- (b) Programme and Training Committee shall meet at least three times a year at such time and place as the Programme and Training Commissioner may determine. At least 14 days notice of such meeting and of the business to be transacted shall be given by the Secretary.
- (c) Quorum of the Programme and Training Committee shall be eight members of whom the following must be present:
 - Programme and Training Commissioner or her nominee
 - Chief Commissioner or her nominee
- (d) Each member of Programme and Training Committee (other than Assistant Programme and Training Commissioner, Operations Manager and Secretary to Programme and Training Committee) shall have one vote.
- (e) Programme and Training Committee, subject to the supervision of

General Council shall be responsible for co-ordinating the development and delivery of all aspects of the Guiding programme.

13. FINANCE

- (a) Irish Girl Guides is a registered charity and is non- profit-making.
- (b) Executive Committee shall have power to borrow for the purposes of Irish Girl Guides by way of overdraft, term loan, loan account or otherwise from their Bankers or such other person, persons or body as they shall think fit such amount of money, as at any one time or from time to time may to Executive Committee seem proper, and may give security for such borrowings, and the interest thereon, in the category of bills of exchange, promissory notes, letters of pledge or other obligations or securities, or by mortgage or charge upon all or any part of the property of Irish Girl Guides, and Executive Committee shall have power to authorise or direct the Trustee or Trustees for the time being of Irish Girl Guides to borrow any money or monies for the purposes of Irish Girl Guides and to mortgage, charge, or pledge any property or properties held by or in the name of the Trustee or Trustees for the time being for or on behalf of Irish Girl Guides, and to give any mortgage, charge or lien, bill of exchange, promissory note or notes or otherwise as security for such loan or loans as Executive Committee may direct, and any lender dealing with the Trustee or Trustees or Executive Committee shall be entitled to and obliged to act on a Resolution of Executive Committee and shall not be entitled to call for any other authorisation from Irish Girl Guides.
- (c) The Membership Fee paid by members shall be determined from time to time by Executive Committee.
- (d) All donations, fees, legacies and other income shall be held in the name of Irish Girl Guides and shall be administered by Executive Committee on the recommendation of Finance Committee.
- (e) National Treasurer shall, once in every calendar year, submit to General Council the audited financial statements for approval.
- (f) The appointment of the independent auditors, recommended by Finance Committee to Executive Committee, shall be ratified by General Council.

14. PROPERTY

- (a) The property of Irish Girl Guides shall be vested in not more than three Trustees at any time, who shall be appointed by Executive Committee, and who shall hold office for life, or until they shall resign in writing accepted by Executive

Committee, or until they shall be removed by a Resolution of Executive Committee, which ever event shall first occur.

- (b) Executive Committee shall be entitled to appoint a separate Trustee or Trustees for any particular property, in their sole and absolute discretion.
- (c) Executive Committee shall be entitled to appoint a Body Corporate to act as a Trustee of Irish Girl Guides, or of any properties or property of Irish Girl Guides, whether as a sole Trustee or with any other Trustees appointed by Executive Committee and for so long as such Body Corporate shall be the sole Trustee, whether being the surviving Trustee or the last surviving Trustee originally appointed, or the sole Trustee of any property, it shall be fully entitled to act as sole Trustee and to deal with the property as a sole Trustee and to give receipts for all monies received or to be received by the Trustee or Trustees.
- (d) Irish Girl Guides may buy, sell, lease, exchange, mortgage, charge or otherwise dispose of any real or leasehold property situate in Ireland, or any personal property. Executive Committee of Irish Girl Guides shall exercise all the powers of Irish Girl Guides in buying, selling, leasing, exchanging, mortgaging, charging or otherwise disposing of any property of Irish Girl Guides, and shall have power to recommend any proceedings or steps necessary to improve, safeguard, vindicate or recover such property, and the Trustee or Trustees for the time being of such property shall act on the Resolution of the Executive Committee and shall buy, sell, lease, exchange, mortgage, charge or otherwise dispose of the property of Irish Girl Guides, or otherwise deal with such property as Executive Committee shall direct or recommend. Any purchaser, lessee or lender dealing with Trustees shall be entitled to act on such Resolution of Executive Committee and shall not be obliged or entitled to call for any other Resolution of Irish Girl Guides dealing with the acquisition or disposition of such property.
- (e) Executive Committee may indemnify a Trustee from and against all actions, proceedings, costs, claims and demands of whatsoever nature and kind arising in respect of the properties of Irish Girl Guides or any of them and may nominate a member or members of Executive Committee to execute such documents as may be necessary in this regard.
- (f) Irish Girl Guides may transfer its entire assets, business and undertaking to a new company limited by guarantee, intended to be known as Irish Girl Guides CLG, on such terms as the Executive Committee shall think fit.

15. VOTING MAJORITIES

Except as is provided under Articles 7(g), 16(b) and 17(b) of this Constitution all decisions requiring a vote shall be determined by a simple majority.

16. AMENDMENTS TO CONSTITUTION

- (a) No amendments shall be made to this Constitution except by resolution of General Council at its Annual Ordinary Meeting or at a specially convened Extraordinary Meeting for which not less than 21 days notice must be given.
- (b) Amendments must be submitted to General Council on the recommendation of the Executive Committee and for acceptance must have the consent of 2/3rds of the voting members present at General Council Meeting at which the proposed amendments are submitted.

17. DISSOLUTION

- (a) The Association may be dissolved only at an Extraordinary Meeting of General Council called for this purpose. At least 28 days notice in writing of any such meeting shall be given by the Chief Executive Officer to all members of General Council. The Quorum for this meeting shall be 2/3rds of all members of General Council.
- (b) If on dissolution of Irish Girl Guides there are funds or assets available after payment of all debts and liabilities of the Association these may be distributed in accordance with the directions of the Extraordinary General Meeting voting for dissolution of Irish Girl Guides.
- (c) The recommendation must be carried by a 2/3rds vote of the Members of General Council.

IRISH GIRL GUIDES BYE-LAWS

1. Bye-Laws

No Bye-Law may contradict the Constitution.

2. Age Groupings

Age Groupings of the Irish Girl Guides shall be:

| | | | |
|-----------------|----|---|----------|
| Ladybird Guides | 5 | - | 7 years |
| Brownie Guides | 7 | - | 10 years |
| Guides | 10 | - | 14 years |
| Senior Branch | 14 | - | 30 years |

3. Local Associations

- (a) A Local Association may be formed to assist the local Commissioner in any District where it would be helpful. A Local Association shall consist of two adult representatives (parents/guardians/interested persons) from each Unit in the District.
- (b) Commissioner or her delegate shall be Chair of such Local Association. Funds raised for the work of Irish Girl Guides must be held by an authorised member of Irish Girl Guides.

4. Tenure of Office

| | |
|-------------------------------------------------------------|---------|
| National President | 3 years |
| Chief Commissioner | 3 years |
| Programme and Training Commissioner | 3 years |
| Regional Commissioner | 3 years |
| Area Commissioner | 3 years |
| District Commissioner | 3 years |
| National Treasurer | 3 years |
| Programme and Training Treasurer | 3 years |
| Chairs of National Standing Committees | 3 years |
| Chair of IGG Trust Corporation Company Limited by Guarantee | 3 years |
| IGG Executive Rep on National Youth Council of Ireland | 3 years |
| Chair Irish Trefoil Guild National Council | 3 years |

Note: All of these may be re-elected for one further period of three years, after which they may not be elected in the same capacity for a further three years.

5. Appointments

- (a) Adult Leaders shall be appointed by the District Commissioner, in consultation with any local body having a special interest in the unit, e.g. Church, Institution or Residents' Association on satisfactory completion of Irish Girl Guides Screening Procedure.
- (b) (i) District Commissioners shall be nominated by the adult Leaders in their Districts and the retiring District Commissioner in consultation with Area Commissioner.

(ii) An election shall be held even in the event of there being only one nomination. Each Unit in the District shall have one vote. The outgoing District Commissioner shall have one vote. The appointment shall be ratified by Executive Committee.
- (c) (i) Area Commissioners shall be nominated by the Districts, District Commissioners and the retiring Area Commissioner in consultation with the Regional Commissioner.

(ii) It is recommended that elections for the office Area Commissioner should take place three months prior to the end of the current incumbent's term of office. An election shall be held even in the event of there being only one nomination. Each District shall have one vote, the outgoing Area Commissioner shall have one vote and each District Commissioner shall have one vote (personal). The appointment shall be ratified by Executive Committee.
- (d) (i) Regional Commissioners shall be nominated by their Areas, Area Commissioners and the retiring Regional Commissioner in consultation with Chief Commissioner. Up to six months prior to the date of election, nominations shall be requested.

(ii) An election shall be held even in the event of there being only one nomination. Each Area shall have one vote, the outgoing Regional Commissioner shall have one vote, and each Area Commissioner shall have one vote (personal). The appointment shall be ratified by the Executive Committee.

6. Election of Committees

- (a) The following shall be elected by the relevant committee in accordance with the Terms of Reference of that committee and the appointment shall be ratified by Executive Committee:
- Chair of Ladybird Guide Branch Committee
 - Chair of Brownie Guide Branch Committee
 - Chair of Guide Branch Committee
 - Chair of Senior Branch Committee
 - Chair of Adult Training and Outdoors Committee
 - Chair of Membership, Equality, Diversity and Inclusion Committee
 - Chair of Communications Committee
- (b) Chair of the Constitutions Committee shall be elected by Executive Committee.
- (c) Chair of the Irish Girl Guides Trust Corporation Company Limited by Guarantee shall be appointed by the Directors of Trust Corporation in accordance with the Articles of Association of Irish Girl Guides Trust Corporation Company Limited by Guarantee.
- (d) Programme and Training Treasurer shall be appointed by elected by Executive Committee and Programme and Training Committee for a period of three years.

7. Nominations for officers

Nominations for the offices of:

Chief Commissioner,
Programme and Training Commissioner,
International Commissioner,
Chair of Finance,
National Treasurer,

shall be made as follows:

- (a) Up to six months prior to the date of election, the Chief Executive Officer shall request nominations.
- (b) Each Region shall be entitled to nominate two persons not necessarily from within the Region.

- (c) Each member of Executive Committee shall be entitled to make one nomination. Each member of Programme and Training Committee shall be entitled to make one nomination. Each member of International and Finance Committee shall be entitled to make one nomination for Chair of the relevant Committee.
- (d) Nominations accompanied by a curriculum vitae of each candidate shall be submitted to a committee of three proposed by Executive Committee. This committee shall then circulate the information to Executive and Programme and Training Committees and to Regional Commissioners.
- (e) In the event of there being only one nomination, an election shall be held.

8. Elections of officers

Elections for the offices of:

Chief Commissioner,
Programme and Training Commissioner,
International Commissioner,
Chair of Finance,
National Treasurer,

shall be made as follows:

- (a) Voting papers, together with the Curriculum Vitae of each candidate shall be sent to members of Executive and Programme and Training Committees and to Regional Commissioners up to three months prior to the election.
- (b) The election shall take place at an Executive Meeting and the appointment ratified at the next meeting of General Council.
- (c) Each Region shall have 3 votes, which may be apportioned to the candidates as the Region decides. Each member of Executive and Programme and Training Committees shall have one personal vote. Those members who sit on both committees shall be entitled to one personal vote only. Assistants are not entitled to a personal vote. In the event that the assistant is acting in the place of their Chair they will have a proxy vote.
- (d) In the case of a draw in an election the election must be re-run. Chair or Commissioner shall not have a casting vote.

Votes shall be exercised either in person at a meeting of Executive Committee or by post, such postal vote to reach National Office three days before the Executive Committee Meeting at which voting will take place.

9. Assistants

- (a) Chief Commissioner shall appoint the Assistant Chief Commissioner(s) within three months of taking office, for a period of one year. Assistant Chief Commissioners shall be non-voting members of Executive Committee. These appointments shall be ratified by Executive Committee. The assistants may be re-appointed annually thereafter for the duration of the term of office of Chief Commissioner.
- (b) Programme and Training Commissioner shall appoint the Assistant Programme and Training Commissioner within three months of taking office, for a period of one year. Assistant Programme and Training Commissioner shall be a non-voting member of Programme and Training Committee. This appointment shall be ratified by Executive Committee. The assistant may be re-appointed annually thereafter for the duration of the term of office of Programme and Training Commissioner.
- (c) Committee Chairs and Commissioners shall appoint Assistants within three months of taking office, for a period of one year. Assistants shall be non-voting members of their Committee. These appointments shall be ratified by the Committee in question. The assistants may be re-appointed annually thereafter for the duration of the term of office of Chair or Commissioner.

10. Warrants

Pending the issue of her warrant an adult Leader must:

- (a) successfully complete the IGG Screening Procedure, including Garda Vetting
- (b) undertake to adhere to the IGG Safeguarding and Child Protection policy

Warrants of appointment shall be signed by Chief Commissioner. All warrants, certificates and letters of appointment shall remain the property of Irish Girl Guides.

11. Secretary to the General Council

Chief Executive Officer as Secretary to General Council shall be responsible for:

- (a) convening the Annual Ordinary Meeting and any other meetings of General Council,
- (b) the Minutes of the Annual Ordinary Meeting and any meetings of General Council.
- (c) advising new members of their appointment and existing members of the completion of their 3-year term.

12. National Treasurer

National Treasurer shall take charge of and administer the financial affairs of Irish Girl Guides and keep accounts under the direction of Finance Committee. National Treasurer may, in relation to the operation of any bank accounts in the name of Irish Girl Guides which are held at national level, delegate her authority to such person or persons as may be authorised by Executive Committee

13. National Standing Committees

| | |
|-----------------------------------------------|-----------------------------|
| Constitution | Finance |
| Ladybird Guide Branch | Brownie Guide Branch |
| Guide Branch | Senior Branch |
| International | Communications |
| Membership, Equality, Diversity and Inclusion | Adult Training and Outdoors |
| Irish Trefoil Guild National Council | |

14. Inclusion Policy

In accordance with the Constitution of Irish Girl Guides the religious beliefs of all members shall be respected.

The following clauses shall be observed:

- a) The Irish Girl Guides respects and values the diversity of its members and of society. As an organisation we believe in being fair, open and inclusive, while still being committed to the concept of a girl-only association for the development of girls and women in Ireland. As a faith-based organisation, the Irish Girl Guides is open to girls of every faith, and the religious beliefs of all are respected. Through Guiding girls are helped and encouraged to deepen their spiritual faith in accordance with the enrolment Promise.

- b) In camp or on holiday any form of prayer e.g. 'Guides Own' should be of the simplest character, attendance being voluntary.
- c) Where it is not permissible under a rule of the religion of any member to attend religious observances other than her own form of religion, the adult Leaders of the group must see that such a rule is strictly observed while the Guide is under their care.
- (d) The following alternative forms of the Promise are provided for people who are originally from outside Ireland wishing to become members of Irish Girl Guides:

Brownie Guides: I promise to do my best to do my duty to my God*, my country and to the country in which I am living ...

**The word 'God' may be replaced by the word 'faith' according to one's spiritual beliefs.*

Leaders/Guides/Senior Branch members:

I promise on my honour, to do my best to do my duty to my God*, my country and to the country in which I am living ...

**The word 'God' may be replaced by the word 'faith' according to one's spiritual beliefs.*

15. Amendments to Bye-Laws

Bye-Laws may be amended or added to on the recommendation of Executive Committee and ratified at a meeting of General Council. Such amendments and additions must be submitted first to Executive Committee 21 days in advance of the date set up for the Meeting of General Council at which they are to be considered.