



Constitution of Girlguiding Kilgrimol Centre Management Committee

1. NAME

The committee shall be known as Girlguiding Kilgrimol Centre Management Committee.

2. PURPOSE

The purpose of the committee is the day-to-day management of the property known as Girlguiding Kilgrimol Centre on behalf of Girlguiding Lytham and Ansdell District and Girlguiding St Annes District.

Girlguiding Kilgrimol Centre is registered with The Charity Commission: Charity No. 511895.

The Guide Association Trust Corporation acts as sole trustee of the property.

Those members of the committee who are members of Girlguiding or the Trefoil Guild act as trustees of the charity.

3. MEMBERSHIP

Ex- officio (by right by position)

- a) The District Commissioner or the district's nominee who will serve on the committee for the duration of the District Commissioner's term of office. The nominee must be an adult member of Guiding within the District.
 - Lytham and Ansdell District
 - St Annes District
- b) The Division Commissioner or the division's nominee from the Girlguiding Fylde Division Executive Committee.
- c) The Outdoor Activities Adviser or the Residential Adviser for Girlguiding Fylde Division.

Nominated

- d) The Districts shall each nominate up to two members of the committee both of whom must be currently a member of Girlguiding. Each Committee member may serve for a period of three years and may be re-nominated for a further period of two years.

- e) The committee shall have the power to co-opt up to three additional persons as members; these persons may be members of Lytham & Ansdell and St Annes Districts Senior Section or Trefoil Guild.

4. OFFICERS

a) Chairperson

The chairperson shall be a member of the Committee nominated by the Committee and be appointed on the approval of the Division Commissioner and the District Commissioners to hold office during her term on the Committee.

b) Secretary & Treasurer

The committee at its Annual General Meeting shall appoint one member as secretary and one as Treasurer to hold office until the Annual General Meeting to be held in the following year. They may each be reappointed on expiry of each successive term of office.

c) Other officers

The committee may appoint such other officers as may be required from time to time.

d) Anyone who handles money and/or makes financial decisions must have DBS clearance.

5. ADVISERS

The committee may appoint experts to advise the committee. These advisers may attend committee meetings but have no voting powers.

6. CONDUCT OF MEETINGS

a) Quorum

A quorum shall be one third of the members of the committee present.

b) Conduct of Meetings

At the discretion of the Chairman meetings other than the Annual General Meeting may be conducted by telephone or other electronic media.

c) Voting

Each member of the Committee, other than the chairman, regardless of status has one vote. Decisions are made by a majority of votes. In the event of an equal number of votes being cast, the chairperson shall have a casting vote. There will be no entitlement to vote by proxy. Experts appointed to advise the committee have no entitlement to vote.

d) Annual General Meeting

The Committee shall hold an Annual General Meeting in each calendar year to which members of Girlguiding and the general public may be invited and may speak at the invitation of the chairperson.

7. FINANCE

a) Bank or building society accounts

Accounts shall be opened in the name of Girlguiding Kilgrimol Centre and the Girlguiding Kilgrimol Centre Building Fund. Cheques drawn on the accounts must be signed by at least two of the four signatories nominated by the Committee; two of whom should be the nominees of Girlguiding Lytham and Ansdell and St Annes Districts.

b) Income and expenditure

The Committee must approve audited annual accounts at the Annual General Meeting.

c) Fundraising

Any monies raised must be paid immediately to the Girlguiding Kilgrimol Centre Accounts.

d) Liability

The committee must not enter into contracts or financial commitments creating future liability for sums exceeding the amount of money under its control.

e) Winding Up

If the committee is dissolved or wound up the balance held in the Committees bank and building society accounts after payment of all outstanding bills and expenses shall be divided pro rata on membership and transferred to Girlguiding Lytham and Ansdell and St Annes Districts for the general purposes of Girlguiding in the Districts

8. POWERS

- a) The committee shall allocate accommodation in Girlguiding Kilgrimol Centre to Girlguiding Lytham & Ansdell and St Annes Districts for unit meetings, trainings and other Guiding events.
- b) The committee may appoint a bookings secretary who shall control bookings for the use of Girlguiding Kilgrimol Centre to members of Girlguiding, members of the public and other organisations who wish to use the building.
- c) The committee may make other rules concerning the use and management of Girlguiding Kilgrimol Centre, as it feels appropriate and the rules or bylaws shall be binding on all users of the building. No rule or bylaw shall be

inconsistent with, or shall affect or repeal anything contained in this constitution.

- d) The committee may appoint sub-committees to carry out special functions as it thinks appropriate.
- e) The committee is responsible for the management of Girlguiding Kilgrimol Centre; which includes
 - (1) Development
 - (2) Repair and maintenance
 - (3) Health & Safety
 - (4) Insurance
 - (5) Appointment of staff, as required
 - (6) Security
 - (7) Collection of income and payment of bills appertaining to Girlguiding Kilgrimol Centre
 - (8) PR, advertising and Promotion
- f) The committee shall have the power to remove any nominated member by majority vote.

9. ALTERATIONS

No amendment shall be made to the constitution unless approved by a majority of at least two thirds of the members of the committee.

10. REGISTRATION

The secretary of the committee shall register a copy of this constitution and any subsequent amendments to the constitution promptly with the Country/Region Headquarters and other appropriate bodies.