



Trefoil Guild

~~LOCALISE TO RELEVANT COUNTRY OR REGION~~

The constitution of the Trefoil Guild of Ulster

1. Purpose

The Trefoil Guild of Ulster is a charity excepted from registration in accordance with charities Act 1960 (as amended) by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 SI 61 No. 1044.

In accordance with The Trefoil Guild's policies, procedures and handbook, a committee shall be constituted to be known as the Trefoil Guild of Ulster executive, hereafter referred to as 'the executive'.

The function of the executive is to support the general development and foster the growth and spirit of The Trefoil Guild in accordance with the nationally stated aims:

- to keep alive among members the spirit of the Guide and Scout Promises and Laws;
- to carry that spirit into the communities in which members live and work;
- to give practical, financial and moral support to Guiding and Scouting.

The executive will operate within the provisions of Trefoil Guild policies, procedures and handbook in force and in accordance with the provisions of the Charities Acts.

2. The executive

2.1 Membership

The executive shall have the following voting members who are trustees of the charity:

Country or region chair

Country or region deputy chair (if appointed)

Country or region treasurer

County Trefoil Guild chairs

Country or region secretary

Country or region advisors (as appointed)

The executive shall have the following non-voting members:

Ulster Girlguiding Commissioner if inclined or at request of the chair

Ulster KEY User

Voyage award co-ordinator

Starter Pack co-ordinator

All members of the executive shall act in the best interests of the Trefoil Guild and Ulster as a whole when making decisions.

Terms of office and responsibilities of members of the executive are as described in the Trefoil handbook.

In the event of a role being a job-share between 2 or more people only 1 person needs to attend meetings, unless specifically asked to do otherwise. If all members who are job sharing are in attendance, only 1 can vote, and that voting member should be agreed in advance. Expenses for both parties attending that meeting should also be agreed on in advance by the Ulster Trefoil Chair.

2.2 Invitations

The chair may invite any person to attend any meeting or part of a meeting for a specific purpose. Such person(s) may speak with the permission of the chair but shall have no vote.

2.3 Chairship

Meetings of the executive shall be chaired by the country or region chair. In the event of the chair not being present, either the deputy chair (if appointed) will chair the meeting, or a trustee on the executive appointed by the region chair shall act as chair for that meeting.

2.4 Meetings and decisions

The executive shall meet at least 3 times per year, scheduled to follow 1 or 2 weeks after the national board of trustee meetings, at such time and place as may be agreed by the executive. Meetings may be held in person or virtually.

The meeting shall be convened by notice, in writing to the members of the executive, by post or electronic communication not less than 14 working days before the meeting. An agenda will be provided in advance, together with any papers for discussion. Any member of the executive may propose items for the agenda.

Conflicts of interest, in relation to any item on the agenda, are to be declared at the start of the meeting. The chair may request a member or

members of the executive to withdraw from the meeting during discussion of any such item. A vote may be taken in the absence of any member of the executive who has been requested to withdraw.

Decisions may be made between meetings via email or other electronic methods, and are to be reported at the following meeting, and included in the minutes of that meeting.

The minutes of the meeting will be signed by the chair or their deputy electronically and will be retained for the lifetime of the Charity. A copy shall be circulated to all members of the executive and to the national Trefoil Guild office manager.

2.5 Voting

Most decisions will be made by consensus, but votes may be required for some agenda items. A majority of voting members present and entitled to vote shall decide the outcome. All voting members of the executive shall have 1 vote. The chair shall have a casting vote in the event of a tie.

2.6 Quorum

There shall be a quorum if at least 50% of the voting members are present or respond to a vote using electronic methods.

3. Sub committees or task and finish groups

The executive may set up sub-committees or task and finish groups as it may deem necessary and shall produce and approve the terms of reference, membership, and any amendment thereto, for such sub-committees or group. Sub-committees are to be set up for ongoing work, task and finish groups for work with a limited time span.

A sub-committee chair is a representative of, and intermediary between their sub-committee and the executive. They shall bring before the executive any point of business, which the sub-committee may wish to be laid before it. They shall take back to the sub-committee any question sent for discussion by the executive. They shall report to the sub-committee any business from the executive, which may concern or be of interest to them.

The country or region chair shall have voting membership of all sub-committees and task and finish groups.

4. Functions of the executive

- 4.1 To direct the general development and foster the growth and spirit of The Trefoil Guild of Ulster
- 4.2 To discuss and make decisions on issues and questions of importance to The Trefoil Guild as may be put to it by:
 - a) Members of The Trefoil Guild of Ulster

- b) County Trefoil Guild executives
 - c) The national chair
 - d) The Trefoil Guild board of trustees
 - e) The chief commissioner of Girlguiding Ulster
- 4.3 To act as a channel of communication between the county executives and the Trefoil Guild board of trustees
 - 4.4 To form sub-committees and task and finish groups it deems necessary. Determining the terms of reference and deciding the membership (see para. 3.1).
 - 4.5 To manage the finances and assets of the Trefoil Guild of Ulster and to ensure that proper accounts are kept and audited or examined once every year.
 - 4.6 To approve the annual verified statement of accounts.
 - 4.7 To ensure that that proper county executive accounts are kept and audited or examined once every year.
 - 4.8 To prepare an annual report and statement of accounts, a copy of which shall be furnished to the national treasurer (through the Trefoil Guild office), members of the Ulster executive, and other such individuals or bodies as may be determined by the executive.
 - 4.9 To manage risk for the activities of the Trefoil Guild of Ulster, by drawing up and regularly reviewing the risk log for the country or region, ensuring that any country or region events or activities have full risk assessments undertaken and taking action to mitigate or minimise those risks.

5. Financial management

Financial matters must be in line with the Trefoil Guild's finance policy, specifically

- money and property must only be used for the Trefoil Guild of Ulster charitable purposes unless raised explicitly raised for another purpose or charity
- the executive must keep accounts. The most recent annual accounts can be seen by anybody on request, including the Charity Commission.
- a bank account shall be opened in the name of the Trefoil Guild of Ulster
- trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- money must be held in the charity's bank account. All cheques or financial transactions must be signed by 2 unrelated trustees and at least 3 signatories should be in place at any time.

6. Annual meetings

The annual meeting or event may be held to receive a report and a statement of accounts from the Trefoil Guild of **Ulster** prepared in accordance with the relevant provisions of the Charities Acts, however an annual meeting or event is not essential provided that the accounts, which have been examined or audited, have been agreed by a meeting of the Executive.

7. Dissolution of the Trefoil Guild of Ulster

If the executive, consider it is necessary to wind up the charity they must first contact the national chair for advice.

The Trefoil Guild of Ulster, may be dissolved by a resolution of the executive and passed by a majority of not less than 2 thirds of the members of that executive and ratified by the Trefoil Guild board of trustees.

In the event of winding up the Trefoil Guild of Ulster, any money or property remaining after payment of debts must be forwarded to the national Trefoil Guild account.

8. Constitution

- 8.1 This constitution may be amended by resolution at an ordinary meeting of the executive or a special meeting of the executive convened for the purpose with not less than 14 days' notice in writing. Any change in the constitution shall be decided by a majority of votes of those present and entitled to vote.

Neither this Constitution nor any amendment to this constitution shall have effect until approved in writing by the Trefoil Guild board of trustees.

8.2 Records

A copy of this constitution shall be signed by the Trefoil Guild of Ulster chair, the National chair and a copy deposited with the national Trefoil Guild office manager.

This constitution was adopted by the resolution of the Trefoil Guild of Ulster executive at its meeting on 28th February 2025.

Signed

Karen Cochrane



Chair of the Trefoil Guild of Ulster

28/2/25

Approved by the Trefoil Guild board of trustees at its meeting on 12/09/2025

Signed

A handwritten signature in black ink, appearing to be 'J. R.', written over a horizontal line.

Chair of the Trefoil Guild board of trustees

Review Date : 2 years from sign date 28th February 2027+