

Friends of Allison Cargill House (FoACH)

Constitution 2021 – Adopted at AGM 12 October 2021

(To supersede any earlier versions including a draft proposal circulated to the committee June 2020, August 2021)

1. **NAME:** The group will be called 'FRIENDS OF ALLISON CARGILL HOUSE'

2. **PURPOSE:** The group is formed in accordance with Girl Guiding Association donor policy version 2, 30 March 2019, and any subsequent updates
<https://www.girlguiding.org.uk/making-guiding-happen/policies/donation-acceptance-policy/>
The group's function is to support financially the GirlGuiding East Lothian House, Allison Cargill House (ACH), Whittingehame, WH41 4QA, East Lothian
and to encourage in activities which support ACH and promote its use by Girl Guiding Groups.

3. **MEMBERS:** Membership is open to anyone wishing to support the aims of FoACH having paid their subscription.

4. **COMMITTEE:** CHAIR, SECRETARY/TREASURER and at least two others.
plus Ex Officio: a County Girl Guiding Official and the Chair or member of ACH's own committee.
Members to serve for three years and shall not be eligible for re-election for a period of one year

A Quorum shall be formed of three members.

5. **FINANCE:** Subscriptions will be due on or before the AGM, the rates to be agreed by a simple majority each year at the Annual General Meeting.
Bank Account : payments require any two signatories from an approved group of three (usually Chair, Secretary/Treasurer and one other member approved by the Committee).
Funds will be used to support ACH, in particular special projects at ACH, as determined by FoACH.

6. **MEETINGS:** The Annual General Meeting is to be held before NOVEMBER each year and not less than two weeks' notice shall be given.

The business transacted shall include:

- Presentation of Annual Report and Audited Statement of Accounts.
- Election of Committee Members.

Group Meetings will be held up to four times a year, not necessarily at ACH.

The Committee shall determine the dates of its own meetings normally to be held at least once per year and otherwise as necessary.

7. **Limitations:** The Friends of Allison Cargill House will have no responsibility for routine maintenance or housekeeping at ACH

Previous revisions: etc

Original: ADOPTED AT GENERAL MEETING. Margaret Edmondson, Chairman 10 APRIL 1991

ADOPTED New MEMBERSHIP SUBSCRIPTION – 10 YEARS £25 – ANNUAL £5 (FINANCE AMENDMENT) AT ANNUAL GENERAL MEETING Isabel Smith, Chairman. 23 SEPTEMBER 2003: