

Guild Constitution 2014.

1. AIM

The Church of Scotland Guild is a movement within the Church of Scotland which invites and encourages both women and men to commit their lives to Jesus Christ and enables them to express their faith in worship, prayer and action.

2. MEMBERSHIP

Membership of the Guild is open to all who accept the aim.

3. STRUCTURE

The Guild is organised as follows:

3.1 Congregational Groups.

- 3.1.1 Congregational Groups are formed within the family of a local congregation (or congregations in the case of linkage) with the agreement of the Kirk Session and are subject to the jurisdiction of the Session and in receipt of its care and support. Where there is a linkage, the group should agree with the relevant Kirk Sessions as to which will hold this jurisdiction.
- 3.1.2 Each group elects its own leadership team to run the group in a way that is appropriate to the group's own circumstances. However, it is a requirement that there is a majority of Church of Scotland members or adherents on this team.
- 3.1.3 Short periods of leadership are acceptable and no-one should be expected to remain on the team for more than three years.
- 3.1.4 Each group is registered with the National Office, which will hold records of office –bearers. It is a requirement that office-bearers include a contact person and a treasurer.
- 3.1.5 Groups are required to maintain their own finances within the current legislation of both the Church of Scotland and the civil frameworks and in accordance with the guidance published by the National Executive in support of the constitution.
- 3.1.6 Groups are responsible for ensuring that annual capitation fees, set by the National Executive, are paid timeously to the National Office.
- 3.1.7 Groups may wish to adopt a project or projects nominated by the Guild.

3.2 Other forms of membership.

- 3.2.1 Individual membership is available, subject to the payment of an annual fee. Contact details for Individual Members are held by both the National Office and the relevant Presbyterial Council.
- 3.2.2 Other forms of membership may be established from time to time by the National Executive.

3.3 Presbyterial Councils.

- 3.3.1 Presbyterial Councils unite groups within a Presbytery area or part thereof.

- 3.3.2 Each council elects its own leadership team to run the council in a way that is appropriate to the council's own circumstances. No-one should be expected to remain on the team for more than three years.
- 3.3.3 Presbyterian Councils elect representatives to the National Executive, one from each council.
- 3.3.4 Each council is registered with the National Office, which will hold records of office –bearers, to include a contact person and a treasurer.
- 3.3.5 Councils are required to maintain their own finances within the current legislation of both the Church of Scotland and the civil frameworks and in accordance with the guidance published by the National Executive in support of the constitution.
- 3.3.6 All Presbyterian Council meetings are open meetings.
- 3.3.7 Should the Council be required to take a vote on any issue, each local group appoints up to two voting members.

3.4 National Executive.

- 3.4.1 The National Executive is responsible for policy and final decision-making, subject to Section six of the Constitution.
- 3.4.2 Presbyterian Council representatives are elected to serve on the National Executive for three years.
- 3.4.3 The National Executive can co-opt members for a period of up to one year. Such members will be non-voting and will be limited to five at any given time.
- 3.4.4 The National Executive operates a system of constituent committees and task groups, these being established and varied according to the operational requirements of the organisation.
- 3.4.5 The National Executive elects both a National Convener and Vice-Convenor, each of whom should normally serve for one year.
- 3.4.6 Any current member of the National Executive, including those about to retire, is eligible to be elected as National Vice-Convenor.
- 3.4.7 The National Vice-Convenor and Convenors of the National Committees are eligible to be elected as National Convener.
- 3.4.8 These appointments and other elected positions within the Guild take effect immediately after the General Assembly in any year.
- 3.4.9 The National Executive must present an annual report, which is presented to the General Assembly, to whose jurisdiction the Guild is ultimately subject. The report is presented to the General Assembly by the National Convener.

4. ADMINISTRATION

- 4.1 The National Executive appoints a General Secretary to administer its affairs, along with other staff as agreed by the National Executive. Staff will be employed by the relevant employing agency of the Church of Scotland.

The General Secretary is a member of the National Executive, *ex-officio*.

- 4.2 The Guild shall continue and shall assume the whole responsibilities and the whole rights and assets previously exercised and enjoyed by the Woman's Guild, whose work and functions are incorporated into the work and functions of the Guild. Existing trusts funds and all future donations and legacies received in connection with the Woman's Guild or any such work and functions shall be held and applied by the Guild, all according to the terms and conditions applying to them.

5. STATEMENT OF ACCOUNTS

- 5.1 A statement of accounts of the National Executive of the Guild prepared as at 31 December each year, must be included within the audited accounts of the Councils and Committees of the General Assembly.

The General Treasurer of the Church of Scotland will be the Treasurer of the Guild, *ex officio*.

6. AMENDMENTS TO THE CONSTITUTION

- 6.1 The Constitution may be amended by the General Assembly following consultation with the membership of the Guild and on the recommendation of the National Executive.
- 6.2 Proposed changes must be intimated in writing to all voting members at National Level at least one week in advance of a meeting at which they will be considered.
- 6.3 Changes may be considered only if two thirds of those eligible to vote are present at the meeting and such changes are agreed by two thirds of those present.