



Catholic  
**Guides**  
of Ireland



Guides... It's a girl thing



# Constitution and Rules

*Banóglaih Catoilicí na hÉireann*

**CGI National Office**  
12 Clanwilliam Terrace,  
Grand Canal Quay, Dublin 2

t: +353 (0)1 6619566

f: +353 (0)1 6765691

e: [nat.office@girlguidesireland.ie](mailto:nat.office@girlguidesireland.ie)

w: [www.girlguidesireland.ie](http://www.girlguidesireland.ie)

Charity Number: CHY 7958



**2013 Amended Edition**

# Constitution

## Rule Reference

### 1 Name

The name of the Association is Banóglaigh Catoilicí na hÉireann, Catholic Guides of Ireland.

- 2 The Catholic Guides of Ireland is a lay Association approved by the Hierarchy of Ireland.

### 3 AIM

The aim of the Catholic Guides of Ireland is to promote and foster the spiritual, moral, cultural, intellectual, social and physical development of its members in accordance with Guide Ideals, so that they become mature persons prepared for leadership and service in the home and community.

### 4 Policy

The policy of the Association is to achieve the aim by:

4.1 Making available to girls in Ireland a programme of activities and interests based on Guide Ideals.

4.2 Co-operating with and complementing the work of parents, church, school and other educational agencies.

4.3 Fostering a genuine love of country based on culture, heritage and language.

4.4 Establishing and maintaining relationships of co-operation with other Associations:

The Irish Girl Guides

Girlguiding UK Province of Ulster

Scouting Ireland

Scout Association Northern Ireland

while maintaining the autonomy of the Association.

4.5 The Association is strictly non-political. Members, when in uniform, are not to take part in any political activities.

### 5 Membership

5.1 Membership is voluntary and open to all who accept the principles expressed in the Guide Promise and Guide Law.

5.2 Only those registered with the Association in the approved manner will be recognised as members.

5.3 Ordinary members are Officers and all Guides. Chaplains are ex-officio members.

5.4 Associate members are

4 (2) v

4 (2) vi

# Constitution

## Rule Reference

(a) former ordinary members who wish to remain registered with the Association.

(b) friends of Catholic Guiding who wish to be affiliated to the Association.

Such membership does not hold voting rights.

5.5 Registration to membership may be declined or withdrawn by the Association without assigning a reason.

### 6 Commissions

Only those appointed in accordance with Constitution and Rules will be recognised as Officers.

4 (3) ii  
7

### 7 Administration

7.1 The administration of the Association is based on a principle of decentralisation and operates at three levels.

(a) National

(b) Diocesan or Regional

(c) Local

7.2 National Council is the governing body of the Association. It shall exercise all legislative, executive and administrative powers within the Constitution. It delegates the management of business of the Association to the National Executive Board.

3 (6)

7.3 The National Executive Board delegates administration of Guiding in the Diocese or Regions together with the responsibility for all domestic affairs to the Diocesan or Regional Committee. It is the responsibility of the National Executive Board to foster the setting up of a Diocesan or Regional Council or Committee. The National Executive Board will operate directly in circumstances where the Diocesan or Regional Council or Committee has not been set up or has lapsed.

3 (2)

3 (3)

3 (4)

3 (5)

7.4 The Diocesan or Regional Council or Committee administers Guiding within its territory according to the terms of its own Byelaws and subject to the limits of the Constitution and Rules of the Catholic Guides of Ireland. It makes appointments according to its Diocesan or Regional approved Byelaws. Diocesan or Regional Constitutions existing at 2<sup>nd</sup> April, 1977 are hereby approved and recognised as Byelaws. New Diocesan or Regional Byelaws and all amendments to Diocesan or Regional Byelaws must be approved by the National Executive Board. Each Diocese or Region has its own Chaplain. The Diocesan Chaplain is appointed by the Bishop of the Diocese. In the case of a Region, the Regional Chaplain is appointed by

4

## Constitution

## Rule Reference

agreement among the Bishops concerned. The Diocesan or Regional Chaplain is ex-officio a member of all Diocesan or Regional Councils and Committees.

7.5 Local units or companies of Guides are either sponsored or approved by the parish or religious institution in which they are situated. The sponsoring authority guarantees the availability of a suitable meeting place. Each unit or company shall have a Chaplain who shall be appointed by the Ordinary of the Diocese or (in the case of a parish or religious institution) by the Sponsoring Authority, and shall act until his appointment is withdrawn. He shall be responsible for the spiritual and moral guidance of the unit or company and its members. He is ex-officio a member of the company to which he is appointed, of its Committees (if any) and of the Diocesan or Regional Council. Should a Chaplain be withdrawn and a successor not appointed, the Diocesan Chaplain or Regional Chaplain (or when such does not exist the National Chaplain) shall take over the chaplaincy until he notifies the Diocesan or Regional Commissioner (or Chief Commissioner) that he is resigning or that other arrangements have been made.

5

### 8 National Council

8.1 The following shall be members of the National Council

- (a) Chief Commissioner
- (b) Assistant Chief Commissioner
- (c) National Secretary
- (d) National Treasurer
- (e) National Chaplain
- (f) Diocesan or Regional Chaplains
- (g) Diocesan or Regional Commissioners
- (h) Diocesan or Regional Secretaries
- (i) Diocesan or Regional Treasurers
- (j) Members of the National Executive Board
- (k) The Outgoing Chief Commissioner for three years following completion of her term of office.
- (l) Delegates from Diocesan or Regional Organisations in proportion to their registered membership on the basis of 1 per 100 or part thereof.

3 (1)

Delegates and substitutes, who must be approved registered Officers from rank of Guider upwards, shall be appointed by Diocesan or Regional Councils and shall hold office until the next Diocesan or Regional Council Meeting. If any Diocesan Officer is unable to attend the National Council a substitute may attend.

3 (1) ii

8.2 The National Council shall meet annually.

## Constitution

## Rule Reference

8.3 Special Meeting of the National Council may be called by the National Executive Board or upon the written request of one third of the members of the National Council, stating the nature of the business to be considered.

8.4 All meetings of the National Council shall be summoned by the National Secretary giving at least 60 days notice of the meeting.

3 (1) i

8.5 The National Council elects the Chief Commissioner, Assistant Chief Commissioner, National Secretary, National Treasurer, the International Commissioner, the National Commissioners and the Ordinary Members of the National Executive Board, as stated in the Rules. All elections shall be operated on a proportional representation system with the single transferable vote.

3 (2)

3 (3)

8.6 National Officers shall be the following:

(a) Chief Commissioner - She shall be elected for a term of office of four years and may not be elected for a further term. She shall again be eligible for re-election after one year. The Chief Commissioner is the Chairman of the National Council.

(b) Assistant Chief Commissioner - She shall be elected for a term of office of four years and may not be elected for a further term. She shall again be eligible for re-election after one year.

(c) National Secretary - She shall be elected for a term of office of four years and may not be elected for a further term. She shall again be eligible for re-election after one year.

(d) National Treasurer - She shall be elected for a term of office of four years and may not be elected for a further term. She shall again be eligible for re-election after one year.

(e) National Chaplain - He shall be appointed for a three year term by the Hierarchy in consultation with the National Executive Board.

The duties and authorities of the National Officers shall be as stated in the Rules.

3 (7)

# Constitution

## Rule Reference

### 9 National Executive Board

3 (2)

9.1 The National Executive Board shall consist of the following:

- (a) National Officers.
- (b) Diocesan or Regional Commissioners and Regional Area Commissioners
- (c) International Commissioner
- (d) The outgoing Chief Commissioner for the first 3 National Executive Board meetings following her term of office
- (e) National Commissioners elected by the National Council as stated in the Rules.
- (f) Ordinary Members elected by the National Council as stated in the Rules.

Where the Diocesan/Regional or Regional Area Commissioner is unable to attend a National Executive Board meeting she shall nominate a substitute to attend.

2

9.2 The National Executive Board manages the business of the Association and exercises all legislative, executive and administrative powers of the National Council, subject to the reservation that the National Council only shall have complete authority to make and vary the Rules during the period between meetings of the National Council.

3 (4)

3 (5)

9.3 The Chief Commissioner shall be Chairman of the National Executive Board.

3 (8)

9.4 The Assistant Chief Commissioner shall be Deputy Chair of the National Executive Board.

9.5 The National Executive Board shall meet at such intervals as laid down in the Rules.

9.6 The National Officers and two members elected from amongst the other members of the National Executive Board shall act as a standing committee, which shall exercise the powers of the National Executive Board in any or all matters that may require urgent action between meetings of the Board. All action taken must be reported to the Board at its next meeting.

9.7 The National Executive Board shall form such sub-committees as it seems necessary and shall determine the duties and membership of such sub-committees.

# Constitution

## Rule Reference

### 10 Finance

- 10.1 The Accounts of the Association and of each Diocesan or Regional Council or Committee shall be audited annually by approved Auditors.
- 10.2 No Diocesan or Regional Council or Committee may pledge the credit of the Association without the authority of the National Executive Board, nor may the Association pledge the credit of a Diocesan or Regional Council or Committee.
- 10.3 Adequate insurance of property and personnel is the responsibility of the Diocesan or Regional Council or Committee.
- 10.4 All monies received by the Association, by Diocesan or Regional Councils or Committees, by local Units and Companies must be paid into a Bank Account (PO Account, etc.) in the name of the Association, Council, Committee, Unit or Company, operated by at least two (2) duly authorised signatories. No money received on behalf of Guiding may be paid into a private bank account.
- 10.5 Monies received by the Association, Council, Committee, Unit or Company shall be used solely to further the aim of the Association.

4 (2) vii

4 (2) vii

### 11 Registration

It shall be the responsibility of the Diocese or Regional Commissioner to certify the number of registered members annually to the Association, and to pay the prescribed per capita fee within one month of the date laid down by Rule, otherwise the Diocesan or Regional organisation will forfeit all privileges of membership of the Association until such registration is received by the Association.

4 (2) vi

### 12 Property

Any immovable property of the Association must be legally vested in such parties as may from time to time be authorised by rule (or by any such section or amended section of the Constitution) to hold such property. Such property may only be disposed of or dealt with in accordance with a resolution passed by a meeting of the National Council with two third majority, notice of motion having been given at a meeting of the National Council prior to the one at which the motion is to be moved.



# Constitution

## Rule Reference

### 13 The Guide Promise

On my honour with the help of God I .....  
promise to do my best to serve God and His Church, to be a responsible member of the community, to help other people at all times and to keep the Guide Law.

### 14 The Guide Law

1. A Guide can be Trusted
2. A Guide is Loyal
3. A Guide is Helpful
4. A Guide is Friendly
5. A Guide is always Polite and Considerate
6. A Guide is Kind to everyone and respects all living things.
7. A Guide is Obedient
8. A Guide is Cheerful
9. A Guide has Courage - She is never afraid to do the right thing.
10. A Guide is Tidy - She takes care of her belongings and those of other people.
11. A Guide is Self Controlled in thought word and deed.
12. A Guide does all things for the Glory of God.

### 15 The Guide Principles

1. A Guide glories in her Holy Faith and is true to it all her life.
2. A Guide loves her country.
3. The Duty of a Guide begins in her home.

### 16 The Guide Badge

The Guide Badge consists of a Celtic Cross with a shamrock superimposed. The Guide Motto, BÍ Ullamh, is on the base of the Cross.

### 17 The Guide Motto

The Motto or Watchword, BÍ Ullamh, Be Prepared, expresses the aim of the Association.

### 18 The Guide Flag

The flag of the Association consists of the cross of St Patrick on a white background. The Association Badge, surrounded by a scroll bearing the motto "Courage, Fortitude and Readiness" is shown on the centre. The motto was give to the Catholic Girl Guides of Ireland in Rome in 1934 by Pope Pius XI.

3 (6)

### 19 Standing Orders

Standing orders for the summoning and conduct of meetings of the National Council, National Executive Board, Standing Committee and other National Committees shall be as set out in the Rules.

# Constitution

## Rule Reference

### **20 Amendment Of The Constitution**

The Constitution may be amended only by a vote of two-thirds of the National Council in favour of such amendment provided the Hierarchy of Ireland and WAGGGS are notified of any amendment made and provided that no amendment of this Constitution may be made by National Council otherwise than Notice of Motion duly given at a meeting of the National Council prior to the meeting at which the Motion is to be moved.

## Rules

	Constitution Article Reference
<b>1</b> The Rules of the Association may be deleted, amended, or added to, only by the National Council on a motion properly submitted in accordance with the Rules.	20
<b>2</b> The National Executive shall have authority to make and vary such regulations as it thinks fit for the Uniform, Test and Award Requirements.	9 (2)
<b>3 National</b>	
3. (1) <i>Standing Orders for conduct of Meetings of the National Council:</i> The following orders shall be observed as standing orders for all meetings of the National Council:	7 (2) 8
3. (1) i The National Secretary shall notify the National Executive Board and all Diocesan Secretaries at least 60 days before the date of the meeting. This notice of meeting shall be accompanied by forms required for the notification of delegates and substitutes to the National Council, nomination of candidates for election as National Officers, and for election to the National Executive Board and forms for notification of resolutions and proposed alteration to the Rules. It is the duty of the Diocesan Secretary on receipt of this notice to inform all members of her Diocese entitled to attend.	
3. (1) ii Only persons whose names have been forwarded to the National Secretary on the required form at least 30 days before the date of the National Council meeting shall be entitled to attend as delegates.	
3. (1) iii The National Secretary shall send to all entitled to attend (Constitution 8) at least 14 days before the date of the meeting, a copy of the Agenda and admission card, which shall entitle her to be issued with a voting paper at the meeting.	8.1
3. (2) <i>Composition of the National Executive Board:</i> The National Executive Board shall consist of the following: (a) National Officers elected as stated in the Constitution Article 8.6 (b) Diocesan or Regional Commissioners and Regional Area Commissioners (c) Outgoing Chief Commissioner for the first 3 National Executive Boards following her term of office	7.3 9.1

## Rules

## Constitution Article Reference

<p>(d) The International Commissioner elected by National Council</p> <p>(e) National Commissioners elected by National Council with responsibility for Cygnet Guides, Brigín Guides, Guides, Ranger Guides, Training, Development, Public Relations and Outdoor Activities.</p> <p>(f) Three Ordinary elected by National Council.</p> <p>(i) The International Commissioner, the National Commissioners and the Ordinary Members shall be elected for a three-year term or for the unexpired year(s) of a term. They are eligible for re-election for a further 3-year term.</p> <p>(j) Ordinary Members shall hold office for one three year term only. They are not eligible for re-election.</p>	
<p>3. (3) <i>Nominations for election as National Officers and as Ordinary Members of the National Executive Board:</i> Candidates for election as National Officers, International Commissioner, National Commissioners or as Ordinary Members of the National Executive Board may be nominated by any Diocese or Region or by the National Executive Board.</p> <p>Candidates for election as National Officers must be at least twenty-one years of age. The nominations shall be signed by the Secretary of the Diocese, Region or National Executive Board making the nominations and by the nominee accepting the nomination and shall also carry brief biographical details of the nominee for circulation to members for the National Council.</p>	<p>8.5</p> <p>9.2</p> <p>9.5</p>
<p>3. (4) <i>Meetings of the National Executive Board:</i> The National Executive Board shall meet at least six times a year. Notice of the meeting to be sent by the National Secretary to each member two weeks previous to the meeting. The quorum for meetings is half plus one of the members.</p>	<p>9.2</p>
<p>3. (5) The National Executive Board has power to expend funds for the ordinary administration and furtherance of Guiding. For expenditure in excess of €10,000 on any one project, a two third majority vote of the total membership of the National Executive Board is necessary. Notice of motion regarding this expenditure must be given at the meeting prior to that at which the decision is made.</p>	<p>8.2</p>
<p>3. (6) <i>Standing Orders for the conduct of Meetings of the National Council and the National Executive Board:</i></p> <p>3. (6) i One half plus one of the members of the National</p>	<p>19</p>

## Rules

## Constitution Article Reference

- Council shall form a quorum.
3. (6) ii The decision of the Chair shall be final on all questions of order.
3. (6) iii No motion may be discussed unless it has been duly seconded.
3. (6) iv Only such motions and nominations as shall have been submitted in accordance with the procedure laid down by the National Executive Board shall appear on the Agenda of the National Council meeting, save that by permission of the National Council standing orders may be suspended by motion and majority vote for the purpose of consideration of business of urgent, serious importance.
3. (6) v In speaking to a motion, no member may speak more than once except by consent from the Chair. The time occupied by any speaker to a motion may be limited, provided such limitation is of general application.
3. (6) vi Each member of the National Council shall have one vote on any resolution at a meeting of the Council. Voting on resolutions are open and to be carried, a resolution shall require a simple majority. If the number of abstentions plus the number of votes against is equal or greater than the number of votes for the motion before the meeting, the motion is deemed not carried.
3. (6) vii A resolution on a matter of major policy shall require a two-thirds majority to be carried. The National Executive Board shall decide in advance if this ruling applies to resolutions submitted.
3. (6) viii A member may be suspended from the National Council for any cause which may appear to the Chair to warrant such suspension. Such suspension may be effected by demand from the Chair made on the offending member of the Council, or by a motion which may be summarily moved, all things to the contrary notwithstanding, and carried by a vote of the assembly.
3. (7) *Duties and responsibilities of the National Officers:*  
*Chief Commissioner:* She shall co-ordinate, and if necessary, direct the work of the various committees of the National Executive Board and of the Diocesan or Regional Commissioners. She shall promote the expansion and progress of the Association and shall carry out such duties as the National Executive Board

8.6

## Rules

## Constitution Article Reference

may decide.

*Assistant Chief Commissioner:* She shall assist the Chief Commissioner and in particular co-ordinate the work of the various Support Teams and Sub Committees of the National Executive Board and such other duties as the National Executive Board may decide.

*National Secretary:* She shall co-ordinate and, if necessary, direct the administrative, secretarial and information functions of the Association, and such duties as the National Executive Board may decide.

*National Treasurer:* She shall co-ordinate and, if necessary, direct the financial, fund raising, supplies and property management functions of the National Executive Board and such other duties as the National Executive Board may decide.

*National Chaplain:* The National Chaplain shall be responsible for the spiritual and moral guidance of the Association and may advise Diocesan or Regional Chaplains and Unit or Company Chaplains in their work.

9.4

3. (8) *Deputy Chairman:* A Deputy Chairman is elected by the National Executive Board at the first National Executive Board meeting after each National Council Meeting. She shall deputise for the Chairman in the event of her absence.

3. (9) *Removal of Member:*  
A member of the National Executive Board, absent without due explanation from three consecutive meetings may be adjudged by the Board as having forfeited membership and the Board may direct the National Secretary to issue such member no further summons to its meeting.

3. (10) *Power of Co-Option:*  
The National Executive Board shall have power to co-opt when a vacancy occurs. Members so appointed shall hold office only until the conclusion of the next following National Council meeting, when they will be eligible immediately to fill any unexpired terms or to hold office for any regular terms for which there are vacancies.

3. (11) *Casual Vacancies:*  
Any vacancy on the National Executive Board may be filled by a vote of a majority of members then holding office. Members so appointed shall hold office only

## Rules

## Constitution Article Reference

until the conclusion of the next following National Council meeting when they will be eligible for re-election immediately to fill any unexpired terms or to hold office for any regular terms for which there are vacancies.

3. (12) *Voting:*

Each member of the National Executive Board shall have one vote on any matter at a meeting of the Board. In the event of equality of voting, the motion before the meeting is deemed not carried.

7.4

### 4 Diocesan

4. (1) A Diocesan Council shall be formed in each Diocese as soon as possible and should normally exist where there are six or more companies in the Diocese.

4. (1) i A Regional Council rather than a Diocesan Council may be set up where the National Executive Board and the Local Officers agree that it is desirable.

4. (2) Each Diocesan or Regional Council shall -

4. (2) i Adopt its own Bye-Laws. These must be submitted to the National Executive Board and approved by it before the said Council is recognised.

4. (2) ii Hold its annual general meeting in the month of October or November. Reasonable notice of the meeting must be given.

4. (2) iii Within 14 days of the appointment of the Diocesan Officers and all Commissioners notify in writing the National Executive Board of the appointments stating in the notification the full name and address of the persons so appointed.

4. (2) iv Nominate persons for membership of the National Executive Board and National Council in accordance with Article 8. 1 (i) of the Constitution and with Rule 3. (1) ii and 3. (3).

5.2

4. (2) v Keep a register of members of the Association who live in the Diocese or Region. Such registration must be renewed annually at 31<sup>st</sup> October.

11  
5.2

4. (2) vi In accordance with Article 11 of the Constitution notify the National Executive Board of the number of registered members and pay the per capita fee prescribed by National Council on or before 1<sup>st</sup> December.

10.1

4. (2) vii Send to the National Executive Board the audited annual accounts as referred to in Article 10 of the Constitution not later than 1<sup>st</sup> December of each year. The Diocesan or Regional financial year shall end on

10.3

## Rules

## Constitution Article Reference

- 30<sup>th</sup> September. A statement of insurance policies in force must be sent at the same time.
4. (2) viii Send to the National Executive Board an annual report on Guiding activities in its Diocese or Region not later than 1<sup>st</sup> December of each year.
4. (3) The Diocesan Council shall consist of the Diocesan Chaplain, Diocesan Commissioner, Diocesan Secretary, Diocesan Treasurer, Commissioners, Unit Leaders, Guiders of the Diocese and such others as may be approved by the Diocesan Bye-Laws.
4. (3) i The Regional Council shall consist of the Regional Chaplain, Regional Commissioner, Regional Secretary, Regional Treasurer, Commissioner, Unit Leaders, Guiders of the Region and such others as may be approved by the Regional Bye-Laws.
4. (3) ii There shall be six Officer ranks in the Diocesan or Regional structure. (They need not all be used.) They are:
- Assistant Guider who shall assist the Guider.
  - Guider who is responsible for one company.
  - Unit Leader who is responsible for the companies in one parish.
  - District Commissioner who is responsible for the companies in a number of parishes (two to eight approximately).
  - Area Commissioner who is responsible for the companies in a number of districts.
  - Diocesan or Regional Commissioner who is responsible for Guiding in the Diocese or Region.
4. (4) A Diocesan or Regional Executive Committee shall be set up as soon as the Diocesan or Regional Council sees fit, but certainly when 12 (twelve) companies exist in the Diocese or Region. Where there is no Diocesan or Regional Executive Committee, the Diocesan or Regional Officers, i.e. Diocesan Regional Chaplain, Commissioner Secretary, Treasurer shall act as a Diocesan or Regional Standing Committee.
4. (5) The function of the Diocesan or Regional Executive Committee shall be to administer the movement in the Diocese or Region in accordance with the policy laid down by the Diocesan or Regional Council and subject to the National Constitution and Rules.
4. (6) The Diocesan or Regional Executive Committee shall consist of the Diocesan or Regional Officers and such others as are appointed in accordance with Diocesan



## Rules

## Constitution Article Reference

or Regional Bye-Laws.

4. (7) Diocesan or Regional Officers shall carefully note and implement the provisions of Rule 3 regarding the preparation for National Council meetings.
4. (8) Where no Diocesan or Regional Council exists, the National Executive Board may designate an Officer in Charge who will discharge the functions of the Diocesan or Regional Commissioner. Such appointment does not entitle her to membership of the National Executive Board as per Article 8.1 (f) of the Constitution.
4. (9) All warrants, commissioners and certificates of membership are issued on behalf of the Association by the Diocesan or Regional Executive Committee or Diocesan or Regional Standing Committee. All such warrants, commissions and certificates remain the property of the Association and may be withdrawn either by the Diocesan or Regional Executive Committee or the National Executive Board without assigning a reason.

### 5 Local

5. (1) The company is the basis of the movement.  
The Cygnet Company caters for girls from entry to P1 or Junior infants to age 6 at the discretion of the Dioceses / Region  
The Brígin Guide Company caters for the 6/7 to 11 year age group.  
The Guide company caters for the 10/11 to 17 year age group.  
The Ranger Guide Company caters for the 14 to 19 year age group.
5. (2) Each company is named after a title of Our Lord, Our Blessed Lady or a Saint.
5. (3) Each company has a Chaplain, Guider, Assistant Guider and is divided into patrols.
5. (4) Each company has its own distinctive colours within its own Diocese or Region.
5. (5) Each member of the company pays a registration fee to the Diocesan or Regional Executive Committee/Council.
5. (6) Should a company for any reason be dissolved all funds belonging to that company, after its liabilities have been met, shall become the property of the Diocesan or Regional Executive Committee/Council.
5. (7) A Unit may be set up in a parish where the Diocesan

## Rules

## Constitution Article Reference

Executive Committee agrees that it is desirable. The Unit consists of all companies in a parish. The Unit Leader is the parish contact.

5. (7) i Where a Unit is set up in a parish a Unit Council shall be formed. Membership of the Unit Council shall consist of the Unit Leader, Chaplain and all Officers of the parish. The Unit Leader is Chairman of the Unit Council. A Secretary is appointed. The Unit Council discusses programme planning; organised courses and badges; deals with Diocesan Correspondence; looks after finance for equipment and facilities.
5. (7) ii Where a Unit Council is set up, a Parents' Committee may be formed. Membership of the Parent's Committee shall consist of the Unit Leader, Chaplain and the parents. The function of the Committee is to fundraise for the Unit subject to the approval of the Unit Council.

7.5

### 6 Disputes

6. (1) In the event of a dispute, every effort shall be made to settle the matter locally or by reference to the next higher level of organisation. In the event of failure to reach agreement in such a way, the matter shall be referred to the National Executive Board whose decision on the matter shall be final.
6. (2) Pending the outcome of any dispute referred to the next higher authority as mentioned in 6. (1), the decision under appeal shall be binding.

### 7 Appointment Of Officers

7. (1) The following are the minimum ages for appointment:
- |                               |    |
|-------------------------------|----|
| Assistant Cygnet Guider ..... | 18 |
| Cygnet Guider .....           | 19 |
| Assistant Brigín Guider ..... | 18 |
| Brigín Guider .....           | 19 |
| Assistant Guider .....        | 18 |
| Guider .....                  | 19 |
| Assistant Ranger Guider ..... | 19 |
| Ranger Guider .....           | 21 |
| Unit Leader .....             | 23 |
| Commissioner .....            | 23 |
7. (2) Before appointment the person must have attended an appropriate Basic Training Course. Persons entering Basic Training must be of at least 18 years of age.
7. (3) Badges and insignia of rank shall be worn only by those

6

## Rules

## Constitution Article Reference

who have been appointed to the appropriate rank.

7. (4) An Officer shall be commissioned in accordance with the Diocesan or Regional Bye-Laws.

### 8 Organising A Company

8. (1) Any person interested in establishing a Company of Catholic Guides of Ireland should apply to the Headquarters for the Association within their Diocese or Region or to the National Office, c/o 12 Clanwilliam Terrace, Grand Canal Quay, Dublin 2.

### 9 Guide Sign

9. (1) The Guide Sign is given with the right hand at shoulder height, thumb resting on the nail of the little finger, the other three fingers joined and extended, palm to the front, elbow in. The Sign is given only when in uniform.
9. (2) The Guide Sign is used when reciting the Guide Promise and as a greeting between Guides.

### 10 HANDCLASP

The Guide Handclasp is given with the left hand.

### 11 Special Feasts of the Catholic Guides Of Ireland

11. (1) Feast of the Immaculate Conception - 8<sup>th</sup> December.
11. (2) Feast of St Brigid - 1<sup>st</sup> February.
11. (3) Feast of St Patrick - 17<sup>th</sup> March.
11. (4) Feast of the Guardian Angels - 2<sup>nd</sup> October.
11. (5) Feast of the Diocesan Patron Saint.