



FIJI GIRL GUIDES ASSOCIATION CONSTITUTION

2018

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SECTION 1: ORGANISATIONAL DETAILS

1.1 Organisational Name

The name of the organisation is “The Fiji Girl Guides Association “(hereinafter referred to as the “Association”).

1.2 Organisational Background

- 1.2.1 The Association is an apolitical, not- for- profit organisation run for the benefit of all girls and women in Fiji.
- 1.2.2 The National Office of the Association is located at 17 Malcolm Street, Suva, Fiji and the postal address is: P.O Box 222, GPO, Suva, Fiji.
- 1.2.3 The Association is a registered charity and was incorporated under the provision of the Charitable Trusts Ordinance on 22nd of February 1972.
- 1.2.4 The Association became an associate member of the World Association of Girl Guides and Girl Scouts (WAGGGS) on 30th August 1981 at the 23th World Conference in Orleans, France and a full member on 17th July 1996 at the 29th World Conference in Canada.

1.2 Organisation Symbols

- 1.3.1 The organisation’s colours are blue and white.
- 1.3.2 The Badge of the Association will incorporate
 - a. the Trefoil, the symbol of the three- fold Promise, in accordance with the Constitution of the World Association of Girl Guides and Girl Scouts; and
 - b. the Drua, a symbol of Fiji.

1.4 Organisational Powers

- 1.4.1 The Association has in the exercise of its affairs, all the powers of an individual.
- 1.4.2 The Association may, for example:-
 - Enter into contracts (e.g. employment, loan, lease, project)
 - Acquire, hold, deal with and dispose of property;
 - Charge for services and facilities it provides; and
 - Do other things necessary or convenient in order to carry out its affairs.

SECTION 3: MEMBERS and SUPPORTERS

3.1 Membership

is open to all girls and women in Fiji, irrespective of race, religion, disability or status and who accept the Code of Conduct and the principles expressed in the Promise and Law, as stated in this Constitution.

3.2 Membership Conditions

3.2.1 Membership is voluntary, however, regular attendance is expected of a member of a unit;

3.2.2 Members must be registered with a unit and have paid their membership fees; and

3.2.3 Members must have made their Promise to a Leader of the movement.

3.3 Honorary and Life Members

3.3.1 Honorary and Life members may be admitted by the Association, with the approval of the Board;

3.3.2 Honorary and/or Life Members must have been a member for more than 20 years, or be in a position which is able to contribute positively to the ongoing development of the Association, such as the Patron.

3.4 Supporters

3.4.1 A supporter is any person or group of people (including organisations) who:-

- accept the Code of Conduct and the principles expressed in the Promise and Law as stated in the Constitution; and
- have paid their annual supporter fee, provided sponsorship or made a significant donation

3.4.2 Each District or Province may form supporter groups by whatever name e.g. local association, as may best suit the needs of that Province or District.

3.5 Community and School Registration

All schools and community groups which support girl guide units must be registered and pay a registration fee.

3.6 Membership and Supporter Fees

- 3.6.1 Membership and Supporter registration (or recognition for donors and sponsors) is from January to December each year;
- 3.6.2 Membership & Supporter fees are to be reviewed biennially by the Management Team and recommended changes must be endorsed by the Board prior to implementation.
- 3.6.3 Fees must be reasonable and reflect the economic circumstances of Fiji.

3.7 Membership and Supporter Resignations, Suspensions, Terminations and Appeals

- 3.7.1 A member or supporter is free to resign at any time but is required to state clearly the reasons (verbally or in writing) for leaving the Association to their relevant Commissioner;
- 3.7.2 Membership and Supporter status may be suspended or terminated if, after the relevant Commissioner has thoroughly investigated a case brought before her, a person or group is found to be in breach of the Promise and Law or the Association's Code of Conduct;
- 3.7.3 The person (or group of people) must be made aware of the reasons for suspension or termination and provided with an opportunity to challenge the evidence and appeal the decision;
- 3.7.4 The right of appeal is through the Provincial and Divisional Commissioners to the Chief Commissioner, whose decision is final; and
- 3.7.5 A record must be kept of all resignations, suspensions and terminations

3.8 Loss of Membership and Supporter Status

Membership or Supporter status is lost if the annual fee has not been paid or donation provided by the end of the Term 1.

3.9 Membership and Supporter Registers

- 3.9.1 A register will be maintained of all adult members and supporters; and
- 3.9.2 The register must contain all the information required to complete reports for the World Association of Girl Guides and Girl Scouts association (WAGGGS) and to meet the management needs of the Association.

SECTION 4: STRUCTURE OF THE ASSOCIATION

4.1 The Structure

- 4.1.1 will be flexible and responsive to the changing nature and circumstances of the Association;
- 4.1.2 will support continued growth and development of the Association, positive relationships, good communication and clear reporting lines across the Association; and
- 4.1.3 will help ensure good governance practices, enhance decision-making and enable effective leadership and efficient management of the Association for its members.

4.2 The Patron

- 4.2.1 This is an honorary leadership position which is expected to command the respect and goodwill of all Fijians.
- 4.2.2 The Patronage of the Association shall be vested in the First Lady- wife of the President of the Republic of Fiji, subject to her acceptance of the fundamental Principles of Guiding.
- 4.2.3 The role of the Patron is to support and promote the Association throughout Fiji and the international community.

4.3 The Board of Management

- 4.3.1 The Board of Management will comprise Association members and non-Association members.
- 4.3.2 The Board will be managed by the Chair and assisted by a non-voting Executive Assistant.
- 4.3.3 The Chair, Vice Chair, Youth and Diversity members, must all be members of the Association.
- 4.3.4 The Treasurer and other members of the Board may be either members or non-members of the Association, but they must have the requisite specialist skills and knowledge.

4.4 The Management Team

- 4.4.1 The management team structure will remain flexible to the management needs of the organisation and promote leadership, efficiency, effectiveness and good governance practices.
- 4.4.2 The management team will be led by the Chief Commissioner and comprise Divisional and International Commissioners and the Manager, National Office and must meet face-to-face at least once a year.

4.4.3 Use of technology to facilitate member input through “virtual” meetings and electronic decision-making may be used.

4.4.3 An Executive Management Team may be formed to meet more regularly to expedite matters.

4.5 Regions

4.5.1 Members may be grouped by Unit, District, Province and/or Division.

4.5.2 The existence of Divisions, Provinces and Districts will be determined by the geography of the region, the number of guide units, their size and their level of their accessibility, and any other factor considered relevant by the Chief Commissioner.

4.5.3 Leaders of each of the regions (who may also be known as Commissioners) are both responsible and accountable for the operation of the guide units within their assigned area of responsibility.

4.5.4 Reporting will be through the District, Provincial and Divisional Commissioners to the Chief Commissioner.

4.6 The National Office Unit

4.6.1 The Unit may comprise both paid and/or volunteer Association member staff. A selection process will be followed to ensure the best possible person for the job.

4.6.2 The Unit will be organised to provide support to members of the Association and to meet the needs of the management of the Association.

4.7 Advisers and Committees

4.7.1 Advisers/Committees may be appointed/established by the Board or Management Team at any time;

4.7.2 All will have a specific goal/requirement and a set Terms of Reference and report to the determining body as directed;

4.7.3 At least one member of any Committee will be from the determining body ie the Board or the Management Team and 30% of Committee members must be under 30 years of age;

4.7.5 Advisers/Committee members may be selected by the determining body or elected by members after a call for nominations; and

4.7.6 Committee members elect a Chair and determine the rules of procedures for each Committee.

SECTION 5: THE BOARD OF MANAGEMENT

5.1 The Role of the Board of Management

The purpose of the Board of Management (herein known as “the Board”) is to:-

- monitor Association activities and ensure the Association is managed in accordance with this Constitution and good governance practices;
- provide strategic direction and support for the Association; and
- promote and support the inclusive growth and development of the Association.

5.2 The Responsibilities of the Board

- review and determine the skill set of Board members from time to time;
- recruit, supervise and if necessary, terminate the Manager of the National Office
- delegate operational management of the Association to the Chief Commissioner and the Manager National Office;
- monitor organisational performance for effectiveness and appropriate governance practices;
- scrutinise, make recommendations, reject or approve reports, strategic and annual operational plans and budgets (including revisions) and key policy documents; and
- review external financial audits and other evaluations of the Association’s activities.

5.3 Board Membership

- 5.3.1 Board membership will be voluntary and not remunerated, but all costs associated with Board functioning will be paid for by the Association;
- 5.3.2 Board members will comprise a minimum of 5 and a maximum of 7 people, of whom more than 50% must be registered members or supporters of the Association.
- 5.3.3 At least one registered Association member of the Board must be able to represent girl and youth members. A maximum age of 32 years at the time of election to the Board is recommended.
- 5.3.4 At least one registered Association member of the Board must be able to represent the diversity of actual and potential members and support inclusiveness for all girl and women members;
- 5.3.5 Association members of the Board will be elected for a 4 year term and non-members appointed for 1 or 2 years.
- 5.3.6 Any Association member vacancy on the Board arising may be filled until the next BGM by a nomination from the Management Team and endorsed by a Board quorum.

5.3.6 For non-member appointments, the Board will invite people with specialist knowledge and skills required by the Board for the next 12-24 months, to become members of the Board.

5.3.7 All Invitations must be endorsed by a Board quorum. The same process is to be followed for any vacancy of an appointed position arising during the term of the Board.

5.3.8 No member may have more than 2 consecutive terms on the Board, either as an elected or appointed member.

5.4 Eligibility for Membership to the Board

5.4.1 All Board members must demonstrate the skills, knowledge and commitment to support and promote the Association, provide strategic direction and ensure good governance practices.

5.4.2 All Board members must:

- be available to attend all Board meetings;
- support the fundamental Principles of Guiding and the Association's Code of Conduct;
- be of good character, not be bankrupt or in default of payment of a fine or debt; and
- declare actual or possible conflicts of interest that may arise, prior to taking a position on the Board.

5.5 Board Member Roles and Responsibilities

5.5.1 The Board Chair's primary responsibilities are:

- a. establishing the schedule of Board meetings;
- b. supervising Board, General and Extraordinary meetings;
- c. high level liaison with key personnel on issues of importance to the Association;
- d. ensuring the Board meets and that the Board carries out its' responsibilities; and
- e. ensuring endorsed action is carried out by the relevant people.

5.5.2 The Vice-Chair is the Chief Commissioner, who is automatically appointed on selection to this role. The primary responsibilities of the Vice- Chair are to:

- a. take over all the responsibilities of the Chair, when the Chair is unable to be present at a meeting or must withdraw from a discussion or decision due to a possible or actual conflict of interest;
- b. advise the Board on all matters related to the Guide Movement;
- c. obtain and present written reports (of her work and from Divisions and National Office Unit) at each Board meeting, for the previous reporting period;
- d. ensure all actions endorsed by a Board quorum are carried out by the relevant Association members.

5.5.3 The Treasurer's primary responsibilities are to:

- a. oversight the management of the Associations finances to ensure compliance with the approved Financial Management manual and associated guidelines;
- b. provide advice on good financial systems and practices;
- c. complete random income and expenditure reconciliations at least once quarterly;
- d. oversight the development of budgets;
- e. present finance management reports on Association activities at each Board meeting
- f. present the Auditor's report at the BGM.

5.5.4 The Youth Member's primary responsibility is to represent and give voice to the interest and concerns of Association youth members.

5.5.5 The Diversity & Inclusiveness Members' primary responsibility is to monitor, represent and give voice to the interest and concerns of all members, but in particular those in a minority or with a special need, in relation to FGGA activities and issues.

5.5.6 Appointed Members' primary responsibility is to give advice and support in areas of their expertise.

5.4.1 Board Elections

5.4.1 All Board elections must occur at a General Meeting (Biennial or Extraordinary);

5.4.2 All nominees and seconders must meet the conditions of membership e.g. be a financial member and registered with a guide unit;

5.4.3 Calls for nominees will occur if there is an (upcoming) Association member vacancy on the Board when the BGM is announced;

5.4.4 Nominees must complete the nomination form, attach a CV and send to the Chief Commissioner within the specified timeframe, to be eligible for election; and

5.4.5 Nominations may be called for at the BGM, if no nominations have been received for a particular role or roles or there has been a withdrawal of a nomination.

5.5 Board Resignations and Retirements

5.5.1 A member who resigns, must do so in writing to the Board Chair; and

5.5.2 A member who does not attend two (2) consecutive meetings, will be considered to have resigned.

5.6 Board Suspensions, Terminations and Appeals.

- 5.6.1 Membership of the Board may be suspended pending or during an investigation by the Board Chair or an independent investigator for a breach of Section 2 of the Constitution or the Association's Code of Conduct;
- 5.6.2 If the person is found, in a confidential vote by a majority of remaining Board members, to be in breach of Section 2 of this Constitution or the Association's Code of Conduct, he/she may be terminated from the Board;
- 5.6.3 There is no right of appeal against a member of the Board's removal from office under this section;
- 5.6.4 A record must be kept of all resignations, suspensions and terminations.

5.7 Board Meetings

- 5.7.1 The Board will meet at least 3 times per financial year in line with their agreed meeting plan.
- 5.7.2 Extraordinary meetings may be called at the request of the Chair or the majority of sitting Board members. Twenty-one (21) days' notice to members is required.
- 5.7.3 Call for agenda items will be at least seven (7) day in advance of a planned meetings and 21 days when a meeting date is changed. Agenda items must be sent to the Executive Assistant within the specified time, for the item to be included on the Agenda.
- 5.7.4 The meeting Agenda will be sent to each member not less than three (3) days before the appointed time of the meeting.
- 5.7.5 For members unable to be physically present at a meeting, attendance by phone or skype is permissible.
- 5.7.6 For meetings to proceed, a quorum of members must be present within **30** minutes of the start time of the meeting.
- 5.7.7 All meetings must have an agenda and minutes which are made available to members once they are confirmed.
- 5.7.8 All decisions require a quorum of those present to support the decision, for it to be endorsed.
- 5.7.9 Out-of-session electronic decision-making is permissible for a single urgent issue, if members are unable to attend an extraordinary meeting. A majority must agree in writing (email) to the process and the decision for it to be endorsed.
- 5.7.9 All reports by the Chief Commissioner and the Treasurer will be provided to the Board at least one week prior to each Board Meeting.

SECTION 7: COMMISSIONERS

7.1 Definition and Purpose

- *Commissioner* is the term used for leaders of the guide programme at District level and above. The term may change in the future.
- Commissioners are honorary roles and are the focal person for events in their region
- The role of Commissioners is to (in their own area of responsibility):
 - foster and encourage the inclusive development of the Guide Movement;
 - provide guidance and assistance to members and supporters;
 - ensure the principles of the Association are followed;
 - manage in accordance with FGGA guidelines; and
 - report as required to the Chief Commissioner.
- The number and role of Commissioners may change at any time to reflect the changing nature of the Association or to address issues arising.
- The Divisional, Provincial and District Commissioners are elected for a 3 year term which may only be extended once for a further 3 year term.

7.2 The Chief Commissioner

- represents the Guide Movement in Fiji and internationally;
- Provides oversight, guidance and support to other Commissioners and ratifies Commissioner elections;
- Consults with regions through a minimum of twice yearly visits; and
- Addresses issues and concerns arising in the Association, not able to be resolved at Divisional or Unit level.

7.3 The International Commissioner

- Is appointed by the Chief Commissioner for a 2-year term and may be reappointed for a 2nd consecutive 2-year term;
- Is the focal person for international member organisations and WAGGGS;
- Informs members via the newsletter and website of international events;
- May act as Chief Commissioner in the absence of the Chief Commissioner;
- Reports to and advises the Management Team on all international matters related to the Guide Movement.

7.4 Divisional Commissioners

- Ensure election of Commissioners in their Division;
- Provide financial, people & programme oversight, guidance and support to the Commissioners and leaders in their Division and address issues and concerns arising in their Division;
- Must submit reports to the Chief Commissioner at least 2 weeks prior to Board or General meetings;
- may delegate attendance at Management Team meetings to one of their Commissioners; and
- may be asked to act as Chief Commissioner in her absence.

SECTION 6: THE MANAGEMENT TEAM

6.1 The Management Team

Management Team members may be volunteers or paid staff, but all must be members of the Association.

6.2 Management Team Role and Responsibilities

6.2.1 The purpose of the management team is to make and implement key decisions related to the effective and efficient operation of the Association.

6.2.2 Management team responsibilities include but are not limited to:

- management of the day-to-day operations of the Association in accordance with their role, this Constitution and Board approved guidelines;
- monitoring Association activities to ensure they are in line with principles of the Association and support Association/WAGGGS programmes and the strategic directions approved by the Board;
- supporting the development of plans, budgets, policies and other guidelines deemed necessary to direct action and activities and ensure good practice;
- monitoring the work of National Office and Divisions to ensure activities are appropriate, effective & efficient, compliant with the laws of Fiji and supports the international conventions on the Rights of the Child, the Rights of Women, the Rights of People with Disabilities and Cultural Rights
- implementing endorsed Board directions and BGM decisions;
- reporting through the Chief Commissioner to the Board and stakeholders;
- ensuring open and timely two-way communication across the Association between different sections, WAGGGS, APR and other key stakeholders.

6.2.3 Management Team Meetings

- Meeting dates and times for each year should be set by February each year;
- Meetings should be monthly, but extraordinary meetings may be called at the request of the Chair or the majority of team members;
- 1 week prior to the meeting there will be a call for agenda items and member reports – all must be submitted at least 3 working days prior to the meeting.
- For face-to-face meetings to proceed a quorum of members should be present within 30 minutes of the start time of the meeting.
- Only decisions endorsed by a quorum are to be actioned.
- Use of technology to support electronic meetings and decisions is permissible if a quorum the management team supports this process and responds within 1 week of agenda and minutes are sent out.
- Draft Minutes should be sent to all management team members within 1 week of the meeting being held.
- Once minutes have been confirmed they should be made available to all Association members.

SECTION 8: BIENNIAL GENERAL MEETINGS

- 8.1 The Biennial General Meeting (BGM) should be held in the holidays of the first term.
- 8.2 At the Biennial General Meeting the following must occur:
- Election or confirmation of Board members to vacancies for Association member positions;
 - Presentation of the Biennial Board Report by the Board Chair;
 - Presentation of the Biennial Report by the Chief Commissioner;
 - Presentation of Divisional Reports by the Divisional Commissioners;
 - Presentation of the Annual Audit Reports by the Treasurer.
- 8.3 All reports tabled must be endorsed by the Board at the previous Board meeting, prior to presentation and distribution to members.
- 8.4 A notice of the BGM and nomination forms must be distributed to member locations a minimum of 28 days in advance of the BGM. The notice may include a call for items of national interest but must include a call for nominations for any actual or expected elected Board member vacancies;
- 8.5 The agenda and nominee announcements must be made available to members at least 7 days prior to the BGM. No other agenda items will be accepted after the agenda has been distributed.
- 8.6 All stakeholders can be invited to the meeting, but only (financial) adult (18+ years) members may vote.
- 8.7 the Auditor for next 2 years must be confirmed at the BGM.

SECTION 9: FINANCE, ASSET AND RECORDS MANAGEMENT

9.1 Finance Management

- 9.1.1 The organisation must have a finance management manual (or equivalent) and financial delegations approved by the Board, to guide finance practices.
- 9.1.2 The Association must have a banking account for the general management of the organisation, and separate accounts for projects. A savings account is optional.
- 9.1.3 Each account must have at least 3 signatories authorised to deposit, transfer or withdraw money. These may be either the Chief Commissioner, the International Commissioner, the Manager National Office, the Finance Officer or the Treasurer. Two signatures must be required for any transfer or withdrawal.
- 9.1.4 A record of all financial transactions, assets and liabilities must be kept in accordance with the Finance and taxation laws of Fiji.
- 9.1.5 The Finance officer must report monthly to the management team on income and expenditure, and the Treasurer must provide a finance management report to the Board at Board meetings.
- 9.1.6 The Board must appoint one or more properly qualified auditors to examine the Accounts of the Association annually, to ascertain the correctness of the Income and Expenditure Accounts and balance sheets and FGGA's financial practices.
- 9.1.7 The Auditor's Report must be presented to the Biennial General Meeting (BGM) by the Treasurer.
- 9.1.8 All membership and supporter fees must be reviewed every two years by the Management Team, endorsed by the Board.
- 9.1.9 All donations, legacies and gifts received by any member on behalf of the Association must be recorded and reported to the Board;
- 9.1.10 The Management Team or Board decides how to use all monies and gifts received in the best interest of the Association, in line with the financial delegations.
- 9.1.21 The Management Team may invest monies of the Association not immediately required on such terms that benefit the organisation and do not present any liabilities;
- 9.1.22 The Management team may borrow money for the benefit of the Association, only with the approval of the Board and where it is clear that all repayments are secure and within the ability of the organisation to pay.

9.2 Asset Management

- 9.2.1 All property, equipment or material owned by the organisation must be well maintained and stored safely and securely.
- 9.2.2 Any item (or item groups) owned by the Association and valued at \$300 or more, must be itemised in an Asset Register with set rates of depreciation where appropriate.
- 9.2.3 Any item owned by the Association and valued at less than \$300 must be itemised in an Inventory with set rates of depreciation where appropriate.
- 9.2.4 Items may be disposed of when they are broken or unsafe and unable to be repaired cost effectively. The Management Team must authorise all disposals of such items.
- 9.2.5 Property must be revalued every 5 years.
- 1.2.6 Property may be sold, improved or sub leased only with the approval of the Board.

9.3 Records Management

- 9.3.1 The Chief Commissioner must ensure that a records information system is in place to ensure that:-
 - only relevant Board and organisational records, (including instruments of title and securities) are kept safely and securely;
 - records are maintained in good condition (hard copy) or are backed-up (soft-copy);
 - records are easily accessible; and
 - records support retention of knowledge which sustains effective organisational performance.
- 9.3.2 To ensure on-going transparency and accountability, records (either soft copy or hard copy), must be accessible for reference, review or investigation.
- 9.3.3 Information must only be used for the purpose for which it is collected and access will be restricted if there is concern with use and in circumstances considered “sensitive”.
- 9.3.4 Stakeholders wishing to peruse Board and FGGA records must make their request in writing and with notice of at least 10 working days, to the Board Chair for Board matters and to the Chief Commissioner for FGGA records.

SECTION 10: INTERPRETATION, DISSOLUTION AND AMMENDMENTS

10.1 Interpretation

The Interpretation of the provisions of this Constitution by the Board is final.

10.2 Dissolution of the Association

10.2.1 The Association may be dissolved by a quorum of members present at a BGM or extraordinary meeting called by the Board Chair.

10.2.2 All members must be given at least 21 days' notice in writing of the purpose of the meeting and the reason for the proposed dissolution.

10.2.3 Assets of the Association, upon dissolution, may only be sold to cover any outstanding financial liabilities of the Association.

10.2.4 Remaining assets are to be donated, to legal charitable trusts within Fiji which exist to benefit girls and young women.

10.2.5 No member of the Association may receive any financial or commercial gain as a result of such winding up or receive any of the property or assets of the Association except by purchase for the full value of the item.

10.3 Amendments to the Constitution

10.3.1 Amendments to the Constitution may be proposed by any member, in writing, to the Board at least 30 days in advance of the next Board meeting.

10.3.2 Board notification must include the reasons for the proposed changes, details of these changes and a copy of the proposed new Constitution/By-Laws.

10.3.4 No alteration to this Constitution comes into effect unless approved by a Board quorum.

10.3.5 Members must be notified of changes within 2 weeks of the meeting.

The Fiji Girl Guide Association's Constitution was revised and approved at a Council Meeting on 24th April 2018. This Constitution shall come into effect on 30th April 2018.

Endorsed by:/...../.....
Date

Witnessed by:/...../.....
Date

Witnessed by:/...../.....
Date