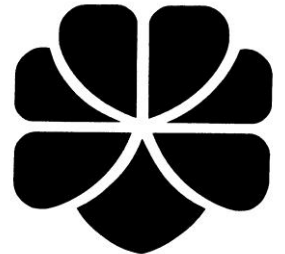


July 2016

**The
Hong Kong
Girl Guides
Association**



香港女童軍

POLICY ORGANIZATION AND RULES

(Adopted pursuant to Special Resolution passed by Members of Council at
Extraordinary General Meeting on October 22, 2016.)

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THE FOUNDER'S FOREWORD

May I draw your attention to the fact that the following pages contain RULES, not REGULATIONS.

There is a world of difference between the two. Regulations are restrictions imposed upon subjects to prevent them following their own bent, for example, the Police Regulations.

Rules, on the other hand, are guiding lines for players in a game, as in cricket, for instance.

In the present case, namely, the game of Girl Guiding, these rules are designed to help the workers, to ensure fairness, and to give the shortest road to efficient working.

Guiding is not a science to be solemnly studied – nor yet a military code for drilling discipline into girls and repressing their individuality and initiative.

No, it is a jolly game largely played in the out-of-doors – where Guiders and Guides can go adventuring together as older and younger sisters picking up health and happiness, handicraft and helpfulness, through camping and hiking and the study of nature.

Our aim, in training the girls, is the education and development of character through their individual enthusiasm from within, and not by imposing upon them collective dogmatic instructions from without.

So, on the same principle, in offering this guide to our fellow-workers in the Movement, we want to encourage their co-operation through their own individual keenness, capacity and resourcefulness, and not to bid them collectively with restrictive red tape.

The following rules are therefore, devised as likely to be helpful to them in carrying into practice the ideas conveyed in the handbook “Girl Guiding”.

Our desire is to decentralize as much as possible and to leave local administration in local hands, but for this it is essential that the main ideals, methods, and policy of the Movement should be rightly understood and acted up to.

It is with the hope that these rules may be useful and it is to that they are issued.

I am perfectly confident that the keenness of all ranks, assisted by such a code is going to develop a higher standard of good citizenship among the rising generation, and one which cannot fail to be of the highest value to the nation.

Robert Baden-Powell

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POLICY

1.00 WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS (World Association)

Founder: Robert Stevenson Smythe Baden-Powell (1857-1941) Lord Baden-Powell of Gilwell, OM GCMG GCVO KCB

Miss Agnes Baden-Powell (1858-1945)
The First President (1910-1920)

Olave, Lady Baden-Powell GBE (1889-1977)
The World Chief Guide (1930-1977)

The World Association Headquarters:
The World Bureau, Olave Centre, 12c Lyndhurst Road, London NW3 5PQ, United Kingdom.

1.01 The World Association is the governing body of Girl Guides and Girl Scouts throughout the World and is known as the World Association of Girl Guides and Girl Scouts (WAGGGS).

Every member organization includes the Trefoil in its Promise Badge, pays an agreed quota towards the expenses of the World Association, and sends an Annual Report to the World Bureau.

1.02 Symbolism is an important feature of the methods of the Girl Guide and Girl Scout Movement. It helps young people to understand that they belong to a group, which is in its turn part of the truly international Girl Guide and Girl Scout Movement alive today. WAGGGS uses several common symbols which denote the unity of the Girl Guide and Girl Scout Movement.

1.03 The World Association is divided into five Regions. They are Asia-Pacific, Europe, Western Hemisphere, Africa, and the Arab Regions. Co-operation within each region is encouraged.

2.00 HONG KONG GIRL GUIDES ASSOCIATION (the Association or HKGGA)

2.01 Guiding was introduced to Hong Kong by Mr. Duncan Tollan in 1916, as a Branch Association of the Commonwealth Girl Guides Association. The Association was established under the Hong Kong Girl Guides Association Ordinance (Chapter 1020 of the Laws of Hong Kong) and is a recognized charitable organization. It was formed to encourage and promote Guiding within the territorial boundaries of the area known as Hong Kong. In 1978, the Association was accepted as an Associate Member of WAGGGS and in 1981 became a Full Member. WAGGGS is the parent body, and the Association shall comply with the conditions of membership as set out in the constitution of WAGGGS.

2.02 The Association belongs to the Asia-Pacific Region.

3.00 PRINCIPLES

- 3.01 The Association shall adhere to the principles in the Promise and Law laid down by the Founder, Lord Baden-Powell. These provide the spiritual and ethical codes on which Guiding grows.
- 3.02 Membership is voluntary and open to all girls and adults regardless of race, religion, or nationality. The religious faith and observances of all shall be respected.
- 3.03 The Association shall be non-political, self-governing, and conduct its affairs in accordance with the Constitution and the Policy, Organization and Rules (POR) as adopted by the Council.

4.00 AIMS

- 4.01 To provide girls with the opportunity for self development of character, responsible citizenship, and service to the community as embodied in the principles of the Promise and the Law.
- 4.02 To recognize and encourage cultural identity, international goodwill and understanding by participation in and the organization of international events.

5.00 PROMISE AND LAW

As Hong Kong is a multi-national society, a Brownie Guide, Girl Guide, Ranger Guide and an adult member, upon enrolment may make her Promise in one of the ways specified below.

The Guider must ensure that each girl makes her Promise in accordance with her nationality and religion.

5.01 BROWNIE GUIDE PROMISE

I promise to do my best,
to be true to myself, my God/faith*,
and my country, (# and the country in which I live)
to help others, and
to keep the Brownie Guide Law

Note:

** choose either the word God or the word faith according to her personal convictions*

for non-Chinese nationals residing in Hong Kong Special Administrative Region

BROWNIE GUIDE LAW

As a Brownie:

I will care for my home, my community and myself.
I will do a Good Turn every day.

BROWNIE GUIDE MOTTO

Lend a Hand

5.02 GIRL GUIDE / RANGER GUIDE / ADULT MEMBER PROMISE

I promise to do my best,
to be true to myself, my God/faith*,
and my country, (# and the country in which I live)
to help others, and
to keep the Guide Law

Note:

** choose either the word God or the word faith according to her personal convictions*

#for non-Chinese nationals residing in Hong Kong Special Administrative Region

GUIDE LAW

As a Guide:

I will be reliable, honest and trustworthy.

I will use my resources wisely and help others.

I will be true to myself and respect the opinion of others.

I will face challenges and learn from my experiences.

I will care for nature and all living things.

I will be friendly and a sister to all Guides.

GUIDE MOTTO

Be Prepared

6.00 THE HONG KONG GIRL GUIDES SYMBOL



The shape of Hong Kong Girl Guides Symbol is based on the trefoil. Its notched edges recall the distinctive leaves of *Bauhinia blakeana*, Hong Kong's flower. The internal form of the symbol is a stylised version of the Chinese character “Gwong” (光) meaning a ray of light of guiding beacon, a concept especially appropriate to the spirit of Guiding. When used in colour, the symbol will be mainly in mauve which reflects the *Bauhinia* blossom's colour along with red which is considered particularly auspicious by the Chinese.

7.00 THE GIRL GUIDE EDUCATIONAL METHOD

The Girl Guiding uses a unique model of non-formal education to support the development of girls and young women. Because Guiding works with young people over a broad age spectrum and because the Guiding experience works best when young people interact as much as possible with the wider world, the Girl Guide educational method is purposefully shaped to work in very different contexts and fit almost any activity or learning need. Its five points enrich any learning

experience and make it more effective.

Learning In Small Groups
My Path, My Pace
Learning By Doing
Connecting With Others
Connecting With My World

8.00 PROGRAMME

8.01 Promise, made by every enrolled member, is fundamental to the Programme. Each girl, with the assistance of her Guider, is helped to a greater understanding and practice of the Promise through enjoyable and purposeful activities. The Programme is presented with a different approach to all Sections and helps each girl to mature by developing her

Mind
Physical Fitness
Character
Creative Ability
Relationship with People
Readiness and Ability to Serve Others
Homecraft Skills
Enjoyment of the Out-of-doors

Each girl is encouraged to set herself high standards and meet personal challenges.

9.00 TRAINING

9.01 All adult uniformed members must attend specific trainings organized by the Training Team.

9.02 All lay members and committee members are expected to attend orientation and/or training on Guiding appropriate to their areas of responsibilities.

10.00 MEMBERSHIP

10.01 The Association shall admit to membership only those who are prepared to accept the Principles and Aims of the Association and abide by the POR.

10.02 Membership shall be voluntary, but a member is expected to attend the appropriate meetings.

10.03 After making the Promise, a person becomes an enrolled member and is entitled to wear the Promise Badge and uniform.

10.04 There are two categories of membership, enrolled members and lay members.

10.05 A member wishing to resign from the Association may do so but must inform the Association.

11.00 PERSONS AUTHORIZED TO ACCEPT THE PROMISE OF NEW MEMBERS

- 11.01 All Commissioners holding a valid Warrant may accept the Promise of any new member.
- 11.02 All Trainers holding valid appointment cards may accept the Promise of any new member in training related functions.
- 11.03 In special circumstances, enrolled Vice-Presidents and Honorary Vice-Presidents may accept the Promise of new members in the presence of Commissioners.
- 11.04 A Guider holding a valid Appointment Card may accept the Promise of any new members of her own unit. She may accept the Promise of members of other units with the approval of her District Commissioner.

12.00 RELIGION

- 12.01 When a member makes her Promise, she is committed to do her best and encouraged to be active in the practice of her own faith. The essence of being true to God is the acknowledgement of the necessity for faith in God, or in a Supreme Being, or the acknowledgement of a Force higher than man, of the highest Spiritual Principles.
- 12.02 A Guide's Own can be planned as an act of worship or a time of spiritual reflection, and conducted by Guide members.

13.00 FINANCE

- 13.01 The Association shall maintain bank accounts and the appropriate authorized signatories for each account must be approved by the Executive Committee. All bank accounts must include the Honorary Treasurer as one of the authorized signatories.
- 13.02 Each Unit must have a bank account. Unit's Bank Account shall be opened either by the Association or by the Sponsoring Authorities. Opening new bank accounts through the Association must be approved by the Executive Committee. If the Unit's bank account is opened by the Sponsoring Authority, the Unit should inform the Headquarters at the time of account opening for record purpose. The Honorary Treasurer must be one of the authorized signatories of the Bank Accounts which are opened by the Association.
- 13.03 The Honorary Treasurer shall cause true accounts to be kept of all money received and expended by the Association and of all assets and liabilities.
- 13.04 The accounts of the Association shall be independently audited once in every year. A Statement of Accounts and Balance Sheet certified by the Auditors shall be presented to the Executive Committee for presentation at the Annual General Meeting.
- 13.05 The purchase and acquisition of all property or investments by the Association must have the prior approval of the Executive Committee. The Association's assets must

be held in the name of the Association in accordance with the Ordinance.

13.06 The income of the Association shall be applied towards the costs and expenses of the management, administration and functioning of the Association and the maintenance and upkeep of its properties. All contributions received by the Association and any surplus income at the end of the financial year shall be used for the furtherance of the Association.

13.07 No contribution to the Association shall give the contributor any control whatsoever over the Association, and it shall not accept any contribution which purports to give any such right of control.

13.08 All money donated to the Association is tax deductible.

13.09 FUND-RAISING

The Founder's advice to Guides was: 'DO NOT BEG FOR MONEY – EARN IT'

a) When in uniform, a member may only take part in street sales or collections of money with approval from the Chief Commissioner. A member is encouraged to assist in charitable institutions in other ways.

b) With the approval of the Chief Commissioner, units, districts, or divisions may plan a public activity for fund raising purposes. Proceeds from such events must be for specific purposes. A written plan must be submitted beforehand to the Chief Commissioner who must ensure that a good standard is maintained. When planning a public activity, permission from the appropriate Government authority must be obtained.

c) If the fund raising event involves any adventurous activity, the Safety Rules and Guidelines for Activities of the Association must be observed.

d) When doing fundraising events, the principles and regulations of Personal Data (Privacy) Ordinance must be complied with; in particular solicitation of donations by usage of personal data of data subjects is prohibited unless the data subject has consented or indicated no objection. The data user who contravenes these principles and regulations may commit criminal offence.

13.10 GRANTS

a) Certain grants are available from funds administered by the Association. Particulars of these may be obtained from the Headquarters.

b) All applications for grants from outside bodies must be made through the Chief Commissioner.

13.11 INSURANCE

a) The Association has a public liability policy, which covers all members or voluntary helpers for personal legal liability occurring in the course of their activities in an official capacity of the Association.

b) The policy covers the Association for all legal liability to all members or voluntary helpers in respect of bodily injury or property damage, which occurs in the course of activities of the Association.

13.12 SUBSCRIPTIONS

- a) The Association, as a Full Member of WAGGGS, pays a contribution to the World Quota. Each Unit is expected to pay an annual subscription towards this amount.
- b) Each member of a Unit is expected to pay a subscription to Unit funds. The Unit Guider is responsible for ensuring that an account of these funds is kept and checked annually.
- c) All members may make an annual contribution to the World Thinking Day Fund.

14.00 PUBLIC RELATIONS

14.01 The Association aims to establish and maintain good relationships and mutual understanding with the community. This is achieved by the proper behaviour of individual members, contact with other associations, organizations and relevant Government Departments and co-operation with the communication media.

14.02 The communication media includes, but is not restricted to radio, television, films, electronic media, multimedia, internet, and sound recordings for public use and printed matter and exhibitions.

14.03 Members are encouraged to make use of suitable opportunities to positively promote the Girl Guide Movement in Hong Kong through publicity in the media, but must ensure that the following guidelines are strictly followed and approved by the Chief Commissioner, Deputy Chief Commissioner, appropriate Commissioner or International Commissioner as the case may be.

- a) Advice and guidance on coverage by the media should be sought from the Chief Commissioner.
- b) Before publicly expressing an opinion on the Association's policy or principles, a member must obtain approval from the Chief Commissioner or, if time does not allow, from a Deputy Chief Commissioner.
- c) Any honorarium received must be approved by the Chief Commissioner.
- d) No member in uniform or using the name of the HKGGA or Girl Guides may take part in commercial advertising or public demonstrations without the prior written consent of the Chief Commissioner.
- e) The permission of the appropriate Commissioner (District, Division, or Region) is required before a Unit may take part in a public parade or gathering.
- f) Formal liaison with overseas associations should receive the prior approval of the International Commissioner.

14.04 Community Service is encouraged through the Region Offices. When taking part members must wear appropriate uniforms.

14.05 Invitations on behalf of the Association to high-ranking officials should be made only with the approval of the Chief Commissioner.

14.06 Political Activities: No member in uniform or using the name of the HKGGA or Girl Guides or alluding to the Association or its image may endorse or take part in political meetings or activities.

15.00 INTERNATIONAL RELATIONS

15.01 The Association seeks to promote international friendship and exchange visits with Girl Guides and Girl Scouts overseas, and through representation at World Association gatherings and events.

15.02 World Thinking Day is celebrated on 22nd February and was the joint birthday of the Founder and the World Chief Guide. On this day, all members are encouraged to give special thought to World-wide Girl Guiding and Girl Scouting, and to contribute to the World Thinking Day Fund.

15.03 Members going overseas may obtain an Introduction Card from the Headquarters and may apply to the International Commissioner for endorsement.

15.04 When uniform is to be worn during an overseas visit, written permission should be obtained from the International Commissioner.

15.05 An enrolled member going to live overseas and wishing to continue with Guiding should notify her Guider or District Commissioner, who will complete a transfer form for her to take with her.

15.06 Uniformed members from overseas:

- a) Nationals of other countries may make or renew their Promise according to the Constitution and POR of the HKGGA.
- b) An enrolled member of a Girl Guide or Girl Scout association from another country, while attached to the Girl Guide Movement in Hong Kong, is expected to wear the uniform of Hong Kong Girl Guides Association.
- c) All Guiding qualifications gained overseas are recognized when the member understands the prevailing criteria of the HKGGA.

16.00 SPONSORING AUTHORITY AND SPONSORED UNITS

16.01 A Sponsoring Authority is an organization such as a school, church, or club that supports the vision and programmes of Guiding by sponsoring Guide Unit/s within its organization. It is responsible for both the administration and finance of the Sponsored Unit by providing Guider/s, a meeting place and financial support for the operation of the Sponsored Unit. A Sponsoring Authority is required to open Bank Account for Sponsored Unit and is responsible to monitor the Bank Account and endorse the annual financial statement of the Sponsored Unit.

16.02 All Sponsoring Authorities will be invited to be members of their respective District Associations.

- 16.03 All Sponsored Units are registered under their Sponsoring Authorities and are known as Sponsored Units.
- 16.04 At the time of registration of the Sponsored Unit, agreement must be reached between the District Commissioner, Headquarters and the Sponsoring Authority as to whether the Sponsored Unit shall be confined to girls of that group or open to other girls.
- 16.05 A Sponsored Unit is registered on the nomination of the Sponsoring Authority and on the recommendation of the District Commissioner.
- 16.06 A Guider may be nominated by the Sponsoring Authority and the appointment is made by the Association.
- 16.07 A Sponsored Unit forms part of the Guide District and the District Commissioner is responsible to make sure the Guiders are trained to deliver the programme.
- 16.08 The POR of the Association apply to all Sponsored Units, without exception.
- 16.09 A Sponsored Unit is a self-governing body. All matters of internal administration, discipline, and finance are the responsibility of the Sponsored Unit but subject to the POR of the Association.

17.00 LOCAL ASSOCIATIONS

- 17.01 Each Region and District should have a body of local support known as the Regional Association or the District Association. These Local Associations are groups of lay members called into being by the Chief Commissioner to support Commissioners and Guiders and take an interest in the work of the local Units. They have no responsibility in the running of Units, and no decision affecting enrolled members may be taken by the Local Association or its governing body without consultation with the Commissioner concerned.
- 17.02 The purpose of the Local Association is:
- a) to assist the Chief Commissioner in the promotion of Guiding in the Region and the District.
 - b) to encourage suitable persons to become Guiders and to recommend them to the Commissioners.
 - c) to recommend suitable persons to act as Instructors, Badge Secretaries and Badge Assessors.
 - d) to provide financial and other support in the Region and the District.
- 17.03 The Chief Commissioner may recommend to the Executive Committee that a Local Association be disbanded.
- 17.04 The Chairperson of a Local Association shall be appointed by the Chief Commissioner. The Assistant Chief Commissioners and Division Commissioners in each Region or Division are ex-officio members of the Local Association.

- 17.05 Each Association must be registered at Headquarters and must abide by the constitution of the Regional Association and District Association.
- 17.06 Each Local Association must be administratively independent and financially self-supporting and has no call on Unit funds. The accounts of each Local Association must be officially audited and presented at its Annual General Meeting and a copy sent to the Honorary Treasurer to the Council.
- 17.07 A member of a Local Association is entitled to wear the appropriate badge for Regional Association or District Association member.
- 17.08 Local Associations may confer service awards to their members according to the criteria set up by the Awards Committee.

18.00 RELATED ORGANIZATIONS

18.01 Other Uniformed Groups

The Hong Kong Girl Guides Association organizes training, service projects and programmes with other uniformed groups. The rules for joint activities and the rules of each respective organization must be strictly observed.

18.02 The Scout Association

Lord Baden-Powell was the founder of both the Girl Guides and the Boy Scouts Movement. Cooperation between the two should be as close as possible. The constitution, organization, and finance of the Hong Kong Girl Guides Association are entirely separate from those of the Scout Association of Hong Kong. Joint training, service projects, and activities may be arranged by agreement of both Associations at Region and District level.

18.03 The Olave Baden-Powell Society (OBPS)

The OBPS is named in honour of Olave, Lady Baden Powell and its mission is to support the work of WAGGGS. The OBPS is international and people who are members in Hong Kong do not necessarily have to be members of the HKGGA. OBPS is independent and has no call upon the Hong Kong Girl Guides Association for administration, funding, or staff support.

18.04 The Friends of Asia Pacific WAGGGS

The Friends of the Asia Pacific WAGGGS was formed to help raise funds to support the programmes and projects of the Asia Pacific member organizations. Members of Friends of Asia Pacific WAGGGS in Hong Kong do not necessarily have to be members of the HKGGA. It has no call upon the Hong Kong Girl Guides Association for administration, funding or staff support.

19.00 PROTECTION OF NAMES AND UNIFORMS

Under the Hong Kong Girl Guides Association Ordinance (Chapter 1020 of the Laws of Hong Kong) the unauthorized sales, distribution, or possession of badges, tokens and emblems adopted by the Association is an offence. Any person who

contravenes the relevant provisions of the Ordinance is liable to a fine of HK\$5,000.

20.00 THE SALUTE AND THE SIGN

- 20.01 The Salute is used by enrolled members in a Parade and a Guard of Honour. It is also used during the hoisting of the National Flag and the Hong Kong Special Administrative Region Flag.



- 20.02 The Sign is used when making or renewing the Promise and at Flag and other ceremonial occasions.



- 20.03 The Salute and the Sign may only be used when in uniform.
- 20.04 Members of the Guiding and Scouting Movement may greet one another with the left handshake. The Guide Sign may also be used.

21.00 FLAGS

- 21.01 The National Flag, Hong Kong Special Administrative Region Flag, the World Flag, and the Hong Kong Girl Guides Association Flag may be used on ceremonial occasions.
- 21.02 The World Flag and the Hong Kong Girl Guides Association Flag inscribed with the name of the Unit is recognized design of a Unit Flag.

22.00 AWARDS

- 22.01 Awards are conferred on members and non-members in recognition of their service and contribution to the Association. There are four types of awards, namely: Good Service Awards, Award Certificates, Long Service Awards and Mr. Guider Awards. Full details are outlined in the Handbook on Awards.
- 22.02 Nominations can be made by any Council Member on the appropriate form which can be obtained from Headquarters, and sent to the Awards Committee which meets at least once a year. Their decision is final.
- 22.03 Nominations for Certificates of Appreciation may be sent to the Honorary Secretary to the Council at any time.
- 22.04 The Handbook on Awards is part of the POR document. Any changes would require a procedure similar to changes to the POR.

ORGANIZATION

23.00 ADMINISTRATION

23.01 The Association shall be administered by the following bodies and persons.

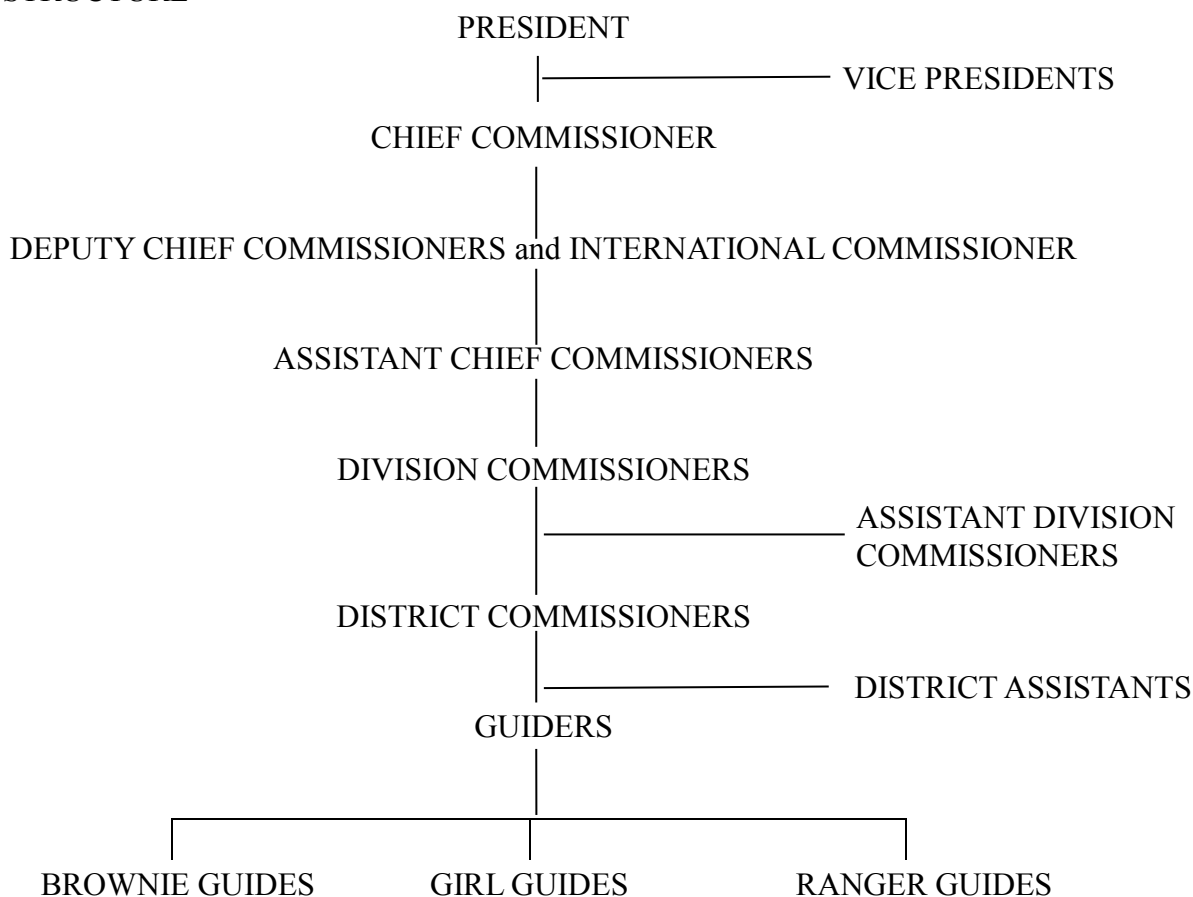
- a) Council
- b) President
- c) Chief Commissioner

23.02 The body corporate of the HKGGA shall be comprised of the President, the Vice Presidents, the Chief Commissioner, the International Commissioner, the Deputy Chief Commissioners, the Assistant Chief Commissioners, the Honorary Secretary and the Honorary Treasurer and shall exercise those powers expressly conferred on it by the Hong Kong Girl Guides Association Ordinance (Chapter 1020 of the Laws of Hong Kong).

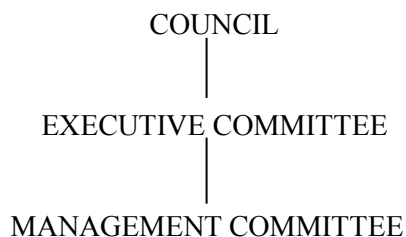
23.03 The Headquarters of the Association is situated at 8 Gascoigne Road, Kowloon, Hong Kong.

24.00 STRUCTURE OF THE ASSOCIATION

24.01 STRUCTURE



24.02 COMMITTEE CHART



According to the Constitution of the Association, the Council shall establish such committees as are necessary and the Executive Committee is vested with power to appoint and to determine the terms of reference and powers of any sub-committee it considers necessary.

25.00 COUNCIL

25.01 The functions of the Council shall be to control and manage the affairs of the Association in accordance with the Constitution of the Association.

25.02 The Council shall be constituted and operate in accordance with the Constitution of the Association.

26.00 EXECUTIVE COMMITTEE

26.01 The management of the business of the Council shall be vested in an Executive Committee, which may perform all functions except those expressly required or directed to be exercised by the Council.

26.02 The Executive Committee shall be constituted and operate in accordance with the Constitution of the Association.

27.00 MANAGEMENT COMMITTEE

27.01 The Management Committee shall be appointed by the Executive Committee.

27.02 The functions of the Management Committee shall be to perform such of the functions of the Executive Committee as shall be delegated to it by the Executive Committee.

28.00 ASSOCIATION APPOINTMENTS

All people who hold appointments should encourage Guiding spirit, which comes from working in a team, in all who participate in the activities of Guiding from Brownie Guides, to Girl Guides, to Ranger Guides and to all members of

Committees.

28.01 PATRONS

The Council, on the recommendation of the Executive Committee, may invite any person who will inspire confidence in the integrity of the Girl Guide Movement in Hong Kong to be a Patron.

28.02 OFFICE HOLDERS

Each office holder (President, Vice Presidents, Chief Commissioner, International Commissioner, Deputy Chief Commissioners, Assistant Chief Commissioners, Honorary Secretary and Honorary Treasurer) shall be elected or appointed, and shall have the powers and duties specified for that office in the Constitution of the Association. Each office holder shall comply in all respects with the Constitution of the Association in the performance of the duties of his/her office.

28.03 ADVISERS, CO-ORDINATORS AND CONSULTANTS

Advisers are Honorary Advisers to the Council; to be appointed by the Council on the recommendation of the Chief Commissioner. Coordinators and Consultants are Programme, Training and Regional appointments to be appointed by the Executive Committee on the recommendations of Management Committee. All appointments should be annual appointments.

29.00 COMMISSIONERS, ASSISTANTS AND GUIDERS

29.01 DIVISION COMMISSIONER

The Division Commissioner shall be recommended by the Deputy Chief Commissioner and/or Assistant Chief Commissioners to the Chief Commissioner who shall recommend her to the Executive Committee. She may then be appointed by the Executive Committee. The appointment will be for 1 year renewable after approval by the Executive Committee. The term of appointment of an incumbent Division Commissioner shall terminate immediately upon the appointment of a new Deputy Chief Commissioner but the same person may be re-appointed immediately by the Executive Committee if recommended by the new Deputy Chief Commissioner, and/or Assistant Chief Commissioners and the Chief Commissioner. The term may be held for a maximum of 6 years after which there should be a break of 3 years. The term of appointment for 1 year is counted based on Guiding year, that is, from 1st September to 31st August of the following year. If a Division Commissioner was appointed in the middle of a Guiding year for a period of less than one year, this is also counted as one year appointment.

The Division Commissioner shall be a member of the Commissioners-in-Council and shall be responsible to the Deputy Chief Commissioner. The appointment of a Division Commissioner shall be evidenced by a Warrant which shall be signed by the Chief Commissioner. The Warrant is not transferable. When the Division Commissioner resigns from her position she must return the Warrant to Headquarters. The Warrant shall be returned to the person when the cancellation has

been recorded.

29.02 ASSISTANT DIVISION COMMISSIONER

The Deputy Chief Commissioner may in consultation with the Assistant Chief Commissioners and Division Commissioner recommend to the Chief Commissioner the appointment of not more than two Assistant Division Commissioners in a Division. An Assistant Division Commissioner shall be appointed by the Executive Committee. The appointment will be for 1 year renewable after approval by the Executive Committee. The term of appointment of an incumbent Assistant Division Commissioner shall terminate immediately upon the appointment of a new Division Commissioner, but the same person may be re-appointed immediately by the Executive Committee if recommended to the Chief Commissioner by the Deputy Chief Commissioner, Assistant Chief Commissioners, and the new Division Commissioner. The term may be held for a maximum of 6 years after which there should be a break of 3 years. The term of appointment for 1 year is counted based on Guiding year, that is, from 1st September to 31st August of the following year. If an Assistant Division Commissioner was appointed in the middle of a Guiding year for a period of less than one year, this is also counted as one year appointment.

The Assistant Division Commissioner shall be a member of the Commissioners-in-Council and shall be responsible to the Division Commissioner. The appointment of an Assistant Division Commissioner shall be evidenced by a Warrant which shall be signed by the Chief Commissioner. The Warrant is not transferable. When the Assistant Division Commissioner resigns from her position she must return the Warrant to Headquarters. The Warrant shall be returned to the person when the cancellation has been recorded.

29.03 DISTRICT COMMISSIONER

The Deputy Chief Commissioner may in consultation with the Assistant Chief Commissioners and Division Commissioner recommend to the Chief Commissioner the appointment of District Commissioners, who shall be appointed by the Executive Committee. The appointment will be for 1 year renewable after approval by the Executive Committee. The term of appointment of an incumbent District Commissioner shall terminate immediately upon the appointment of a new Division Commissioner, but the same person may be re-appointed immediately by the Executive Committee if recommended to the Chief Commissioner by the Deputy Chief Commissioner, Assistant Chief Commissioners in consultation with the new Division Commissioner. The term may be held for a maximum of 6 years after which there should be a break of 3 years. The term of appointment for 1 year is counted based on Guiding year, that is, from 1st September to 31st August of the following year. If a District Commissioner was appointed in the middle of a Guiding year for a period of less than one year, this is also counted as one year appointment.

The District Commissioner shall be a member of the Division Team and shall be responsible to the Division Commissioner. The appointment of a District Commissioner shall be evidenced by a Warrant which shall be signed by the Chief Commissioner. The Warrant is not transferable. When the District Commissioner resigns from her position she must return the Warrant to Headquarters. The Warrant

shall be returned to the person when the cancellation has been recorded.

29.04 DISTRICT ASSISTANT

The District Commissioner may recommend to the Division Commissioner a person to act as District Assistant to help her with her duties. The District Assistant shall be appointed by the Division Commissioner with the approval of the Executive Committee. Only one District Assistant may be appointed to a District. The term of appointment of an incumbent District Assistant shall terminate immediately upon the appointment of a new District Commissioner, but the same person may be re-appointed immediately by the Division Commissioner if recommended by the new District Commissioner and approved by the Executive Committee. The appointment of a District Assistant shall be evidenced by an Appointment Card which shall be signed by the Chief Commissioner. The term may be held for a maximum of 6 years after which there should be a break of 3 years. The term of appointment for 1 year is counted based on Guiding year, that is, from 1st September to 31st August of the following year. If a District Assistant was appointed in the middle of a Guiding year for a period of less than one year, this is also counted as one year appointment.

The District Assistant shall be responsible to the District Commissioner. When the District Assistant resigns from her position she shall return the Appointment Card to her District Commissioner.

29.05 GUIDER

The District Commissioner may recommend to the Deputy Chief Commissioner a person to act as Guider. The appointment shall be approved by the Executive Committee on the recommendation of the Chief Commissioner.

The appointment of a Guider shall be evidenced by an Appointment Card which shall be signed by the Chief Commissioner. The appointment will be terminated if the Guider does not abide by the POR of the Association.

The Guider shall be responsible to the District Commissioner. When the Guider resigns from her position she shall return the Appointment Card to her District Commissioner who will return it to Guider when the resignation has been recorded by the Association.

30.00 WARRANTS

The authority of any persons to act in the capacity of:

Chief Commissioner
International Commissioner
Deputy Chief Commissioner
Assistant Chief Commissioner

shall be evidenced by a Commissioner's Warrant signed and issued by the President.

The authority of any persons to act in the capacity of:

Division Commissioner
Assistant Division Commissioner
District Commissioner

shall be evidenced by a Commissioner's Warrant signed and issued by the Chief Commissioner.

A Commissioner's Warrant may be held by a member of the Association, who has attained the age of 21 and is under 65 years of age. No person who has reached the age of 65 years can be appointed to any Commissioner position in the Association; subject only to the exception that a Commissioner whose term of appointment will extend beyond her 65th birthday may complete her then current term of office. After the then current term of office has expired, the Commissioner concerned shall not be eligible for further appointment to a Commissioner position.

Only one Commissioner's Warrant may be held by any one person at one time. The Commissioner's Warrant is not transferable. When the person resigns from her position she must return the Commissioner's Warrant to the Headquarters. The Commissioner's Warrant shall be returned to the person when the resignation is recorded and cancelled at Headquarters.

31.00 APPOINTMENT CARDS AND CERTIFICATES OF APPOINTMENT

31.01 The authority of any persons to act in the capacity of:

District Assistant Instructor
Trainer Guider
 Group Leader

shall be evidenced by an Appointment Card signed and issued by the Chief Commissioner.

An Appointment to be given to District Assistant, Trainer, Guider, Group Leader, and Instructor may be held by a member of the Association, who has attained the age of 21 and is under 65 years of age. Extension of appointment and appointment to District Assistant/Trainer/Guider/Group Leader/Instructor shall not be allowed when a person reaches the age of 65.

31.02 The authority of any persons to act in the capacity of:

Vice Presidents
Honorary Vice Presidents
Honorary Secretary to the Council
Honorary Treasurer to the Council
Honorary Advisers to the Council
Elected Representatives to the Council

Co-opted Members to the Council
Appointed Representatives to the Council

shall be evidenced by an Appointment Card signed and issued by the President.

An appointment to be given to a Vice President, Honorary Vice President, Honorary Secretary to the Council, Honorary Treasurer to the Council, Honorary Adviser to the Council, Co-opted Member to the Council or Appointed Representative to the Council may be held by a person, who has attained the age of 21 or above.

31.03 The authority of any persons to act in the capacity of:

Members of Regional Associations
Members of District Associations

shall be evidenced by a Certificate of Appointment signed and issued by the Chief Commissioner. A Certificate of Appointment to be given to a Member of Regional Association or Member of District Association may be held by a member of the Association, who has attained the age of 21 or above.

31.04 The authority of any persons in a Division to act in the capacity of:

Secretaries, Treasurers, Coordinators, Advisers, Consultants, Assistants,
Badge Secretaries, Badge Assessors, and other appointments in a Division

shall be evidenced by a Certificate of Appointment signed and issued by the Chief Commissioner.

The above-mentioned positions in a Division may be held by a member of the Association, who has attained the age of 21 and is under 65 years of age.

All such appointments in a Division should be annual appointments except for the appointment of Badge Assessors. The appointment of Badge Assessors will be continued subject to an annual review of their level of participation in badge assessment work. The appointments in Division will be terminated by the Chief Commissioner if the appointed person does not abide by the POR of the Association.

All appointed persons in a Division shall be responsible to their Division Commissioners. When any appointed persons in the Division resign from their positions they shall return the Certificates of Appointment to their Division Commissioners who will return the Certificates to them when the resignation has been recorded by the Association.

Extension of appointment and appointment to any position in a Division shall not be allowed when a person reaches the age of 65.

31.05 Before issuing an Appointment Card or Certificate of Appointment for an Association appointment, approval must be given by the Executive Committee.

In addition, before issuing an Appointment Card or Certificate of Appointment for a Division appointment, the Division Commissioner must consult the Deputy Chief Commissioner and/or Assistant Chief Commissioner.

Before issuing an Appointment Card or Certificate of Appointment for a District appointment, the District Commissioner must consult her Division Commissioner.

The Appointment Card or Certificate of Appointment shall be returned to the cardholder when the appointment is cancelled.

32.00 FUNCTIONS (refer to the Commissioner's Handbook for details.)

32.01 The Chief Commissioner's functions shall be:

- a) To promote and encourage the Girl Guide Movement in Hong Kong.
- b) To assist the working of the Council in the performance of its duties as set out in the Constitution of the Association.
- c) To recommend to the Executive Committee for its approval of appropriate persons to act as Division and Assistant Division Commissioners, District Commissioners and Guiders.
- d) To cause a record to be kept of all registrations and removals of all Warrants and Appointment Cards and Certificates of Appointment issued, withdrawn or cancelled.

32.02 The Honorary Treasurer shall be appointed by the Council to keep true accounts of all money received and expended and of all assets and liabilities of the Association. The Honorary Treasurer is responsible to the Chief Commissioner.

32.03 The Honorary Secretary shall be appointed by the Council to work in close liaison with the Chief Commissioner. She is responsible for calling meetings, compiling the agenda, the Minutes and dealing with all relevant correspondence of the Council and the Executive Committee. She oversees the registration of all Units and all Warranted persons. She will keep a record of all recipients of Association Awards. The Honorary Secretary is responsible to the Chief Commissioner.

32.04 Deputy Chief Commissioners are appointed to oversee particular aspects of Guiding in Hong Kong and to exercise the powers and responsibility as determined by the Executive Committee. They are responsible to the Chief Commissioner.

32.05 The International Commissioner is responsible for matters related to international educational programmes, our girls going overseas and overseas delegates visiting Hong Kong. International Commissioner is responsible to the Chief Commissioner.

32.06 Assistant Chief Commissioners are appointed by the Council to assist the Deputy Chief Commissioners in the area of their work. Assistant Chief Commissioners are responsible to their Deputy Chief Commissioner or International Commissioner.

- 32.07 Division Commissioners are responsible for promoting the Girl Guide Movement in Hong Kong in their Division by encouraging its development, upholding its principles and maintaining its standards. Division Commissioners are responsible to their Assistant Chief Commissioner and Deputy Chief Commissioner.
- 32.08 Assistant Division Commissioners assist the Division Commissioner and help carry out her duties in the Division. Assistant Division Commissioners are responsible to their Division Commissioner.
- 32.09 District Commissioners are responsible for promoting the Girl Guide Movement in Hong Kong in their District by encouraging its development, upholding its principles and maintaining its standards. They must create a good team spirit with their District Assistant and Guiders and are fully responsible to their Division Commissioner. District Commissioners are responsible to their Division Commissioner.
- 32.10 District Assistants assist the District Commissioner and help carry out her duties in the District. District Assistants are responsible to their District Commissioner.
- 32.11 Guiders can be Unit Guiders or Assistant Guiders. Unit Guiders lead the girls in their Unit to be responsible world citizens according to the programme, create team spirit and ensure the fun of Guiding. Assistant Guiders support the Unit Guider. Both are responsible to their District Commissioner.
- 32.12 Unit Assistants are enrolled or lay members who assist the Guider with her Unit. Unit Assistants are responsible to their Unit Guider.

33.00 THE SECTIONS

33.01 BROWNIE GUIDE

- a) The Brownie is a girl between her 6th and 12th birthdays who has made her Promise. When a Brownie Guide reaches the age of 12, she can continue to participate in her unit until the end of that Guiding Year, that is, until 31st August of that year. However, after 31st August following her 12th birthday, no girl can continue to be a Brownie Guide.
- b) The Brownie Pack should consist of not less than 2 Sixes. 12 is the minimum number of Brownies with 36 the recommended maximum number of Brownies for a Pack. There should be an adult leader over the age of 21 registered with Association as the Guider-in-charge. The ratio of adult leaders to girls should be 1:12. Additional Assistant Guiders and Unit Assistants should be recruited as required. For outings, refer to the Safety Rules and Guidelines for Activities of the Association. Where possible, every Brownie Pack should be associated with a Guide Company but where no Guide Company exists a pack may be formed and registered independently.
- c) The Six consists of not more than six girls, one of whom is appointed Sixer and one Second by the Brownie Guider.

- d) The Pack Leader is a Guide who forms a link between the Pack and the Guide Company and assists with the Pack. She is nominated by the Patrol Leaders' Council in consultation with the Brownie Guider. If she has been a Brownie Guide in the same Pack there should be an interval of approximately 2 years between leaving the Pack and returning to it. She should have gained at least one Eight Point Badge.
- e) The Promise pin can only be worn on the uniform after the Brownie's enrolment ceremony.

33.02 **GIRL GUIDE**

- a) The Guide is a girl between her 10th and 18th birthdays who has made her Promise. She may join the Ranger Section at any time after her 15th birthday. When a Girl Guide reaches the age of 18, she can continue to participate in her unit until the end of that Guiding Year, that is, until 31st August of that year. However, after 31st August following her 18th birthday, no girl can continue to be a Girl Guide.
- b) The Guide Company should consist of not less than 2 Patrols. 12 is the minimum number of Guides with 48 the recommended maximum number of Guides for the Guide Company. There should be an adult leader over the age of 21 registered with Association as the Guider-in-charge. The ratio of adult leaders to girls should be 1:16. Additional Assistant Guiders and Unit Assistants should be recruited as required. For outings, refer to the Safety Rules and Guidelines for Activities of the Association.
- c) The Patrol consists of not more than 6 to 8 girls, including the Patrol Leader and Patrol Second. The Patrol Leader is elected by the Guides in the Patrol and the Second is appointed by the Patrol Leader. The Patrol operates both as an independent unit and as an integral part of the Guide Company.
- d) The Patrol Leaders' Council is a committee within the Guide Company to manage its affairs and plan its programme. The Patrol Leaders and Guiders are ex-officio members.
- e) The Promise pin can only be worn on the uniform after the Guide's enrolment ceremony.
- f) A Brownie Guide may wear her Brownie Guide uniform on joining a Guide Unit until her enrolment ceremony.

33.03 **RANGER GUIDE**

- a) The Ranger is a girl between her 15th and 23rd birthdays who has made her Promise. When a Ranger Guide reaches the age of 23, she can continue to participate in her unit until the end of that Guiding Year, that is, until 31st August of that year. However, after 31st August following her 23rd birthday, no girl can continue to be a Ranger Guide.
- b) The Ranger Unit should consist of not less than 12 girls. 12 is the minimum

number of girls with 48 the recommended maximum number of girls for the Ranger Unit. There should be an adult leader over the age of 23 registered with Association as the Guider-in-charge. Additional Assistant Guiders and Unit Assistants should be recruited as required. For outings, refer to the Safety Rules and Guidelines for Activities of the Association.

- c) The Ranger Executive Committee is elected by the Rangers in a Ranger Unit to manage its affairs and plan its programme. The Guider is an adviser to the Committee.
- d) The Promise pin can only be worn on the uniform after the Ranger Guide's Investiture Ceremony. A Girl Guide may wear her Guide Uniform on joining the Unit until her investiture Ceremony.

33.04 SPECIAL UNITS

A Special Unit caters for girls with special needs who are able to understand and accept the Promise and who will benefit from the Programme.

34.00 THE TREFOIL GUILD

Members of the Association on ceasing to be actively connected with Guiding may become members of the Trefoil Guild.

Members accept the following responsibilities.

- a) To keep alive the spirit of the Guide Promise and Law
- b) To carry that spirit into the community in which they live and work
- c) To give support to Guiding

The Trefoil Guild has its own Constitution and is independently administered by its committee, while remaining an integral part of the Association. The Patron of the Trefoil Guild is invited to hold office by the committee and other honorary appointments may be made at its discretion.

The President of the Trefoil Guild is nominated by the Executive Committee on the recommendation of the Chief Commissioner. The Chairman is elected by the members of the Guild at its Annual General Meeting and this position will be evidenced by an Appointment Card, which shall be signed by the President of the Trefoil Guild.

RULES

35.00 QUALIFICATIONS FOR A WARRANT / APPOINTMENT CARD

35.01 COMMISSIONER'S WARRANT

The Deputy Chief Commissioner shall recommend the appointment of a Division Commissioner, Assistant Division Commissioner or District Commissioner, but must first ensure that she:

- a) has made the Guide Promise
- b) has attained the age of 21, has good leadership qualities and the personality and initiative to develop good relationships in Guiding and in the community
- c) is in agreement with the Principles and Methods of Guiding as stated in the POR
- d) understands and accepts her job duties and responsibilities as a Commissioner
- e) has sufficient experience and knowledge to enable her to accept these responsibilities and be able to delegate to members of her team
- f) is willing to complete the necessary training for Commissioners
- g) has a broad outlook and realizes the need for keeping abreast of Guide matters with the welfare of the girls in mind.

35.02 GUIDER'S AND ASSISTANT GUIDER'S APPOINTMENT

- a) The Guider's or Assistant Guider's Appointment is issued to a Brownie/Guide/Ranger Guider upon completing the relevant Leaders Training Course which is organized and recognized by the Association. If the Guider or Assistant Guider changes to lead another Section, she should complete the Leaders Training Course relevant to that Section and should be re-appointed with the approval of the Executive Committee.
- b) District Commissioner shall recommend the appointment of a Guider or Assistant Guider, but must first ensure that she:
 - i) has made the Guide Promise.
 - ii) has attained the age of 21 when she becomes the Unit Guider or Assistant Guider of Brownie or Guide Sections. However, under certain circumstances, the District Commissioner may recommend a Guide member between the age 18 and 20, who has completed relevant Leaders Training Course which is organized and recognized by the Association, to

the appointment of Assistant Guider.

- iii) has attained the age of 23 when she becomes the Unit Guider or Assistant Guider of Ranger Section, without exception.
- iv) is willing to attend further training and participate in activities of the District, Division and Association.

35.03 GUIDER'S TRAINING

The Guider's training should be consistent with the current Leadership Training Scheme and the criteria for Commissioner approving relevant Appointment badge and certificate as varied from time to time.

35.04 WARRANTS AND QUALIFICATIONS ISSUED OVERSEAS

a) Warrants

Overseas warrants are not transferable to Hong Kong. The District Commissioner should make enquiries about the Guider and her Guiding background and try to find a suitable Unit for her as soon as possible.

The District Commissioner will arrange for her to attend appropriate orientation and training and advise the Headquarters of the Guider's experience and qualifications, prior training and qualifications will be taken into consideration.

The District Commissioner must satisfy herself that all requirements for an overseas warrant are being put into practice before a HKGGA Appointment Card is recommended.

b) Camp Qualifications

The holder of an overseas Camp License/Permit may have her qualification endorsed by the Association provided that she:

- i) submits through her District Commissioner a photocopy of her certificate to the Camp Consultant
- ii) organizes a Camp/Holiday, complying with the Rules and Regulations of the Association
- iii) requests the District Commissioner of her District to arrange for her to be visited by a Camp Consultant during the Camp/Holiday.

Only when the required standard has been attained can the appropriate HKGGA Camp Qualification be issued.

- c) Other Guiding Qualifications should be considered and validated by appropriate Commissioners.

36.00 QUALIFICATIONS FOR AN APPOINTMENT CARD/CERTIFICATE OF APPOINTMENT

36.01 DISTRICT ASSISTANT’S APPOINTMENT

The District Commissioner shall recommend the appointment of her District Assistant but she must first ensure that she:

- a) has attained the age of 21 and is willing to accept responsibility
- b) is an-enrolled member
- c) has the ability to be a good leader
- d) understands that she is responsible to the District Commissioner and will work with her as a member of her team

36.02 APPOINTMENT IN A DIVISION: SECRETARIES, TREASURERS, COORDINATORS, ADVISERS, CONSULTANTS, ASSISTANTS, BADGE SECRETARIES, BADGE ASSESSORS, AND OTHER APPOINTMENTS

Before recommending the appointments of the above, the Deputy Chief Commissioner must ensure that the candidate:

- a) has the knowledge, experience and qualification to undertake the particular responsibilities
- b) is in agreement with the Principles and Methods of Guiding as stated in the POR and the Handbooks
- c) understand that she/he is responsible to the Division Commissioner as a member of her team

37.00 RECOGNIZED QUALIFICATIONS FOR ADULT MEMBERS

(Refer to Qualification Kit)

38.00 FLAGS

38.01 The Flags listed below may be carried in public on ceremonial occasions:

- The National Flag of the People’s Republic of China
- The Hong Kong Special Administrative Region Flag
- The recognized Flag of a Country
- The World Flag of the WAGGGS
- The Hong Kong Girl Guides Association Flag
- The Standard of the Chief Commissioner
- The Unit Flag/Colours

The Brownie Pack Pennant

Permission to carry or fly any other flag must be obtained from the Chief Commissioner or her designate.

38.02 THE UNIT FLAG/COLOURS

The World Flag or the Hong Kong Girl Guides Association Flag inscribed with the registered name of the Unit is the recognized design for a Brownie Pack, Guide Company and Ranger Unit Flag/Colours.

38.03 RANGER GUIDE SERVICE UNIT FLAG/COLOURS

A Ranger Unit may use the World Flag, the Hong Kong Girl Guides Association Flag or make its own from an approved basic design. Details of design may be obtained from appropriate Deputy Chief Commissioner.

39.00 GENERAL SAFETY

- a) All participants taking part in activities sponsored by the Association must observe the Safety Rules and Guidelines for Activities of the Association for the respective activities.
- b) Any activities held at places other than the regular meeting place must be supervised by an appointed Guider/Commissioner, or an adult aged 21 or over, approved by the Association, and the Headquarters must be informed beforehand. For such activities, a member of the Association under 18 of age must obtain written consent of her parent or legal guardian.
- c) The conditions laid down in the safety rules and guidelines for the specific activities must be observed on all occasions. The Guider-in-charge should have an up-to-date qualification, general knowledge, experience and decision-making ability to ensure the safety of the activity being held. If necessary, she should seek advice from the appropriate Commissioner of the Association.
- d) Participants taking part in Association activities must also abide by the safety regulations of related HKSAR government departments/professional bodies as approved by the Association.
- e) Where rules of adventure activities are not covered by the safety rules and guidelines for activities of the Association, the Guider-in-charge, in consultation with the appropriate Commissioner, should comply with the rules and guidelines of the appropriate government departments/professional bodies as approved by the Association.
- f) All safety rules and guidelines for activities of the Association apply to joint activities with other organizations. When organizing joint activities, the Guider-in-charge must obtain the written approval of the appropriate Commissioner. In gaining such approval, the Guider-in-charge must comply

with relevant safety rules and ensure that those responsible for running such joint activities have the necessary training and experience.

- g) Before and during an outing activity, the Guider-in-charge must always be aware of the weather conditions to ensure that the outing is held safely.
- h) For safety aspects of all specific activities and qualifications required, refer to the Safety Rules and Guidelines for Activities and the Qualification Kits of the Hong Kong Girl Guides Association.

40.00 UNIFORM

40.01 A Guide member in uniform represents the Hong Kong Girl Guides Association. All uniform should be worn correctly and smartly and appropriate for the occasion. Uniform should be worn strictly according to the Handbook on Uniform.

40.02 An overseas Guide member who is registered with a Hong Kong Unit must wear the Hong Kong Uniform. She may wear the Hong Kong Promise Badge and Qualification Badges gained in her own country.

40.03 The Handbook on Uniform is part of the POR document, any changes would require a procedure similar to changes to the POR.

41.00 ALTERATION OF THE POR

The POR may only be altered by a special resolution passed at an Extraordinary General Meeting of the Council. Not less than one month's notice shall be given of any meeting of the Council in which the alteration of the POR is proposed, and the notice of the meeting in question shall set out in detail the proposed alteration.

Note: In the event of any inconsistency between the Chinese and English versions, the English version shall prevail.