

GAUGE O GUILD LIMITED

CODE OF PRACTICE

5.5 CONSTITUENCIES AND CONSTITUENCY REPRESENTATIVES

5.5.1 CONSTITUENCIES

- (i) Guild rules specify that there will be no fewer than 12 and no more than 18 Constituencies, with their boundaries being decided and published by Council.
- (ii) Constituency boundaries are based upon the Royal Mail postcodes. As far as possible, road and rail communications and geographical convenience have taken precedence over the number of members in each Constituency.

Appendix 1 sets out the Constituency names, boundaries, and post code areas covered.

5.5.2 CONSTITUENCY REPRESENTATIVES

,5.2.1 ELECTION AND TERM OF OFFICE

- (i) Members resident in each Constituency are invited to elect a representative by means of a postal ballot to serve for a period of three years. No Constituency Representative may be eligible to serve more than three consecutive terms of office.
- (ii) Candidates must be nominated by no fewer than two members. The nomination has to contain, the written acceptance of the candidate. Candidates and their nominators must be paid-up members of the Guild at the date of nomination.
- (iii) Candidates cannot represent, or stand for election, in more than one constituency at any given time.
- (iv) If no nomination is received in a particular constituency, nominations may be considered on behalf of a nominee residing in an adjacent Royal Mail postcode area. In the event that this does not yield a nominee, Council may invite a member to represent the Constituency. Following Council inviting a member to represent a constituency, the appointment must be ratified at the following A.G.M.
- (v) For each constituency, Council determines the dates for nomination and election, the result of the postal ballot being announced at the A.G.M following the election. In constituencies where only one or no nomination has been received, members will be so informed in the Guild News published prior to the A.G.M. where this is practicable.

5.5.2.2 DUTIES OF CONSTITUENCY REPRESENTATIVES

5.5.2.3 PARTICIPATION IN COUNCIL

- (i) Attend Guild Council meetings, and bring Constituency matters before Council. Participate in discussion on matters placed before Council and to take part in Council decision-making.
- (ii) Failure to attend more than two Council meetings in any twelve months, other than in exceptional circumstances, may result in Council rescinding the appointment as a Constituency Representative.
- (iii) The Constituency Representative will draw Council's attention, in a constructive way, to occasions when they believe Guild policy decisions, or Guild rules are not being followed.

5.5.2.4 PARTICIPATION IN THE MANAGEMENT OF THE GUILD

- (i) Council members would be expected to serve on a committee as part of their contribution to the effective running of the Guild.

5.5.2.5 LIAISON BETWEEN CONSTITUENCY MEMBERSHIP AND GUILD

- (i) To liaise between the Guild and constituency membership through reporting to Council the known views, where appropriate, of constituency members.
- (ii) In as far as is practicable and appropriate, cascade Guild information to members. Ensure that any relevant feed-back is relayed the Guild.

5.5.2.6 REPRESENTATION OF THE GUILD

- (i) The Constituency Representative should acknowledge that they represent the Guild in the eyes of the members and with others in their area connected with the hobby. They should ensure a Guild representation at appropriate events within their area. They should encourage a growing Guild membership.
- (ii) To wherever possible reduce the burden on the Guild Management. By acting as the Guild's representative at those events, which would normally involve a Guild presence.
- (iii) To assist The Service for Executors and Trustees with the collection and delivery of items for sale.

5.5.2.7 REPRESENTATION OF MEMBERS INTERESTS

- (i) The Representative should ensure that members' complaints, requests for information, or clarification are brought before Council or the appropriate Guild Officer. Also ensure that satisfactory replies are obtained.

5.5.2.8 CONSTITUENCY BUDGETS

Constituency representatives are provided with an annual budget as an aid to carrying out the responsibilities outlined above. Those amounts claimed should be supported wherever possible by receipts and submitted to the Chairman of the Membership and General Purposes Committee soon as the expenses are incurred. This will assist the Chairman of the Membership and General purposes Committee in publishing a synopsis of individual constituency expenditure.

15 February 2008