

Girlguiding Scotland

Polaris

Constitution

Polaris is Girlguiding Scotland's Forum for Young Women aged 16-25. The role of Polaris Members is to contribute to the development of Girlguiding Scotland, in particular the senior section.

Girlguiding Scotland is the operating name of the Guide Association Scotland.

Polaris Membership

- Any member of Girlguiding Scotland aged 16 – 25 may join Polaris.
- Membership will continue until the member reaches her 26th birthday or terminates her membership by informing the secretary.

Aims

- To contribute to the development the Senior Section membership of Girlguiding Scotland.
- To provide opportunities for members to network with others within the Movement and externally.
- To participate, at the request of Girlguiding Scotland or Girlguiding UK, in consultations within Guiding or with external agencies to influence decision making at local and national level.

Polaris Planning Team

Responsibilities

- Planning, running and evaluating two open meetings per annum for all Polaris members based upon suggestions from the membership.
- 3 – 5 planning meetings per year will be held with traveling expenses paid for in accordance with Scottish Headquarters Travel policy.
- Minutes of the meetings of the Planning Team will be taken and circulated to all members of the Planning Team, Scottish Chief Commissioner, Senior Section Advisor, Program Working Group and the Guiding Development Manager (SHQ).

Membership

- There will be 8 Polaris members on the Planning team
- The team will consist of
 - Chair - to be elected
 - Vice Chair – appointed by Chair
 - Secretary – To be elected
 - Five other elected members who may be asked to undertake roles as required for specific events or pieces of work.
- Members will serve on the planning team for two years unless they resign earlier.
- Additional members may be co-opted for specific tasks.
- Any member of Polaris can be nominated for office.
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- If more than one person is nominated for a position there will be a vote.
- Voting will be undertaken as follows
 1. The person in the chair will announce the nominations.
 2. Each Polaris member will have one vote.
 3. Voting is carried out by secret ballot
 4. The person with most votes will be appointed to the role being balloted.
- Quorum of the planning team will be half plus one.

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Roles

- The Chair will sit on the Scottish Executive.
- When the chair is unable to attend Scottish executive meetings the vice chair will attend in her place.
- The Chair will co-ordinate the organisation of the day and weekend meetings delegating tasks as appropriate
- The vice chair will work with the chair in the planning and organising of meetings and events and take over her responsibilities when necessary.
- The Secretary will minute all meetings and co-ordinate the paperwork necessary for meetings, delegating tasks as appropriate.

Planning Team Elections

Elections to the Planning Team will be held at one of the Polaris open meetings, as required by the retirement or resignation of serving members.

The process of election for these positions will be:

- Notice of the number of impending vacancies will be indicated to the membership, by post or email, no later than three weeks before the open meeting.
- Individuals interested in standing for election will register their interest, either written or verbal to the secretary one week prior to the open meeting.
- The Secretary or Chairperson will contact such members acknowledging their interest and stating the details of the election process.
- At the open meeting each candidate will give a short resume. If the candidate is unable to attend, she may arrange for another member of Polaris to give her resume in her absence.
- Voting will be by secret ballot during the Business Meeting.
- Postal/electronic votes can be requested by members unable to attend the open meeting and will be granted at the discretion of the chair.
- The Chair shall be nominated, with her consent, and seconded by members of the Planning Team.
- The Vice Chair shall be invited by the Chair
- The Secretary shall be nominated, with her consent, and seconded by members of the Planning Team.
- Additional roles may be created and elected as required by the Planning Team.

General Meetings

- There will be two open meetings of Polaris per year; these will consist of a day and a weekend event.
- Invitations to attend these events will be sent out to all Senior Section members in Scotland through the usual channels and widely advertised within Girlguiding Scotland.
- At each residential event BYC and SYP delegates are expected to prepare a session relevant to their role.
- Scottish Headquarters will meet a proportion of traveling expenses from members who attend Polaris Meetings, in accordance with the Scottish Headquarters Travel policy.