

# BC TREFOIL GUILD HANDBOOK



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BC Council

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## **Vision, Mission & Values**

### **Vision**

Girl Guides of Canada-Guides du Canada, the organization of choice for girls and women, makes a positive difference in the life of every girl and woman who experiences Guiding so she can contribute responsibly to her communities.

### **Mission**

Girl Guides of Canada-Guides du Canada is a Movement of girls and women that challenges Members in their personal development and empowers them to be responsible citizens.

### **Values**

The stated values for Girl Guides of Canada-Guides du Canada are stipulated in the Promise and Law:

### **Promise**

I promise to do my best,  
To be true to myself, my God/faith\* and Canada;  
I will help others,  
And accept the Guiding Law.

*\*Choose either the word God or the word faith according to your personal convictions.*

### **Law**

The Guiding Law challenges me to:

- be honest and trustworthy
- use my resources wisely
- respect myself and others
- recognize and use my talents and abilities
- protect our common environment
- live with courage and strength
- share in the sisterhood of Guiding.

## 1. WHAT IS THE TREFOIL GUILD?

The Trefoil Guild is part of the worldwide Girl Guide Movement. Trefoil is open to women over the age of 30 who have been enrolled in Guiding previously, or who are willing to be enrolled. Members may be active in other aspects of Guiding.

Members accept the following responsibilities:

- To maintain the spirit of the Promise and Law.
- To carry that spirit into the communities in which they live and work.
- To give support to Guiding.

With their background of Guiding, Members (who have their Police Records Check) would be particularly qualified to give practical help in Guide activities, such as teaching or testing for badges, assisting at rallies or Brownie revels, sharing Guiding history, etc., as well as helping with fund raising (acceptable standards of fund raising methods for the Girl Guides of Canada – Guides du Canada and BC Policies apply equally to the Trefoil Guilds).

The Girl Guide Area, Division or District Council in which a Trefoil Guild is located may wish to invite a Trefoil Guild representative to attend its meetings. This has proved to be a good way to keep the Guilds in touch with events in Guiding, and also to inform Guiding about the Trefoil Guild's activities. Reports to the Provincial Membership Committee are made by the BC Trefoil Guild Adviser.

## 2. HISTORY OF THE TREFOIL GUILD IN CANADA

The earliest known registered Canadian Trefoil Guild; continuously active since its start is the 1<sup>st</sup> Victoria Guild. This Guild was registered at Girl Guide Headquarters on June 2, 1961. This Guild later divided into the 1<sup>st</sup> and 2<sup>nd</sup> Victoria Guilds. The 1<sup>st</sup> Ottawa Guild, together with Cowichan District and Vernon Guilds in British Columbia, began during the 1960's and in 1974, a fifth British Columbia Guild, Burnaby-Royal Area Guild, was formed. In June 1975, four of the five BC Guilds met together in Vancouver for their first joint Gathering. In March 1976, the BC Provincial Commissioner appointed a Trefoil Guild Liaison to act as a link between the Council and the Guilds, and in June of that year another joint Gathering was held in Vancouver. At this time a draft "British Columbia Trefoil Guild Organization and Aims" was drawn up. The Provincial Council at their meeting in September 1976 approved this. This early version became outdated, and in August 1986 the Provincial Commissioner approved a British Columbia Trefoil Guild Handbook. In the meantime, the 1<sup>st</sup> Ottawa Trefoil Guild had been in touch with Guilds in British Columbia, and in 1977 the latter made enquiries through their Provincial Commissioner, to find out whether any other Province had Trefoil Guilds with whom they could correspond. Alberta Girl Guides then appointed a Trefoil Guild Co-ordinator to organize Trefoil Guilds in that Province. Since then the Trefoil Guild has grown, and is now active in every Province and Territory in Canada.

The first National Gathering of Trefoil Guilds was held in 1992 in British Columbia. Because of its great success, National Gatherings have been held in St. Catharines, Ontario in 1995, Halifax, Nova Scotia in 1998, Calgary, Alberta in 2001 and Ottawa, Ontario in 2004. In 2007, the National Gathering will be in New Brunswick.

### **3. ORGANIZATION OF THE PROVINCIAL TREFOIL GUILD EXECUTIVE**

#### **a) BC Trefoil Guild Executive**

An Executive Committee of three Trefoil Guild Members in good standing, who are elected at the Annual General Meeting, directs the affairs of the British Columbia Trefoil Guild. The Committee consists of:

The BC Trefoil Guild President  
The Secretary / Vice-President  
The Treasurer

The President is elected at the Annual General Meeting. She appoints her Secretary/Vice-President, Treasurer, and Publications Editor. In order to reduce travel and meeting expenses, the whole Executive should be from one Guild or group of Guilds, who are geographically close together. The term of office is three years. The Executive Council may be appointed for a further term of two years, with the approval of the Guilds and of the BC Membership Committee. Any vacancies arising in the interval could be filled from the same group of Guilds. One Member of the immediate past Committee may, at the wish of the new Executive, remain on the newly-elected Committee for one year. She shall have voice, but no vote.

Ex-officio Members are:

BC Trefoil Guild Adviser,  
Publications Editor,  
Member(s) attending at the request of the Executive, and  
BC Membership Director.

#### **Duties and responsibilities of the BC Trefoil Guild Executive**

The BC Guild Executive ensures that:

- the Annual General Meeting is planned,
- the Newsletter is published, and
- activities / concerns are brought to the attention of the BC Trefoil Guild Adviser.



**i) President**

- Acts as the Executive Chairperson.
- Circulates information as required.
- Prepares the agenda for Executive meeting and the Annual General Meeting.
- Communicates with the BC Trefoil Guild Adviser.

**ii) Secretary / Vice President**

- Acts for the Trefoil Executive President in her absence, as designated.
- Ensures that all BC Guilds are notified of the Annual General Meeting.
- Records and keeps the minutes of Executive meetings, and the minutes of the Annual General Meeting.
- Maintains a mailing list of all Guilds through iMIS.
- Writes letters as required, and files correspondence.
- Maintains the BC Trefoil Guild Memorial Book and History Book.

**iii) Treasurer**

- Collects the BC Trefoil Guild membership dues from the Guilds.
- Receives Guilds contributions to CWFF, and forwards the same to the Provincial Council Treasurer.
- Maintains accounts and makes financial reports as required.
- Provides a statement of accounts for the BC Trefoil Guild Annual General Meeting.
- Provides a year-end financial statement to the Provincial Finance Committee for auditing.
- Has Trefoil crests, ribbons, and scarves for sale.

**iv) Publications Editor**

- Prepares the *BC Bulletin* for publication each fall and spring.

**b) BC Trefoil Guild Adviser**

The BC Trefoil Guild Adviser is a Member of the BC Membership Committee. She is nominated by Members of the BC Trefoil Guilds and of the BC Membership Committee, and appointed by the Membership Director. She has a term of three (3) years, with an optional and final two-year term.

- Act as a liaison between BC Council (via the Membership Committee and BC Trefoil Guild Executive).
- Answers enquiries pertaining to the Trefoil Guilds.
- Encourages and identifies recruitment opportunities for Trefoil Guild membership.
- Attends the BC Trefoil Guild Executive Committee meetings and the Annual General Meeting.



- Attends Membership Committee meetings, and reports on the activities and concerns of the Trefoil Guilds.
- Submits an Annual Report and Budget to the Membership Director.
- Ensures that all Trefoil publications are reviewed and kept current.
- Advises potential Guilds and potential Lone Guild Members on registration procedures.

#### **c) Annual General Meeting and Conference**

The Provincial Trefoil Guild Executive will arrange an Annual General Meeting in conjunction with the Annual Trefoil Guild Conference.

### **4. Guilds**

The President, Vice-President (if desired), Secretary and Treasurer of each Guild must meet the criteria for membership in Girl Guides of Canada – Guides du Canada as defined by *POR*. They are to be elected by their Guild. Their term of office is three (3) years, and a further two years if mutually agreed upon by the officers and the Guild Members. They *cannot* be re-elected to the same office until after a lapse of one year. Other Guild Members may be designated for particular duties if required. Guilds decide their own programs of activity and frequency of meetings. The whole Guild should meet once a year for an Annual Meeting, at which time, if necessary, a new Executive is elected. Names of the Executive should be sent to the BC Trefoil Guild Adviser and to the BC Trefoil Executive Secretary.

#### **a) Starting a New Guild**

A Trefoil Guild can be started by a group getting together and contacting their Commissioner. New Trefoil Guilds are registered through their Guiding Council, with the assistance of their Commissioner.

The Guild should manage its own affairs.

Guilds elect their own President and Executive, and decide their own programs. They meet, as often as is convenient for their Members, though regular attendance at meetings is not a requirement of membership. Some Members are able to give help or attend meetings only occasionally, but like to keep in touch with Guiding through the Guild. The usual meeting intervals are monthly, bi-monthly or quarterly.

#### **b) Membership**

Membership is open to women over the age of 30 who have been enrolled in Guiding, or who are willing to be enrolled. Members may be active in other aspects of Guiding. Trefoil Guild Members meet together for the purpose of sisterhood, service, and Keeping the Spirit of Guiding Alive.

Women who have not previously been enrolled, but who are willing to make the Guide Promise may become Members. They must fulfill the conditions of Girl Guides of Canada – Guides du Canada before being admitted as a Member of the Trefoil Guild.

On joining the Trefoil Guild, Members are asked to accept the wider responsibility of Guild membership, as follows:

- To keep alive the spirit of the Guide Promise and Law.
- To carry that spirit into the communities in which they live and work.
- To give support to Guiding.

They are then entitled to wear the Trefoil Guild pin. As most Members have made their Promise previously, they are “admitted,” not “enrolled,” in the Trefoil Guilds. A short *admission ceremony* may be used. See the back of this Handbook for a suggested format. Some Guilds prefer to make up their own ceremonies.

All Trefoil Members are required to have completed a Police Records Check (PRC) or an Exemption Form.

#### **c) Dues**

Guild dues are decided upon by each Guild to cover their operating expenses. Guilds MUST adhere to Girl Guides of Canada financial policies and procedures as outlined in the current edition of *Policy, Organization and Rules* (POR).

BC Trefoil Guild Membership Fees are paid annually by each Guild Member. This fee is to cover expenses of operation for the BC Trefoil Guild Executive Committee. The reviewed financial statement for the previous year, the operations budget for the upcoming year, and the BC Trefoil Guild fee are to be presented by the BC Trefoil Guild Executive for approval by the voting Members at the Annual General Meeting. Each Guild in BC may nominate two (2) voting Members for the AGM.

Girl Guides of Canada National Membership Fees are paid at the District, Division or Area level where the Guild is registered.

#### **d) Pin and Crest**

The Trefoil Guild Membership Pin is available from the Provincial Guide Store. All Members are entitled to wear the Trefoil Guild pin with the appropriate adult uniform or out of uniform.

The BC Trefoil Guild crests, ribbons, and scarves are available through the BC Trefoil Guild Executive Treasurer.

#### **e) Uniform**

Appropriate adult uniform or Trefoil clothing is available through Guide Stores. A purple ribbon may be worn with the Trefoil Guild pin, to identify Trefoil Guild Members.



## **f) Awards and Recognition of Service**

Members of the Trefoil Guild are eligible for Long Service recognition, and are also eligible for Awards.

## **g) Publications**

The *BC Trefoil Guild Handbook* is available from the BC Trefoil Guild Adviser or the Trefoil Guild Executive Secretary / Vice President.

The *BC Bulletin* is issued twice yearly, to all registered Members. A *National Trefoil Guild Newsletter* is also issued twice yearly. Members also receive *The Canadian Guider* and *Pipeline*. Other publications may be obtained from the Guide Store.

*The Trefoil*, a quarterly magazine published by Commonwealth Headquarters in London, is available by subscription. Canadian and other overseas news is included, if sent in by Guilds.

## **INTERNATIONAL SCOUT GUIDE FELLOWSHIP (ISGF)**

ISGF is an organization for adults wishing to keep alive the ideal of service specific to the Scout and Guide Promise, keep in touch with Scouting and Guiding, be present in all countries where Scouting and Guiding are alive (in order to better support them worldwide), and to maintain and strengthen contacts with all ISGF Member Organizations.

Individual Trefoil Guild Members may also be Members of ISGF. This is a personal choice.

The Trefoil Guild may have a Liaison Member to ISGF.

ISGF information received may be included in the BC Bulletin. An ISGF representative may be asked to present a report to the BC Trefoil Guild Annual General Meeting.

## **B-P GUILD**

The organization for former Members of the Scout Organization is the B-P Guild. It is organized and administered separately from the Trefoil Guild, but there is scope for cooperation between the two Guilds in such events as International Day celebrations, Thinking Day meetings, helping at Guide/Scout events, and in community matters. It is hoped that Trefoil Guilds will cooperate with B-P Guilds in such matters of mutual concern as may seem appropriate for joint action.



## SUGGESTED TREFOIL GUILD ADMISSION CEREMONY

### President

As Members of the Trefoil Guild, we witness that Guiding is an attitude of mind and a way of life, and we are ever mindful of the challenge, "Once a Guide, always a Guide."

Are you willing to undertake the responsibilities of membership by helping us to keep alive the spirit of the Guide Promise and Law, carrying that spirit into the community in which you live, and helping the Guide organization in whatever ways you can?

**Response: I AM**

(Shaking hand) We welcome you to membership of the Trefoil Guild (pins on badge) and trust you will wear this badge as a symbol of membership.

We are very glad to receive you as a Member of the \_\_\_\_\_  
(insert name of your Guild)

