

BOUNDARIES, UNITS AND OTHER RESOURCES

Membership Transfers & Relocation

When a Member is Moving Away

Girls

Let the parents know that their child's membership is transferable and that Guiding can help build friendships in the new community assisting their child with the transition. Give them the Canada-wide phone number (1-800-565-8111) and the girl's iMIS number. The girl should receive a copy of her record sheet to take with her.

Adults

Remind the Guider that Guiding is a sisterhood, that we have a common bond and that it's a great way to make new friends in her new community! Be prepared (and offer) to give her the contact information for the Commissioner in her new home (use your area iMIS specialist as a resource) and give her the Canada-wide phone number (1-800-565-8111).

When a Member Moves Into Your District/Area

Girls

Girls are accepted immediately into an appropriate unit. If it's prior to registration, she will be registered as a "returning girl" rather than a "new girl". If she comes to you part way through the Guiding year, no additional membership fees are charged; activity fees may be assessed (e.g., special events, camping trips).

Your area iMIS specialist can put you in contact with the girl's previous Guider for more information and record transfers.

Adults

To confirm a member's current status, request her iMIS profile from your area iMIS specialist. Following placement, please ensure that her iMIS record is updated.

Her screening does not need to be completed again, however an informal "interview" may help to assess what position would be a best fit.

It is advisable to contact the transferring Guider's previous commissioner to help place her in the most appropriate position.

Opening and Closing Units

Use *Unit/Property Form (B.1)* and submit it to the provincial office for registration. Remember, the name is not confirmed until you receive notification from the provincial office (to ensure the name is not currently in use elsewhere).

Please remember to submit the B.1 form to the provincial office if you close a unit.



Changes of Name and Boundary

Procedure

Any changes of district boundaries and names may be made at the discretion of the area council concerned, with provincial approval. It is the responsibility of the Area Commissioner to inform the provincial Membership Committee when such changes are made.

A change of an area boundary or name may only be made at the discretion of the provincial council, in consultation with the provincial Membership Committee.

Guidelines

These guidelines have been drawn up to assist you when you are considering changes in district or area names and/or boundaries.

When the application is completed, your area council will be asked to approve it.

The following steps are meant to launch your committee upon a constructive approach to the process. The provincial Membership Committee is available to all councils who wish to have help with this process, both with data collection and completion of the final phase.

Change of Name

Step one: create a committee

- Consider what is best for Guiding and eliminate personal feelings.
- Find out why the council wants to change its name.
- Work with a committee of at least three to five people to explore pros and cons of the name change.
- When considering a new name, please consider names that tie directly to the local area/community (e.g., local landmarks, history and personalities). Having meaningful names fosters a sense of belonging and pride.

Step two: approval of a committee

- Using the information collected, the task group committee will make recommendations to its council.
- The council will vote upon the recommendations made by the committee. A majority of 75% is required to pass the motion.
- If the council approves the recommendation of the committee, the Commissioner from that council takes the recommendation, as approved in minutes, to her parent council for approval.
- Once the parent council has approved the recommended changes, the originating Commissioner will contact the Member Records Administrator at the Provincial Office and submit the approved changes for implementation into iMIS.

Change of Boundaries

Step one

- Consider what is best for Guiding and eliminate personal feelings.
- Work with a committee of at least 3 to 5 people. It is necessary to use members of Guiding, but other civic-minded persons may be valuable in providing a different approach, and so they may be included in this committee. It is recommended that the area membership adviser be an ex-



officio member of the committee to assist with membership issues.

Step two

- Have large, clear maps of your locale. Those in urban areas will not find these difficult to get and forestry associations may assist those in rural areas.
- Ask the question: “if there were no current boundaries, how would it be drawn from scratch?”
- Use the tools in the national *Membership Support section* to collect, collate and examine the information from within your boundaries, including the following methods of research:
 - a. Observe the natural flow of traffic and shopping habits.
 - b. If rural, find out the subdividing acreage limits (one-, two-, three-, five-or 10-acre lots).
 - c. Get estimated school population and information about areas of growth or decline from school boards.
 - d. Get land use surveys for future subdivisions and information about proposed areas of growth or decline from the Community Development Office.
 - e. Get statistical data on Guiding in the area. Find out what positions need to be filled and where to look for growth.
 - f. Ask questions, such as, “Is our current structure working? Why or why not?”, “What structure will be best for Guiding?” and “What is the best use of our Guiding resources, including human resources?”
- If you have issues regarding council funds or items owned by the council, you may wish to bring in an outside facilitator to assist in distributing these items.
- If you are combining or splitting councils, all new councils may wish to create a new name to avoid any negative emotions.

Step three

- Using the information collected, the task group committee will make recommendations to the councils concerned. If the committee is recommending a merger of two councils, the recommendations must be made to both councils.
- Each council affected will then vote independently upon the recommendations made by the committee. A majority of 75% from each council is required to pass the motion. The vote may be taken by show of hands, secret ballot or mail-in ballot. All abstentions vote in favour of the majority.
- If each of the councils approves the recommendations of the committee, the Commissioner from that council takes the recommendation, as approved in the minutes to the parent council for approval.
- Once the parent council has approved the recommended changes, the Area Commissioner(s) will contact the provincial Membership Committee via membership@bc-girlguides.org and include the motion that was passed at the parent council meeting, along with the instructions for changes in iMIS, and a map with the new boundaries.
- The BC Membership Adviser will then circulate the motion to BC Membership Committee to acknowledge receipt of the motion and change requested.
- The Membership Adviser will then notify the Member Records Administrator as well as the Area Commissioner that the changes should be made in iMIS accordingly.
- Changes are reported to BC Council in the Membership Committee report.

Other resources:

[Membership Committee Handbook](#)