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1. INTRODUCTION

“ONCE A GUIDE ALWAYS A GUIDE”

Thousands of women and girls are enrolled annually as Guides in Australia. Some leave uniformed Guiding for a variety of reasons but wish to continue contact with the Movement and to maintain the standards and ideals of service experienced through Guiding. Membership of the Trefoil Guild is an admirable means of achieving this.

“The purpose of a Trefoil Guild is to keep alive the spirit of the Promise and Law, carry this spirit into the community and to give support to Guiding.”
(2.12 Guide Lines Guides Australia 3rd Ed.)

1.1 The Guide Promise*

I promise that I will do my best:
to do my duty to God, to serve the Queen and my country;
to help other people; and
to keep the Guide Law.

1.2 The Guide Law

1. A Guide is loyal and can be trusted.
2. A Guide is helpful.
3. A Guide is polite and considerate.
4. A Guide is friendly and a sister to all Guides.
5. A Guide is kind to animals and respects all living things.
6. A Guide is obedient.
7. A Guide has courage and is cheerful in all difficulties.
8. A Guide makes good use of her time.
9. A Guide takes care of her own possessions and those of other people.
10. A Guide is self-controlled in all she thinks, says and does.

* When renewing or making the Guide Promise at a Trefoil Guild Admission Ceremony the member adds the phrase:

“As a member of the Trefoil Guild I affirm my intentions to carry out this Promise.”

1.3 Trefoil Guild Prayer

We ask your blessing, O Lord, on your servants met together in the Trefoil Guild. Make true Godliness and friendship flourish among us. Guide us in our deliberations and grant us wisdom and understanding in all our decisions and actions. Give us courage and loyalty that we may do according to your will in all things and so be a blessing to those among whom we live. Amen.

1.4 Why a Trefoil Guild?

'Once a Guide, always a Guide' is especially applicable to the Trefoil Guild with our adventures in Guiding to be recalled, many new adventures to enjoy together and an added bonus of combined service that is fun as well as rewarding.

Historically a Trefoil Guild was a group of women who having enjoyed membership of Girl Guides, as leaders, girls or members of the support group, wished to continue their friendships whilst contributing to their community and to Guiding.

Today, Trefoil Guild membership is open to any adult female who has or is prepared to make the Guide Promise and endeavour to live by it.

1.5 Composition of a Trefoil Guild

"The Trefoil Guild is an integral part of Guiding but is governed and administered independently. Each Guild is autonomous electing its own president, secretary and treasurer.

Trefoil Guilds may be formed at Australian, State, Region, Division or District level or any other grouping approved by the State Trefoil Guild Adviser.

Members are entitled to wear the Trefoil Guild promise badge.

The Trefoil Guild adheres to Guide principles and policy. "
(2.12.1 Guide Lines Guides Australia 3rd Ed.)

1.6 Australian History

Originally there were small groups of former Guides throughout Australia who met together under various names, e.g. Guidons, Ramblers, Twigs, Old Guides, and Old Salts, to enjoy social outings, maintain friendships and give service where they saw the need.

In 1936 Victoria mentioned in annual reports the appointment of recorders for groups of Old Guides and New South Wales reported on a president for Ramblers. In 1937 clubs for ex-guides were formed in Western Australia. All these were forerunners of Trefoil Guilds.

South Australia, Victoria and New South Wales claim the formation of Trefoil Guilds in 1944 and 1945. During the next three years the Trefoil Guild was established in each state with the exception of Tasmania which registered in 1952.

In 1960 Miss Edith Purnell was appointed the first Australian Trefoil Guild Recorder (Adviser).

The Australian Fellowship of Former Scouts and Guides, consisting of members of Trefoil Guilds and Baden Powell Guilds, came into being in 1960. Its administrative body, the National Joint Council, was formed with Miss Purnell as its first president.

The Australian Fellowship (AFOFSAG) applied for membership of the International Fellowship of Former Scouts and Guides (IFOFSAG) and was admitted as a member at the fourth General Assembly of IFOFSAG in the Netherlands in October, 1961.

Since 1996 this body has been known as the International Scout and Guide Fellowship - ISGF.

2 MEMBERSHIP

2.1 Membership

2.1.1 "Membership is open to all female adults who have made the Guide Promise or Scout Promise anywhere in the world or are prepared to make the Guide Promise. Trefoil Guild members are members of their State Guide organisation." (2.12.2 Guide Lines Guides Australia 3rd Ed.)

2.1.2 Multiple Membership

Multiple membership enables a member to join more than one Trefoil Guild. (2.12.2 Guide Lines Guides Australia 3rd Ed.)

- They participate fully in both Guilds' programmes;
- may hold office in any Guild in which they are registered as a member;
- may vote on local items, but have only one vote for State and Australian items (with the Guild in which they are a financial member).

2.1.3 Life Membership

Life members may be appointed by a Trefoil Guild, which takes responsibility for life members' membership fees. (2.12.1 Guide Lines Guides Australia 3rd Ed.)

Life Membership is a way of recognising the outstanding contribution of a Guild member within Trefoil Guild, Guiding and/or the community.

- It is a decision made by a Trefoil Guild who undertakes to pay the full membership fees of that member for the period of time she continues as a member of that Guild.
- Life Membership does not extend beyond that Guild. Should the Life member leave, transfer, or the Guild close, the life membership is aborted.

Note: Life membership of Guides Australia is not automatically Life Membership of a Trefoil Guild.

2.1.4 Honorary Membership. *“Honorary members are those unable to continue active participation in a guild but adhere to the principles and wish to keep contact. No membership fees are payable for honorary members.” (2.12.2 Guide Lines Guides Australia 3rd Ed.)*

A Guild member may find that, due to age or on-going ill health, she is no longer able to regularly and actively attend Guild meetings and events.

- A Trefoil Guild may award Honorary Membership to such a member in appreciation of her past contribution to Trefoil Guild and Guiding.
- Honorary Membership conveys the intention of current members of that Guild to maintain contact and to include the Honorary Member in special events if practical.
- No fee is payable.
- Honorary Members do not vote.

2.2 Finance and member registration

“Members receive a Trefoil Guild membership card, issued on re-affirmation of the promise and payment of the initial subscription.”

The Trefoil Guild is financially self supporting. It has no call on other Guide funds unless by specific decision of the Board of Guides Australia or a State Executive.

Members pay an annual membership fee to their State Guide organisation.” (2.12.3 Guide Lines Guides Australia 3rd Ed.)

The Trefoil Guild annual membership fee covers the period January 1 to December 31.

Breakdown of the Trefoil Guild fee.

Guide membership (to State Guide Office) - insurance for Public Liability arranged through Australia; personal accident insurance arranged through the State; Quota paid to Australia for administration fees and WAGGGS; and some administration costs for state

NOTE “Adult Guide members” who also belong to Trefoil Guild do not pay this portion with their Trefoil Guild fee as their Australian Quota, insurances and State administration costs have been included in their Adult membership payment.

Trefoil Guild Monies

- Membership of the International Scout and Guide Fellowship through AFOFSAG;
- Australian Trefoil Guild administration costs and travel expenses
- State Trefoil Guild administration and travel expenses.

2.3 Insurance

Public and personal insurance is covered through Guide organisation membership. A certificate of currency for Public Liability is available through the State Trefoil Guild Adviser if required when hiring or letting space for meetings.

3 FINANCIAL ACCOUNTS

"Guides must comply with Australian and State laws and accounting procedures with regard to raising money." (2.3.1 Guide Lines Guides Australia 3rd Ed.)

"All accounts, including specific event accounts, must be audited annually. The end of the financial year for all States is 31 December." (2.3.5 Guide Lines Guides Australia 3rd Ed.)

Trefoil Guild accounts are to be opened in the name of their State (e.g. Girl Guides Tasmania) followed by the name of the Guild. The account must have three (3) signatories, two (2) of which are required to sign cheques.

Guild accounts must be audited annually and detail provided to the State Trefoil Guild Adviser as required on the Annual census/report form.

4. FORMATION OF A TREFOIL GUILD

4.1 Formation and registration

A Trefoil Guild may be formed by the State Trefoil Guild Adviser or in liaison with District, Division or Region Leader.

Note: Trefoil Guild and the Support Group There are different roles to be played by Trefoil Guild and a Support Group.

The Trefoil Guild supports both Guiding and the community and provides fellowship for its members.

The Support Group provides support for Guiding in a District. Members are usually non-uniformed, but some Support Groups include local leaders.

"Trefoil Guilds are registered by the State Guide organisation. The appropriate District Leader or Commissioner must be informed of the registration." (2.12.3 Guide Lines Guides Australia 3rd Ed.)

The Guild must be approved and registered through the State Trefoil Guild Adviser before a registration certificate is issued.

The State Trefoil Guild Adviser is available to talk to a gathering of interested persons, setting out aims, responsibilities and management of finances. Trefoil Guild members from adjoining areas may like to be present to assist the State Trefoil Guild Adviser. Publicity in local media is helpful.

The suggested working minimum for a Trefoil Guild is six members of whom three are willing to take office as president, secretary and treasurer. A meeting date, with suggestion on time and place, frequency of meeting (monthly, bi-monthly) will be agreed. Members should be encouraged to attend and participate as frequently as possible but no one should be

excluded because she can not attend regularly. The meetings will keep all in contact with guiding events.

A Trefoil Guild may decide on a short waiting period before inviting a member to renew or make the Promise. Then a ceremony of membership to renew or make the Promise and to receive the Trefoil Guild badge and membership card follows. Membership cards and badges are obtainable from the State Trefoil Guild Adviser.

4.2 Lone Trefoil Guilds cater for those who, due to distance, illness, work or other commitments are unable to attend regular Trefoil Guild meetings. Members send news of their activities to the secretary and receive regular newsletters to inform them of local, National and overseas news and events. Lone Trefoil Guild members meet on occasions, whenever possible, and are encouraged to attend Gatherings at State, National and International venues.

There is a Lone Trefoil Guild in most States. A member may join a Lone Guild in another State.

4.3 Recess or Closure of a Guild

Prior to making any decision to close or recess a Trefoil Guild discussion must be held between the State Trefoil Guild Adviser and the Guild's Office bearers.

Recess of a Guild.

- A Guild may remain in recess for a period of up to 2 years.
- Until a decision is made on the future of the Guild, members may continue their current membership within another Guild. Otherwise members are considered inactive and do not participate in Trefoil Guild matters or events.
- All existing funds held by the Guild must be banked then financial records audited. In consultation with the Adviser the bank account is closed and funds transferred into a State Trefoil Guild "holding account" for safekeeping. If the Guild is re-opened within two years the monies will be returned to the Guild and a new account opened in the Guilds name. If the Guild is closed, money will be used to benefit Guiding unless otherwise agreed.
- Suitable storage of property is to be arranged in consultation with the Adviser.

Closure of a Guild.

- Members may continue their current membership within another Guild or are considered as having resigned from Trefoil Guild.
- The State Trefoil Guild Adviser must be consulted as to the proposed disbursement of funds and equipment. All existing funds held by the Guild must be banked then financial records audited. The Guild must use same for the promotion of Guiding or as a donation to a recognised charity. The audited account is then closed.
- Records and other property to be passed to the Trefoil Guild Adviser for care or disposal as appropriate.

5 APPOINTMENTS

“The Australian Trefoil Guild Adviser is appointed by the Board of Guides Australia on the recommendation of the State Trefoil Guild Advisers.

The Australian Trefoil Guild Adviser is one of the representatives of the Trefoil Guild in the National Joint Council of the Australian Fellowship of Former Scouts and Guides.

State Trefoil Guild Advisers are appointed in their State according to State Guidelines” (2.12.4 Guide Lines Guides Australia 3rd Ed.)

5.1 The Australian Trefoil Guild Adviser is appointed for a term up to three years. If mutually agreed, the Adviser may be reappointed for a further term of one year.

Her purpose is to act as a liaison between State Trefoil Guild Advisers, promoting National Trefoil Guild activities and the Australian Fellowship of Former Scouts and Guides.

Guidelines for the process of the election of Australian Trefoil Guild Adviser:

- The position is to be advertised in all State publications and circulated to all Guilds so that nominations can be received at least six months prior to the end of the current term.
- Completed application forms (including a photograph) to be circulated to all State Advisers as soon as is practical.
- A panel is formed by the outgoing Australian Trefoil Guild Adviser to assist her in the selection of a new Adviser.
- The panel consists of the Australian Adviser and at least three other State Trefoil Guild Advisers.
- Letter of confirmation of interview date and time sent to applicants with request to wear Trefoil dress.
- All the nominee/s are to be interviewed by the panel.
- A teleconference is then organised for all State Advisers to allow discussion and sharing of information from the interview panel members.
- The Australian Trefoil Guild Adviser forwards voting forms to all State Trefoil Guild Advisers for completion by a specified date.
- All applicants are advised the result of the voting by the Australian Trefoil Guild Adviser but confidentiality is required until appointment ratified.
- The result of the voting is forwarded to the Chief Commissioner for ratification at the next Guides Australia Board meeting.
- Upon receiving confirmation from the Guides Australia Board, the Australian Trefoil Guild Adviser notifies the State Advisers and all applicants

Where possible the Adviser Elect is introduced to members at a Gathering prior to taking over her duties.

5.2 A State Trefoil Guild Adviser is appointed for three years with the option to extend, if mutually agreed, for a further two years.

Her purpose is to establish, encourage and promote Trefoil Guilds and support their work throughout the State.

Guidelines for the process of the election of State Trefoil Guild Adviser:

- The position is to be advertised in State publications and circulated to all Guilds so that nominations can be received at least six months prior to the end of the current term.
- A panel is formed by the outgoing State Trefoil Guild Adviser to assist her in the selection of a new Adviser.
- The panel consists of the State Adviser and at least three other Trefoil Guild members. All four members of the panel must belong to different Trefoil Guilds
- Completed application forms (including a photograph) are distributed to Panel members prior to the interview of applicants.
- Letter of confirmation of interview date and time sent to applicants with request to wear Trefoil dress.
- All nominee/s are interviewed by the panel and a vote taken.
- All applicants are advised the result of the voting by the State Trefoil Guild Adviser but confidentiality is required until the appointment is ratified.
- The result of the voting is forwarded to State Commissioner for ratification at the next State Executive meeting.
- Upon receiving confirmation from the State Executive, the State Trefoil Guild Adviser notifies the Australian Trefoil Guild Adviser, Guild Secretaries and all applicants.

6. ANNUAL GENERAL MEETING

Annual General Meetings are held at a time to suit each State Trefoil Guild. See the booklet "Hints for Trefoil Guilds" for suggested Agenda.

7 CONFERENCES AND GATHERINGS

7.1 State Gatherings

Conferences or annual meetings are held in each State to suit particular requirements. Reports and statements of finances are presented by the State Trefoil Guild Adviser and discussion of subjects of interest take place. More importantly, members from all over the State can meet and exchange news and views.

7.2 National Trefoil Guild Gathering

A biennial National Trefoil Guild Gathering is held, hosted and organised by States in turn, on behalf of the Australian Trefoil Guild. The hostess state is pre-determined by an established rotation as follows: New South Wales, Victoria, Queensland, South Australia, Tasmania, and Western Australia. Should a smaller State have difficulty in hosting a Gathering, they may ask to miss their turn on the roster.

Any profit or loss arising from a Gathering is the national responsibility.

These Gatherings combine discussions and social activities and add to the knowledge and enjoyment of all participants.

7.3 National Advisers Meetings

Before the biennial National Gathering the Australian and State Trefoil Guild Advisers take the opportunity to meet, to discuss items of business which have been raised and give and receive help from each other. An Adviser meeting may be arranged in the intervening year if considered advisable

Items affecting Trefoil Guild are submitted as motions from States, and then circulated to States for discussion so Advisers may represent their State's opinion at the meeting.

Voting: Each State Trefoil Guild Adviser and the Australian Trefoil Guild Adviser has one vote. If a tied vote, the Australian Trefoil Guild Adviser has the casting vote.

8. DRESS, AWARDS AND BADGES.

8.1. Trefoil Guild Dress.

"Trefoil Guild members do not wear official uniform. They may wear Trefoil optional Trefoil Guild dress at International, Australian and State Gatherings and when service is being given to Guiding or the community.

Australian and State Trefoil Guild Advisers may wear official adult Guide uniform." (2.12.5 Guide Lines Guides Australia 3rd Ed)

Trefoil Guild dress consists of navy blue hat, white blouse with navy blue skirt or slacks/shorts and navy blue scarf (with Australian cloth Trefoil Guild badge bordered with State colour on back), or navy cravat, or Trefoil Guild long scarf. A navy blue or white cardigan, jumper or jacket may be worn.

Also suitable for informal wear is a polo shirt or rugby top in the State's colour. Queensland - maroon; New South Wales - blue; Victoria - pink; Tasmania - green; South Australia - yellow; Western Australia - white; Northern Territory - ochre.

8.2 The Promise Badge:

The Trefoil Guild Promise badge is eminently suitable to be worn at all times. It is made up of the Trefoil with the words "Trefoil Guild" on a red enamelled scroll underneath.

8.3. The Badge Tab.

A badge tab in the State colour may be worn on the left breast of the Trefoil dress. Trefoil Guild and/or Guide badges to be worn on the tab under the Trefoil Guild flash.

A Guiding Good Service Award may be worn on the right breast. A civil Australian/Queens award may be worn on the left breast above the tab or on the collar.

8.4 Combined Service

"Purpose: recognition of five or more years of service in two or more of the following categories:

- *Leader;*
- *Support Group or District Support Team member;*
- *Trefoil Guild member;*
- *Guiding Assistant;*
- *Unit Helper; and*
- *Region or other appointment.*

Required service: the designated number of years. Concurrent service in more than one category may only be credited once and service need not be consecutive.

Application: by the member, District, Division or Region Leader, Trefoil Guild President or State Trefoil Guild Adviser.

Insignia: dark blue oval badge with gilt knot and trefoil. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.*

The badge may be worn out of uniform." (7.1.4 Guide Lines Guides Australia 3rd Ed.)

**If desired, numerals may be attached to the Trefoil Guild Promise badge.*

8.5 Trefoil Guild Member.

Purpose: recognition of five or more years of service.

Required service: the designated number of years, not necessarily consecutive.

Application: by member, District, Division or Region Leader, Trefoil Guild President or State Trefoil Guild Adviser.

Insignia: navy blue bar with gilt trefoil. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.

8.6 Good Service Awards:

Trefoil Guild members may be nominated for any "Good Service Awards for Members". Details of these awards are listed as 7.2 in the publication "*Guide Lines 3rd Ed. (containing policy organization and rules) Guides Australia*".

9. INTERNATIONAL

Trefoil Guild members pay membership in two International Associations, the World Association of Girl Guides and Girl Scouts and the International Scout Guide Fellowship (ISGF).

9.1 Australian Fellowship of Former Scouts and Guides.

"Members of Trefoil Guilds, Baden-Powell Guilds and St George's Guilds in Australia, and other bodies approved by Guides Australia and Scouts Australia, are members of the Australian Fellowship of Former Scouts and Guides. Members are entitled to wear the Fellowship Badge.

9.2 National Joint Council

The Australian Fellowship is administered by a National Joint Council. The Council consists of representatives of Trefoil Guilds and Baden-Powell Guilds. The National Joint Council meets regularly. Meetings are held in one State over a period of four years. (2.12.6 Guide Lines Guides Australia 3rd Ed.)*
**in 2008 was changed to three years.*

Membership of the National Joint Council consists of three members of the Trefoil Guild and three members of the BP Guild. Trefoil Guild is represented by the Australian Trefoil Guild Adviser and two Trefoil members (usually the State Trefoil Guild Adviser and one other member) from the State in which the NJC meets. The BP Guild representatives are the Australian Guild master with two BP Guild members from the host State. Chairmanship rotates between the Australian Trefoil Guild Adviser and the BP Guild master.

9.3 International Scout and Guide Fellowship

The Australian Fellowship is a member body of the International Scout and Guide Fellowship. " (2.12.6 Guides Lines Guides Australia 3rd Ed)

"The International Scout and Guide Fellowship (ISGF), is an organisation for adults in support of Scouting and Guiding. " (Constitution and bye-laws of ISGF)

The aims of ISGF are to encourage members to:

- Keep alive the spirit of the Scout and Guide Promise and Law;
- Bring that spirit into the communities in which they live and work;
- Work for justice and peace to create a better world.

9.4 ISGF World Conference is held every three years. Each country may send up to four delegates and a number of observers. Delegates representing Australia are chosen, two from the Trefoil Guild and two from the BP Guild.

In the years between the World Conferences there may be gatherings in various regions. Australia belongs to the Asia-Pacific Region. All these gatherings widen our horizons and circle of friendships and give members a better awareness of Guild principles and international understanding.

9.5 Badge. Trefoil Guild members are entitled to wear the badge of the ISGF - a red fleur-de-lis super-imposed on a white trefoil. Trefoil Guild members may also wear the green or yellow AFOFSAG polo shirt.

9.6 Twinning. Trefoil Guilds who have formed a link, or wish to form a link with overseas Guiding or Scouting adult associations which belong to ISGF may be registered through the NJC.

10. MISCELLANEA

10.1 Dark Horse Venture

- This is an individual award scheme for people aged 50 and over. Any person can join the scheme, no matter how fit or frail they are, and irrespective of their background or present circumstances.
- The venture aims to discover hidden talents and abilities of older people and put them to creative and practical use, whilst helping themselves and the wider community.
- Becoming a venturer is a journey of self-discovery and presents opportunities for people to get involved in new activities, hobbies and studies, and encourages them to achieve their personal best.
- Participants set themselves goals and targets within their chosen subject and must continue to undertake their venture for at least 12 months. A mentor helps them and signs their assessment form.
- Several categories can be worked on at the same time. When three have been completed, the participant receives their gold certificate.
- The scheme is run for Australian Trefoil Guild members by our Coordinator. Further detail can be obtained through the State Trefoil Guild Adviser. A fee is payable at registration

10.2 Publications

Australian Trefoil Guild Handbook

Australian Trefoil Guild Administration Manual (*for use by State Advisers and their committee*)

Hints for Trefoil Guilds

Program Resource Book