

# **EAST MIDLANDS ASSOCIATION OF THE INSTITUTE OF REVENUES, RATING AND VALUATION**

## **RULES OF THE ASSOCIATION**

### **1. Name:**

The name of the Association shall be the “East Midlands Association of the Institute of Revenues, Rating and Valuation” (hereafter referred to as the “Association”).

### **2. Area:**

The area covered by the Association shall be the geographical areas of the local authorities listed below within the counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Northamptonshire, Rutland and Cambridgeshire.

Amber Valley Borough Council  
Ashfield District Council  
Bassetlaw District Council  
Blaby District Council  
Boston Borough Council  
Broxtowe Borough Council  
Charnwood Borough Council  
Chesterfield Borough Council  
Corby Borough Council  
Daventry District Council  
Derby City Council  
Derbyshire Dales District Council  
District of Bolsover  
East Lindsey District Council  
East Northamptonshire Council  
Erewash Borough Council  
Gedling Borough Council  
Harborough District Council  
High Peak Borough Council  
Hinckley & Bosworth Borough Council  
Kettering Borough Council  
Leicester City Council  
City of Lincoln Council  
Mansfield District Council  
Melton Borough Council  
Newark & Sherwood District Council  
North East Derbyshire District Council  
North Kesteven District Council  
North West Leicestershire District Council  
Northampton Borough Council  
Nottingham City Council  
Oadby & Wigston Borough Council  
Peterborough City Council

Rushcliffe Borough Council  
Rutland County District Council  
South Derbyshire District Council  
South Holland District Council  
South Kesteven District Council  
South Northamptonshire Council  
The Borough of Wellingborough Council  
West Lindsey District Council

### **3. Objectives:**

The objects of the Association are to further, in the Association area, the objects of the Institute of the Revenues, Rating and Valuation (hereafter referred to as the "Institute") as defined in the Institute's Memorandum of Association.

### **4. Membership:**

Membership of the Association will be open to any members of the Institute residing in, or employed within, the Association area. Other members of the Institute may request membership of the Association, such requests being subject to approval of the Association's Executive Committee.

### **5. Officers:**

There shall be elected, at each Annual General Meeting, the following Officers of the Association:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Auditors (2)
- Education Liaison Officer
- Membership Officer

And each shall be eligible for re-election at the Annual General Meeting at which he/she retires, provided always that no Officer shall continue to hold office after he/she ceases to be qualified as a member of the Association under Rule 4.

In addition to the Officers subject to election, there shall be the Office of Immediate Past President which shall automatically be filled by the retiring President of the Association. The duties of each Officer of the Association shall be such as are determined from time to time by the Association's Executive Committee.

## **6. Executive Committee:**

The Executive Committee shall consist of the Officers of the Association, any current member of the Council of the Institute who is a Member of the Association, the last 3 members of the Association who held the Office of President immediately before the Immediate Past President, and 6 other members. Any other former Presidents of the Association shall remain as members of the Executive Committee but not retain any voting rights on the Executive Committee (unless elected in their own right as members of the Executive Committee).

A quorum for meetings of the Executive Committee shall comprise 4 members and must include the President, Immediate Past President or Vice President.

The Executive Committee shall have power to create Sub-Committees for the purpose of the Association.

The Executive Committee shall have power to co-opt additional members either to the Executive Committee or to sub-committees.

The Executive Committee shall have the power to fill any vacancy arising in an Office of the Association in the period between Annual General Meetings.

## **7. Voting:**

Members of the Association shall be entitled to vote in person at any Annual or Extraordinary General Meeting. Voting may either be by ballot or a show of hands as directed by the Chair. The Chair of any Committee or Sub-Committee shall have a casting vote in the event of a tied vote.

## **8. Annual General Meeting:**

An Annual General Meeting must be held on a date determined by the Executive Committee, which must be within four months of the end of the financial year and shall be open to members of the Association for voting purposes.

The Annual Report and the Audited Accounts of the Association shall be presented at the meeting.

## **9. Extraordinary General Meeting:**

An Extraordinary General Meeting shall be convened:

- On receipt by the Association Secretary of a request in writing, specifying the reason(s), signed by not less than 6 members of the Institute, who are also members of the Association, calling for such a meeting to be held within 28 days after the date of receipt of the request, or
- At any other time at the discretion of the Executive Committee.

## **10. Notice of Meeting:**

Notice of Meeting shall be given at least:

- 14 days before the Annual General Meeting or an Extraordinary General Meeting, and
- 7 days before any other meeting.

## **11. Notice of Motion:**

A Notice of Motion, other than to change these rules, may be given only in respect of an Annual General Meeting or an Extraordinary General Meeting and must be in writing to the Association Secretary at least 14 days before the date fixed for the meeting. Such Notice of Motion must be circulated to all members of the Association before the meeting.

## **12. Omission to give Notice of Meeting:**

The accidental omission or failure to give notice of any meeting to any person entitled to receive the same, or the non-receipt of any such notice, shall not invalidate the proceedings of any such meeting.

## **13. Finance:**

In the management of its financial affairs, the Association will pay regard to guidance issued by the Chief Executive or Honorary Treasurer of the Institute on behalf of the Council of the Institute, and shall inform the Chief Executive or Honorary Treasurer of the Institute of any departure from that guidance.

The following rules shall apply:

- The financial year will run from the 1st January to 31st December, with interim accounts being sent to the Institute's Headquarters by 31st January, together with any requests for a grant to the Association for the ensuing financial year. The final accounts shall be submitted to the Annual General Meeting.
- No separate subscription shall be charged for membership of the Association.
- The Executive Committee shall have overall responsibility for the accounting, banking and investment of Association funds, having regard to the particular responsibilities of the Association Treasurer as defined in the Institute's guidance.

## **14. Conferences:**

The Association President and Association Secretary shall be the representatives of the Association at the Annual National Conference of the Institute and to the Conference of Association Representatives, except insofar as the Executive Committee may nominate replacements in the event of their inability to attend, or the fact that they may be already attending in an alternative capacity.

## **15. Alteration to the Rules of the Association:**

No alterations shall be made to these rules unless notice in writing setting out the proposed changes be given to the Association Secretary not less than 28 days before the Annual General Meeting or Extraordinary General Meeting.

Such notice shall be incorporated in the notice convening such a meeting and the alterations shall be adopted if carried by a simple majority of members voting at the meeting, provided that no such alteration shall affect the validity of the election of Officers at the meeting in the case on an Annual General Meeting.

Approved by the Annual General Meeting of the IRRV East Midlands Association held on 5<sup>th</sup> April 2011.