

THE INSTITUTE OF REVENUES, RATING AND VALUATION

EAST MIDLANDS ASSOCIATION

ASSOCIATION RULES

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 counties of Derbyshire, Leicestershire, Lincolnshire (except North Lincolnshire), Nottinghamshire, Northamptonshire, Rutland and Peterborough.

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
Hinkley & Bosworth Borough Council
Kettering Borough Council
Leicester City Council
Lincoln City 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 East Midlands Association area, the objects of the National Institute of the Revenues, Rating and Valuation 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 and to such other Members of the Institute who may request membership of the Association.

5. Officers:

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

- President
- Immediate Past 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 or of the Institute.

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 an Association Member, the immediate 4 past Presidents of the Association and 6 other members. Former Presidents shall remain as members of the Executive Committee but not retain any voting rights on the 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 casual vacancy in the Officers of the Association in the period between Annual General Meetings.

7. Voting:

~~Corporate and Technician~~ Members of the Association shall be entitled to vote and voting may either be by ballot or a show of hands. The Chair of any committee or sub-committee shall have a casting vote in the event of a tied vote on a show of hands or by ballot.

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 to each Association Member 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 Director or Hon Treasurer on behalf of the Council of the Institute, and shall inform the Director or Hon Treasurer 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 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 Association Rules:

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 effected if carried by a majority of Members present and voting in the meeting, provided that no such alteration shall affect the validity of election of Officers made at such Annual General Meeting.

Such alteration shall not be effective unless confirmed by the Council of the Institute or the Director acting in its behalf.

Approved by the Annual General Meeting of the East Midlands Association of the Institute or

Approved by the Extraordinary General Meeting of the East Midlands Association of the Institute.

Date