

Institute of Revenues, Rating and Valuation

Rules of the Severnside & South West Association of the Institute of Revenues, Rating and Valuation

<i>Updated</i>	<i>24th May 2018</i>
<i>Laid before AGM</i>	<i>20th July 2018</i>
<i>Coming into force</i>	<i>1st August 2018</i>

1. Citation and commencement

These rules may be cited as the rules of the Severnside & South West Association of the Institute of Revenues, Rating and Valuation and come into force on 1st August 2018.

2. Name

(1) The name of the Association shall be the “Severnside & South West Association of the Institute of Revenues, Rating and Valuation” (hereafter referred to as the “Association”).

3. Association Area

(1) The jurisdiction of the Association shall be the English counties of Avon, Cornwall, Devon, Gloucestershire, and Somerset as defined by the Local Government Act 1972.

(2) A full list of the unitary local authorities, county unitary local authorities and shire district local authorities which fall within the Association’s jurisdiction appears at Schedule 1 to these rules.

4. Objectives

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

5. Membership

(1) Membership of the Association shall 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.

6. Officers

- (1) There shall be elected, at each annual general meeting, the following Officers of the Association:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Assistant Secretary (Webmaster)
 - (e) Treasurer
 - (f) Auditors (two officers)
 - (g) Education Liaison Officer
 - (h) Membership Officer
- (2) Each officer described in rule 6(1) above 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 a member of the Association as described under rule 5 above.
- (3) Where there are insufficient nominees for all officers as detailed in rule 6(1) above, the Association shall appoint as a minimum the following officers:
 - (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) Auditor (one officer)
- (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.
- (5) The duties of each Officer of the Association shall be such as are prescribed in Schedule 2 to these rules.

7. Executive Committee - Formation

- (1) The Executive Committee shall consist of:

- (a) The Officers of the Association as defined in rule 6 above, any current member of the Council of the Institute who is a member of the Association under rule 5 above; and,
 - (b) The last 3 members of the Association who held the office of President immediately before the Immediate Past President; and
 - (c) Six other members of the Association elected at each annual general meeting of the Association; and
- (2) 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 in accordance with rule 7(1) above).
 - (3) Executive Committee members as defined in rule 7(1) shall attend all meetings of the Executive Committee. Executive Committee members who are unable to attend any Executive Committee meeting shall notify the Association Secretary in advance of that meeting.
 - (4) Any officer who is unable to attend any Executive Committee meeting shall, if the meeting's agenda so requires, in advance of the meeting, forward a written report to the Association Secretary for inclusion in the meeting.

8. Executive Committee – Powers

- (1) A quorum for meetings of the Executive Committee shall comprise three Executive Committee members as described in rule 7(1) above and shall include either, the Association President, the Immediate Past President or the Vice President.
- (2) The Executive Committee shall have power to create sub-committees for the furtherance of the objectives of the Association.
- (3) The Executive Committee shall have power to co-opt additional members either to the Executive Committee or to sub-committees.
- (4) 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.

9. Voting

- (1) Members of the Association shall be entitled to vote in person at any annual or extraordinary general meeting.
- (2) Voting shall either be by ballot or a show of hands as directed by the President (acting as the chairperson of the meeting) or the Association Secretary or Assistant Association Secretary (acting as the Secretary of the meeting).

- (3) The chairperson of any committee or sub-committee shall have a casting vote in the event of a tied vote.

10. Annual General Meeting

- (1) An annual general meeting shall be held on a date determined by the Executive Committee, which shall be within six months of the end of the financial year (see rule 15(2)) and shall be open to all members of the Association for voting purposes.
- (2) The annual report and the audited accounts of the Association shall be presented at the meeting.

11. Extraordinary General Meeting

- (1) An extraordinary general meeting shall be convened:
 - (a) On receipt by the Association Secretary of a request in writing, specifying the reason(s), signed by not less than 6 members of the Association, calling for such a meeting to be held within 28 days after the date of receipt of the request; or
 - (b) At any other time at the discretion of the Executive Committee.

12. Notice of meetings

- (1) Notice of a meeting shall be given at least:
 - (a) 14 days before the annual general meeting or an extraordinary general meeting; or
 - (b) 7 days before any other meeting.

13. Notice of motion

- (1) 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 shall be in writing to the Association Secretary at least 14 days before the date fixed for the meeting.
- (2) Such a notice of motion shall be circulated to all members of the Association before the meeting.

14. Omission to give notice of meeting

- (1) 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.

15. Association finances

- (1) In the management of its financial affairs, the Association shall 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.
- (2) The Association's financial year shall run from the 1st January to 31st December, with interim accounts being sent to the Institute's Headquarters by 31st January.
- (3) Any request for a grant to the Association for the ensuing financial year shall be made to the Institute by 30th September of the preceding year.
- (4) The Association's final accounts shall be submitted to the Association's annual general meeting for approval.
- (5) No separate subscription shall be charged for membership of the Association.
- (6) 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 Paragraph 4 of Schedule 2 to these rules.

16. Conferences

- (1) The Association President and Association Secretary shall be the representatives of the Association at the annual national conference of the Institute.
- (2) The Executive Committee may nominate replacements for the Association President and Association Secretary in the event of their inability to attend the annual national conference of the Institute, or the fact that they may be already attending in an alternative capacity.

17. Alteration to the rules of the Association

- (1) 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 an extraordinary general meeting.
- (2) 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 of an annual general meeting.

SCHEDULE 1

LOCAL AUTHORITIES FALLING WITHIN THE AREA OF THE SEVERNSIDE & SOUTH WEST ASSOCIATION OF THE INSTITUTE OF REVENUES RATING AND VALUATION

County	District
Bath & North East Somerset	Bath & North East Somerset Council
Bristol	Bristol City Council
Cornwall	Cornwall Council
	Plymouth City Council
Devon	East Devon District Council
	Exeter City Council
	Mid Devon District Council
	North Devon Council
	South Hams District Council
	Teignbridge District Council
	Torridge District Council
West Devon Borough Council	
Gloucestershire	Cheltenham Borough Council
	Cotswold District Council
	Forest of Dean District Council
	Gloucester City Council
	Stroud District Council
	Tewkesbury Borough Council
North Somerset	North Somerset Council
Somerset	Mendip District Council
	Sedgemoor District Council
	South Somerset District Council
	Taunton Deane Borough Council
	West Somerset Council
South Gloucestershire	South Gloucestershire Council
Torbay	Torbay Council

SCHEDULE 2

ROLES OF OFFICERS OF THE EXECUTIVE COMMITTEE

PART I

OFFICERS

1. Role of the Association President

- (1) The roles and responsibilities of the Association President shall be as follows:
- (a) To be fully apprised of the Association's rules; and
 - (b) To ensure that the Association is operating effectively and meeting its objectives at all times; and
 - (c) To ensure the continuous development of the Association; and
 - (d) To ensure the effective running of the annual general meeting; and
 - (e) To chair and conduct meetings of the Association effectively; and
 - (f) To greet and introduce speakers at the Association's meetings; and
 - (g) To greet members at the Association's meetings; and
 - (h) To agree the Association programme for the forthcoming year, prior to the annual general meeting, with the Association's Executive Committee and any other interested parties; and
 - (i) To ensure appropriate communication with members; and
 - (j) To ensure that the needs of members are met where appropriate; and
 - (k) To represent the Association on all press-related issues; and
 - (l) To attend the Institute's annual conference on behalf of the Association.
- (2) The Association President shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Association President shall, where appropriate, promote the Institute and membership of the Institute at all levels.

2. Role of the Association Vice President

- (1) The roles and responsibilities of the Association Vice President shall be as follows:
- (a) To be fully apprised of the Association's rules; and

- (b) To assist in ensuring the continuous development of the Association; and
 - (c) To plan events and meetings for his/her term in the office of Association President; and
 - (d) To ensure the effective running of the annual general meeting in the absence of the Association President; and
 - (e) To chair and conduct meetings of the Association effectively in the absence of the Association President; and
 - (f) To greet and introduce speakers at the Association's meetings in the absence of the Association President; and
 - (g) To greet members at the Association's meetings in the absence of the Association President; and
 - (h) To attend the Institute's annual conference on behalf of the Association in the absence of the Association President; and
 - (i) To contribute to the design of the Association's annual programme of events; and
 - (j) To assist in the running of meetings and events agreed by the Executive Committee; and
 - (k) To perform the duties of the Association President in the absence of the Association President.
- (2) The Association Vice President shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Association Vice President shall, where appropriate, promote the Institute and membership of the Institute at all levels.

3. Role of the Association Secretary

- (1) The roles and responsibilities of the Association Secretary shall be as follows:
- (a) To be the main liaison between the Association and the Institute; and
 - (b) To serve notice to all members prior to any Association meeting, annual general meeting or extraordinary general meeting; and
 - (c) To ensure that nominations are sought for officers of the Executive Committee and members of the Executive Committee; and
 - (d) To prepare the Association's annual report and deliver it to the Association's annual general meeting; and
 - (e) To ensure that an annual programme is produced and distributed to all members; and
 - (f) To ensure that meeting venues and speakers are arranged and that details are confirmed in writing; and

- (g) To notify members of forthcoming Association events; and
 - (h) To greet speakers and members at the Association's meetings; and
 - (i) To produce agendas and minutes of Executive Committee meetings and distribute them to Executive Committee members; and
 - (j) To produce agendas and minutes of annual general meetings and distribute them to Association members; and
 - (k) To represent the Association on all press-related issues in the absence of the Association President; and
 - (l) To maintain communication with the Institute regarding national developments in the Institute's and Association's areas of interest; and
 - (m) To record attendance at the Association's events and analyse the data as required; and
 - (n) To inform the Institute of the Association's events in order that they can be recorded in the Institute's diary; and
 - (o) To inform the Institute of the details of the officers and executive members of the Association; and
 - (p) To undertake the duties of the Assistant Secretary (Schedule 2, Part 1, section 6) if none shall be appointed; and
 - (q) To undertake the duties of the Education Liaison Officer (Schedule 2, Part 1, section 5) if none shall be appointed; and
 - (r) To undertake the duties of the Membership Officer (Schedule 2, Part 1, section 7) if none shall be appointed.
- (2) The Association Secretary shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Association Secretary shall, where appropriate, promote the Institute and membership of the Institute at all levels.

4. Role of the Association Treasurer

- (1) The roles and responsibilities of the Association Treasurer shall be as follows:
- (a) To ensure that a bank account in the Association's name is maintained and managed in accordance with the Institute's code of practice for Association Treasurers; and
 - (b) To ensure that all income and expenditure of the Association is correctly accounted for; and
 - (c) To pay, where relevant, all invoices received by the Association; and

- (d) To ensure that all income is banked promptly in accordance with the Institute's code of practice for Association Treasurers; and
 - (e) To prepare, send and monitor invoices to ensure payment for services provided by the Association; and
 - (f) To reconcile the Association's accounts to the Association's bank statements on a regular basis; and
 - (g) To ensure that the bank mandate is correct and updated as necessary; and
 - (h) To ensure that an annual budget is prepared and approved by the Executive Committee; and
 - (i) To report to every Executive Committee meeting on income and expenditure compared to the agreed budget; and
 - (j) To report to every Executive Committee meeting on the Association's bank account balances; and
 - (k) To prepare an annual balance sheet and income and expenditure accounts as at 31st December every year in a format prescribed by the Institute; and
 - (l) To ensure that the Association's accounts are submitted to the Association's auditors in a timely manner and present them to the annual general meeting for approval; and
 - (m) To make an application to the Institute for grant aid if required; and
 - (n) To contribute to the design and implementation of the Association programme; and
 - (o) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (2) The Association Treasurer shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Association Treasurer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

5. Role of the Education Liaison Officer

- (1) The roles and responsibilities of the Education Liaison Officer shall be as follows:
- (a) To assist in the promotion of the Institute's qualifications and continued professional development scheme to students and employers in both the public and private sectors; and
 - (b) To be the liaison for students in the Association's area in relation to studies and examinations; and

- (c) To stand for election as the President of the Education and Training Sub-Committee at every Association annual general meeting; and
 - (d) To represent the Association at any relevant meetings concerning education matters; and
 - (e) To liaise with the appropriate committees of the Institute and report back to the Association's Executive Committee; and
 - (f) To contribute to the design and implementation of the Association programme; and
 - (g) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (2) The Education Liaison Officer shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Education Liaison Officer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

6. Role of the Assistant Association Secretary (Webmaster)

- (1) The roles and responsibilities of the Assistant Association Secretary shall be as follows:
- (a) To maintain the Association's website and to advertise all professional and social events on the website; and
 - (b) To maintain the names and contact details of all executive members within four weeks of the Association's annual general meeting; and
 - (c) To perform the duties of the Association Secretary in the absence of the Association Secretary; and
 - (d) To contribute to the design and implementation of the Association programme; and
 - (e) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (2) The Assistant Association Secretary shall conduct himself / herself in a manner befitting the office to which he / she is elected.
- (3) The Assistant Association Secretary shall, where appropriate, promote the Institute and membership of the Institute at all levels.

7. Role of the Membership Officer

- (1) The roles and responsibilities of the Membership Officer shall be as follows:
- (a) To maintain the local membership list; and
 - (b) To receive and action membership updates from the Institute; and

- (c) To maintain an additional local membership list containing details of local employers and Association affiliates; and
 - (d) To ensure that the Association Secretary has the most up-to-date membership list for mailing purposes; and
 - (e) To be the Association's liaison with the Institute's Membership Officer; and
 - (f) To be the Association's liaison with the other Associations' Membership Officers; and
 - (g) To contribute to the design and implementation of the Association programme; and
 - (h) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (2) The Membership Officer shall conduct himself / herself in a manner befitting the office to which he/she is elected.
- (3) The Membership Officer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

8. Role of the Association Auditors

- (1) The purpose of the Association's Auditors is to perform the independent examination of the Association's financial accounts.
- (2) The auditors elected at the each annual general meeting shall hold IRRV (Hons) qualification or an equivalent level financial qualification from a recognised financial body.
- (3) The Association's Auditors shall not be related to the Association's Treasurer and where practicable, the Association's Auditors shall not be employed by the same employer as the Association's Treasurer.
- (4) The Association's Auditors shall be given access to all documentation which they consider necessary in order to carry out their function. Such documentation shall be provided to the Association's Auditors by the Association's Treasurer in advance of any audit, or upon request.
- (5) The roles and responsibilities of the Association Auditors shall be as follows:
- (a) To ensure financial prudence in all aspects of the Association's accounts; and
 - (b) To ensure that the Association's accounts are an accurate reflection of the Association's financial activities; and
 - (c) To ensure that the Association's accounts reconcile with the Association's bank statements; and
 - (d) To identify any error or fraud in the Association's accounts; and
 - (e) To identify any areas where effectiveness or efficiency can be improved; and

- (f) To report any areas of concern to the Association's Executive Committee immediately upon discovery.
- (6) The Association Auditors shall conduct themselves in a manner befitting the office to which they are elected.
- (7) The Association Auditors shall, where appropriate, promote the Institute and membership of the Institute at all levels.

PART II

EXECUTIVE COMMITTEE MEMBERS

9. Committee Members

- (1) The roles and responsibilities of the Association's Executive Committee members shall be as follows:
 - (a) To provide support to Association members through education, training and continued professional development; and
 - (b) To attend Executive Committee meetings, Association meetings and events; and
 - (c) To encourage Association members to attend Association meetings and events; and
 - (d) To contribute to the design and implementation of the Association programme; and
 - (e) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (2) The Association's Executive Committee members shall conduct themselves in a manner befitting the office to which they are elected.
- (3) The Association's Executive Committee members shall, where appropriate, promote the Institute and membership of the Institute at all levels.

10. Immediate Past Presidents, Past Presidents and Council Members

- (1) This paragraph applies only to Executive Committee members who are not directly elected to the Association's Executive Committee in any other capacity.
- (2) The roles and responsibilities of the Immediate Past President, the three Past Presidents who held the office of President immediately before the Immediate Past President and Council Members, shall be as follows:
 - (a) To provide support to Association members through education, training and continued professional development; and
 - (b) To attend Association meetings and events; and
 - (c) To encourage Association members to attend Association meetings and events; and
 - (d) Council members shall report to the Association's Executive Committee on relevant matters discussed in Council meetings; and
 - (e) To contribute to the design and implementation of the Association programme; and
 - (f) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

- (3) The Association's Past President, three Past Presidents who held the office of President immediately before the Immediate Past President and Council members shall conduct themselves in a manner befitting the offices to which they are incumbent.
- (4) The Association's Past President and Council members shall, where appropriate, promote the Institute and membership of the Institute at all levels.

PART III

SUB-COMMITTEES

11. Education and Training Sub-Committee

- (1) The Education and Training Sub-Committee shall be formed annually at the Association's annual general meeting by the Association's Executive Committee after the formation of the Association's Executive Committee.
- (2) The roles and responsibilities of the Education and Training Sub-Committee shall be as follows:
 - (a) To secure and facilitate the Institute's examination centre in the Association's area annually as required; and
 - (b) To provide a superintendent and an appropriate number of invigilators for the Institute's examination centre in the Association's area as required; and
 - (c) To organise and manage the running of training events as agreed by the Association's Executive Committee; and
 - (d) To design publicity for training events and pass this material to the Association's Secretary for distribution to relevant members; and
 - (e) To obtain speakers and venues for training events; and
 - (f) To obtain sponsorship for training events as directed by the Association's Executive Committee; and
 - (g) To provide the Association's Treasurer with details of attendees to any training event that is chargeable, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer; and
 - (h) To distribute any documentation to attendees after a training event where appropriate.
- (3) The Association's Education and Training Sub-Committee members shall conduct themselves in a manner befitting the office to which they are elected.

12. Social Events Sub-Committee

- (1) The Social Events Sub-Committee shall be formed annually at the Association's annual general meeting by the Association's Executive Committee after the formation of the Association's Executive Committee.
- (2) The roles and responsibilities of the Social Events Sub-Committee shall be as follows:
 - (a) To organise and manage the running of social events as agreed by the Association's Executive Committee; and

- (b) To design publicity for social events and pass this material to the Association's Secretary for distribution to relevant members; and
 - (c) To identify and procure venues for social events; and
 - (d) To obtain sponsorship for social events as directed by the Association's Executive Committee; and
 - (e) To provide the Association's Treasurer with details of sponsors of any social event, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer; and
 - (f) To provide the Association's Treasurer with details of attendees to any social event that is chargeable, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer; and
 - (g) To design, and print all media and paraphernalia as may be appropriate to the social event; and
 - (h) Where appropriate, assist in the preparation of the venue prior to a social event.
- (3) The Association's Social Events Sub-Committee members shall conduct themselves in a manner befitting the office to which they are elected.