

THE INSTITUTE OF REVENUES, RATING AND
VALUATION

ASSOCIATION HANDBOOK

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1 Introduction

- 1.1 This handbook has been written to help Associations provide a consistent approach to their work with members of the Institute of Revenues, Rating and Valuation. It also identifies some of the key roles and responsibilities of the Associations and their officers.
- 1.2 Revisions will be issued as and when necessary. Any comments or additional items for inclusion should be addressed, in the first instance, to the Association Representative's Chair & Secretary.
- 1.3 Headquarters provides:
- Funding for Association Representatives Meetings (ARM's).
 - Insurance (*see para 3 below*)
 - Website.
 - Corporate House Style.
 - Long Service Awards and Certificate of Service.
 - Assistance with the Press.
 - Membership and examination services.
- 1.4 If assistance is required with association matters, and the subject is not covered in this handbook, an approach should be made to Headquarters.

2 Roles and Responsibilities of Associations

- 2.1 With effect 17 October 2000, new Articles of Association were adopted by the Institute. From that date, Associations operate as separate legal entities. Each association's officers are responsible for the financial affairs of the Association and are ultimately responsible should anything go wrong. The Council of the Institute exercises an indirect influence over the Associations.
- 2.2 The professional interests of the Institute, the Associations and the members, can only be fully secured when members nationally and locally work together in a constructive manner. The objectives of the Institute and Associations are to provide a consistent level of support to members through education, training and continuing professional and personal development.
- 2.3 Associations have responsibility for electing officers and an Executive Committee. All members are entitled to vote at association meetings. **(See Appendix B).**

3 Insurance

- 3.1 Each Association should consider the scope of its activities and whether it is appropriate to have insurance cover for any risks that are identified. These may include public liability, employees and volunteers, professional indemnity, travel and accidents (including death), property and contents, cancellation of events and loss of income, fundraising activities etc. This list should not be considered as exhaustive and professional advice may be necessary.

- 3.2 Generally, each Association is responsible for arranging and paying for its own insurance cover. However, the Institute's insurance policy includes an association presidents / chairmen's chain of office, at no additional charge. Cover for presidential chains of office can be provided at no charge on the following conditions:
- An annual inventory of chains of office is provided to HQ at the start of each Association year including who has responsibility for safekeeping; and
 - An independent valuation of all chains of office is obtained and passed to HQ every 5 years.
- 3.3 The Institute's Operations Manager may be able to provide general advice on particular insurance issues.

4 **Roles and Responsibilities of Officers**

Each Association will elect certain key officers who will perform essential roles to enable the Association to function effectively. However, in recent years, many Associations have found that due to increasing work pressures, the roles may need to be undertaken by more than one person.

For this reason, the roles and responsibilities below are merely indicative.

4.1 **President / Chairman**

The President / Chairman should:

- Be fully apprised of the content of the association rules.
- Ensure that the Association is operating effectively at all times.
- Ensure continuous development of the Association.
- Ensure the effective running of the Annual General Meeting (AGM).
- Conduct meetings of the Association effectively.
- Agree the content of minutes and sign for accuracy.
- Greet (and introduce) speakers and members.
- Agree an Association Programme for the year, after consultation with the Association's Executive Committee and other interested parties.
- Ensure appropriate communication with members.
- Ensure members' needs are met.
- Prepare the Association's Annual Report and deliver it at the AGM.
- Represent the Association on all press-related issues.
- Attend the Annual Conference on behalf of the Association.

4.2 Secretary

The Secretary should:

- Act as the main liaison point between the Association and the Institute's Headquarters.
- Serve notice to all members about any forthcoming AGM and / or any Extraordinary General Meeting.
- Ensure that nominations for officers and executive members are sought.
- Ensure that an Annual Programme is produced and distributed to all members.
- Ensure that meeting venues and speakers are arranged and that details are confirmed in writing.
- Notify members of forthcoming events.
- Greet speakers and members at each meeting.
- Produce agendas and minutes of meetings and distribute them to members.
- In the President's absence, represent the Association on press-related issues.
- Maintain communication with the Institute's Headquarters regarding national developments.
- Record attendance at association events and analyse the data as required.
- Represent the Association at ARM's.
- Read and respond to correspondence and report items of interest to executive members.
- Attend the Annual Conference on behalf of the Association.
- Keep the association's area of the institute's web site up-to-date.

4.3 Treasurer

The Treasurer should:

- Ensure that a bank account is effectively managed in accordance with the Code of Practice for Association Treasurers. **(see Appendix A)**.
- Ensure that all income and expenditure of the Association is correctly accounted for.
- Pay all invoices received.
- Bank all income promptly.
- Prepare, send and monitor invoices to ensure payment for services provided by the Association.
- Reconcile accounts on a regular basis to the bank statement.
- Ensure that the bank mandate is correct and kept up to date.
- Ensure that an annual budget is prepared and approved.
- Report to each Executive Meeting on income and expenditure, compared to budget.

- Monitor receipt of all amounts due to the Association.
- Prepare annual Balance Sheet and Income & Expenditure Accounts, @t 31 December of each year in the format prescribed by Headquarters. **(see Appendix A).**
- Ensure that accounts are submitted to the Auditor in good time and present them to the AGM for approval.
- Report to each Executive Meeting on association balances *and any other finance related issues.*

4.4 Auditor

Independent financial examination of the association's accounts. **(See Appendix A).**

4.5 Education Liaison Officer

The Education Liaison Officer should:

- Assist in the promotion of the institute's qualifications and CPD scheme at a local level.
- Be the focal point for students in the area on issues relating to examinations, studies and general liaison between Headquarters and learning centres.
- Appraise local authorities and other associated companies / institutions about the institute's qualifications and the relevance of the qualifications for their staff in the pursuit of improved work output, quality and Best Value.
- Represent the Association at any meetings concerning education matters.
- Exchange views with other Education Liaison Officers.
- Disseminate information received to the Association Executive and members.
- Promote membership of the Institute.

4.6 Webmaster

The Webmaster is responsible for:

- Updating the association webpage with the contact details of members of the Executive Committee following on from the AGM within 4 weeks of the meeting. These details should include, but are not restricted to,;
 - Name of officer
 - Role within the Association
 - Work postal address
 - Work email address
 - Phone number
- Advertise all events on the association webpage and ensure these are removed once the event has taken place.
- Update the IRRV website with details of all events.

5 Association Rules

A set of "model" rules was approved by the Institute's Council in 1990 and set out in Appendix B. Model rules may vary for each Association.

6 Membership

6.1 The Institute maintains a membership list. Updates will be supplied to all Associations periodically, either electronically or in written format.

6.2 Each Association should ensure that its members are kept informed about association events. Information on association programmes is also available on the website and in the institute's magazines.

6.3 Each Association should make every attempt to increase its active membership.

6.4 Each Association should promote and encourage membership of the Institute.

6.5 Associations should ensure that their programme of events is varied so as to meet the needs of all its members. The programme should be co-ordinated with the Institute to avoid a clash with events being run by Headquarters.

6.6 Any unresolved issues relating to membership of a particular Association, should be referred to Headquarters in the first instance.

6.7 Associations will need to work with neighbouring Associations to co-ordinate membership issues.

6.8 Associations should communicate with members at every opportunity and encourage student involvement.

6.9 Information on the range of membership services is available from Headquarters and on the IRRV website.

7 Association Representative Meetings (ARM's)

7.1 Meetings of representatives of the Associations are normally held twice each year, one being during the Annual Conference. Additional meetings may be called as required.

7.2 The meetings of representatives are a means of providing an effective link between the Associations and Headquarters. They provide a platform whereby the associations officers can communicate directly with the Institute on matters of mutual interest. They enable a uniform approach to be taken by the Associations and facilitate the spreading of good practice.

7.3 At least 4 weeks advance notice of each meeting and each Association will be expected to send at least one representative.

7.4 Prior to each meeting, an agenda will be produced by the Association Secretary, which will take account of the issues raised by individual Associations or Headquarters. At the end of each meeting, an action plan will be produced to enable the Associations to focus on certain key issues prior to the next meeting.

7.5 Each Association will nominate two members to attend the representative meetings. One nominee should normally be the Association Secretary. There is an expectation that every Association should be represented at ARM's.

7.6 The ARM's will elect the following officers from the attendees:

- A Chairman.
- A Vice-Chairman.
- A Secretary.

These officers are responsible for ensuring that the meetings are conducted professionally and that all issues of importance to the Associations are fully discussed and resolved.

7.7 On occasion, working parties may be formed. Any documents produced by a working party, will be circulated to all association representatives for comment.

7.8 The constitution for the "Conference of Association Representatives". **(See Appendix C).**

8 **Meetings of Education liaison Officers**

8.1 These meetings provide a forum whereby the Associations can consider education matters and assist Headquarters.

8.2 The meetings of Education Liaison Officers are intended to update the Associations on the following:

- Examinations.
- CPD.
- Mentoring.
- Student recruitment.
- Student induction.
- Learning materials.
- Course provision.
- Pre-examination courses.
- Ideas for associations programme of events.

9 **AGM's**

9.1 The AGM of the Institute is held during the Annual Conference. It is expected that association representatives attend the meeting.

9.2 Additionally, each Association should hold its own AGM. The timing of this meeting will be governed by the association's rules.

9.3 Notice of the Association AGM should be issued to each association member at least 14 days prior to the meeting.

9.4 The purpose of the AGM is to agree the annual reports of the executive officers, together with the audited accounts. Additionally, officers of the association and executive committee members will be elected. Any amendments to the constitution or association rules should be made at this meeting.

9.5 Minutes should be taken of the meeting, which will be agreed by members at the following AGM.

10 Examination Results

Results of examinations will be sent to Association Secretaries and / or Education Liaison Officers shortly after publication. Certificates will be distributed by Headquarters, unless otherwise agreed with individual Associations.

11 Programme

- 11.1 Each Association should arrange an annual programme of events. This will normally be done by the officers and Executive Committee of the Association, although as many views as possible on the content of the programme may be sought.
- 11.2 The programme may consist solely of meetings or may be a combination of meetings and social events. Whatever the format, the Association must agree dates, times, venues and speakers and should confirm the details, in writing, to the interested parties.
- 11.3 Each Association should ensure that they are able to host four meetings per year, one of which may incorporate the Association AGM. Close liaison between Headquarters and neighbouring Associations will be required, to prevent duplication of dates and subjects and to maintain the corporate house style.
- 11.4 When agreeing a programme, the Association should try to meet the needs of its members when setting venues etc. Some Associations are widely spread geographically and try to vary each meeting venue so as to attract the greatest possible number of attendees, while others use the same venue for each meeting as it is centrally based and suitable for most of its membership.
- 11.5 Once a programme has been agreed, the details should be printed ready for distribution to all members. Associations should provide the editor of Insight and Headquarters with full details of any programme and keep their web site area updated.
- 11.6 Some Associations may wish to seek sponsorship to cover the cost of running their programme. Headquarters does not discourage this, but does ask that every attempt be made to avoid gaining sponsorship at the expense of the Institute nationally.
- 11.7 A full and up-to-date membership list can be obtained from Headquarters. If required, this can be produced in "sticky label" format. Each member in the association area should be issued with a programme at the start of the year.
- 11.8 In addition, copies of the programme should be sent to the Institute so that a national diary of events can be maintained.
- 11.9 The institute's website (www.irrv.org.uk) has a section for Associations. It is the associations' responsibility to keep information up-to-date. In order to make changes to the website entries, Associations must obtain a password from Headquarters, who will also provide advice on website design and functionality if required.
- 11.10 Approximately one month prior to each meeting, the speaker and the venue should be contacted to ensure that the meeting can go ahead and to arrange any necessary equipment (e.g. lap top, projector etc.).

- 11.11 It is good practice to remind certain key members (e.g. a contact at each local authority or private company) of forthcoming meetings two to three weeks prior to the date. These contacts should be advised to inform the Association of the number of possible attendees so that the necessary venue and catering arrangements can be made.
- 11.12 Some local authority venues may wish to welcome the Association by having the Mayor or local dignitary in attendance. Any such arrangement should be encouraged, in order to strengthen the profile of the Association.
- 11.13 Some Associations may wish to include training events in their annual programme. Headquarters does not discourage this. However, they do ask that all Associations try not to compete with Headquarters, when arranging training events.
- 11.14 In the unlikely event that training sessions and meetings are cancelled at the last minute, Associations may wish to consider obtaining adequate insurance cover to meet any possible claim.

12 **Communications to and from Headquarters**

- 12.1 Each Association should ensure that Headquarters is kept up to date on association business. The first point of contact should be the Deputy Chief Executive.
- 12.2 Immediately following each AGM, the Association Secretary should provide Headquarters with a list of the names and addresses of the officers of the Association. Any changes during the course of the year should be reported as soon as possible.
- 12.3 As soon as any Annual Programme is available, the Association Secretary should send a copy to the Institute. The programme should also be published on the association's area of the institute's website.
- 12.4 The Association Secretary should inform the Institute about any other matters of national interest.

13 **Visits by Institute Representatives**

- 13.1 Each Association is expected to invite the National President to attend at least one meeting or event during the course of a year. Ideally, the National President should be invited to attend a social event such as a dinner. As the National President has a very busy schedule, the Association Secretary should contact Headquarters as soon as the programme for the year is fixed, to avoid disappointment.
- 13.2 Each Association may also wish to invite the Chief Executive Officer. As the Chief Executive Officer will be able to speak on operational issues, their attendance at an AGM or Executive Meeting will allow for association or individual concerns to be addressed.
- 13.3 If an Association holds a Student Induction day, representation from Headquarters might prove helpful.

14 **Council Members**

A complete list of members of the Institute's Council can be accessed on the institute's website.

15 **Headquarters Staff**

A complete list of headquarters staff can be accessed on the institute's website.

16 **Corporate House Style**

Headquarters will provide details of the corporate house style, including the Institute's logo, which is to be used on paper and stationery, and details of the format for association programmes and newsletter layouts.

17 **Certificates of Service and Long Service Awards**

17.1 The Institute awards Certificates of Service and Long Service Awards based on certain criteria. Certificates of Service are intended to recognise the outstanding contribution made to the Institute and the professions it represents, by members who have not sought national office.

17.2 Certificates of Service are normally awarded to serving, or recently serving, members of Association Executive Committees, or those who have worked in some other capacity for the Institute (e.g. involvement in the educational process). There is no age criterion. Although it is likely that certificates will be issued to long-serving association members, those who have joined relatively recently may also be eligible for an award. Nominations are judged according to the amount of time and effort that the nominee has put into supporting association and institute activities.

17.3 Nominations should include:

- Name and current employer.
- Record of service with the Institute, including association involvement, and length of service.
- The reasons why it is felt that the nominee should receive an award.

Wherever possible, nominees should not be made aware that they have been nominated for an award, to avoid embarrassment or disappointment, if the nomination is not approved. Nominations should be submitted to Headquarters and will be considered by Council.

17.4 The award, which takes the form of a certificate, is presented to the approved nominees by the National President on association visits during the course of his / her year in office.

17.5 Long Service Awards are intended to recognise those who have been members of the Institute for fifty years. The membership database is used to identify members who have completed the requisite fifty years. Associations are then notified and the Institute President presents the award, which takes the form of a certificate, on his / her visit to the Association.

18 **Dealing with the Press**

If the Press makes contact with an Association on a local issue, the Association should inform the Institute's Chief Executive Officer and seek advice if appropriate. If the Press makes contact or enquiries on a national or regional issue, they should be advised to contact the Institute's Chief Executive Officer.

19 **Website**

The Institute's website has an area where each Association may publish news of its activities and provide contact details of key association officers. Associations enter and update their own information directly, by means of coded access. Each Association should appoint a webmaster to take on responsibility for its website area. The webmaster should liaise with Headquarters, who will provide access codes and other information and support.

Code of Practice for Association Treasurers

Preliminary

- 1 This Code of Practice has been adopted by the Institute to assist Association Treasurers in carrying out their responsibilities. It is not exclusive, and may need to be supplemented by rules of guidance etc. adopted by each Association Executive Committee. However, it does provide a basic guide and its recommendations should not be set aside without the approval of the Association Executive Committee and without consulting Headquarters.

Status of the Associations

- 2 Article 73 of the Articles of Association of the Institute states:
“The Council may, subject to such conditions as it shall decide, give financial assistance, support and facilities to such local associations of members of the Institute as it shall recognise from time to time, in accordance with geographical and other criteria laid down by the Council”.
- 3 The Associations are legally independent of the Institute and are responsible for regulating their own affairs. However, the Institute has model rules for Associations and adoption of these by local Associations will be considered a determining factor in recognition. The Association Executive Committee, as the elected governing body of the Association, is responsible for the overall management of the Association and for any liabilities arising. The immediate responsibility for financial management is with the Treasurer elected by the Association and he / she should regard him / her self as having a particular personal responsibility both to his / her own Association and through them, to the Institute and its membership more generally. The personal capacities required for this role should be recognised by Associations, in selecting a Treasurer. Except in special circumstances, no person should hold office as Treasurer for more than three consecutive years.

Accounts

- 4 The central responsibility for the Treasurer is to keep and to present for approval at the AGM, the accounts (including income and expenditure) of the Association. These must be presented on an accruals basis and should be in the format advised by Headquarters. This will assist with assuring compliance with statutory requirements. The accounts must be supported by all necessary documentation, which should be kept in a safe place for inspection by the Association or Institutes Auditor. (see Paras. 9 and 10). Final certified copies should be sent to Headquarters immediately after adoption at the AGM of the Association.

Interim Reports to Association Committee

- 5 In addition to the annual examination of accounts, arrangements must be made by the Association Executive Committee for periodic reporting of the association's financial standing, and it is recommended that this should feature as a standing item at each Executive Committee meeting. For preference, brief written reports should be produced for each meeting, showing income and expenditure on the association funds since the last report. Documents should be available for inspection. The Treasurer should also be able to respond to executive committee members' enquiries at all reasonable times.

Banking Arrangements

- 6 The Association should maintain all its accounts at one branch of a bank located within the association area, preferably a branch of a major clearing bank. The bank must be provided with details of all authorised signatories, normally the treasurer and one other. The treasurer must have access to all accounts and all transactions made on behalf of the Association. Where necessary, copies of bank statements should be with the documentation available at Association Executive Committee Meetings.
- 7 All expenditure must be paid by cheque or bank transfer except in exceptional circumstances where detailed receipts will be required. Expenses etc. should be accounted for separately and should not be dispersed out of "takings". Thus, the records kept for any individual meeting, social occasion etc. should be complete and should reflect the gross value of all transactions.

Delegation of Treasurer's Functions

- 8 In the larger Associations, it may be appropriate for certain individuals to be appointed to assist the Treasurer and to hold accounts for certain functions (e.g. weekend schools or annual dinner). The account holders should be required to act in precisely the same way as described above for the Treasurer, and any cheque books, paying-in books or account documents should be issued through the Treasurer and returned on completion of the task. The Treasurer is responsible for delegated account holders and should not so delegate unless personally satisfied that the arrangements will be properly observed. The Association Committee should respect the treasurer's decisions on this matter.

Auditors

- 9 The Association will elect an Association Auditor or Independent Examiner each year. The Auditor or Independent Examiner should be suitably qualified and should not be employed by the same authority or company as the Treasurer or be personally related to him / her. Ideally, the Auditor should be a professionally qualified accountant and should not hold office for more than five consecutive years. Auditors who are not professionally qualified accountants must have a relevant qualification e.g. IRRV (Hons), AAT. The Auditor must be given access to all documentation he / she considers necessary to verify all transactions and financial arrangements. It is the Treasurer's responsibility to ensure that the Auditor is satisfied with such arrangements. The Auditor will report to association members, normally at the AGM.

- 10 In addition, the Institute may require association records to be audited by its own Auditor. Reasonable notice of this requirement will be given to the Association Treasurer and Secretary by Headquarters or the Institute's Auditor. The Institute's Auditor must be given access to all documentation he / she considers necessary to verify all transactions and financial arrangements. It is the Treasurer's responsibility to ensure that the Institute's Auditor is satisfied with such arrangements and all explanations required. All costs in connection with audit of Association records by the Institute's Auditor will be met directly by the Institute.

Value Added Tax

- 11 Associations should recognise and comply with the requirements of *HM Revenues and Customs (HMRC)* including the charging of the tax at the appropriate rate should their turnover require it. As of 1st April 2015 the relevant VAT registration limits are £82,000 per annum. Headquarters can provide further information, if required.

Other Taxes

- 12 Associations should recognise and comply with the requirements of *HMRC* in connection with Corporation Tax (requiring self-assessment of tax liabilities), Pay-As-You-Earn and National Insurance contributions as appropriate. Headquarters can provide further information, if required.

Association Model Rules

Preamble

1 Article 73 of the Articles of Association of the Institute of Revenues, Rating and Valuation states:

“The Council may, subject to such conditions as it shall decide, give financial assistance, support and facilities to such local associations of members of the Institute as it shall recognise from time to time in accordance with geographical and other criteria laid down by the Council.”

Name of Association

2 The name of the Association is to be “The xxxxxx” IRRV Association.

Area

3 The areas covered by the Association are: “.....”

Objects

4 The object of the Association is to further the objects of the Institute of Revenues, Rating and Valuation, as defined in the Institute’s Memorandum of Association.

Membership

5 Membership of the Association will be open to any member of the Institute who resides in or is employed within the area described at Rule 3 above and to such other members of the Institute who request membership of the Association.

Sub-Association

6 It shall be open to the Association at a General Meeting to submit a request to the Council of the Institute for approval to the formation of a Sub-Association within its area. On the formation of such a Sub-Association, the Executive Committee of the Association shall make appropriate arrangements for the management and financial control of the Sub-Association and the association Rules of the sponsoring Association will apply to the Sub-Association.

Officers

7 There shall be elected at an AGM each year, the following Officers of the Association:

- A President / Chairman;
- A Vice President / Vice Chairman;
- A Secretary;
- An Assistant Secretary;
- A Treasurer;
- An Education Liaison Officer;
- An Auditor;

in addition to such other officers as the AGM may determine.

Executive Committee

- 8 The Executive Committee shall consist of the officers of the Association:
- Immediate Past President of the Association;
 - Any current member of the Council who is a member of the Association;
 - Six other members of the Association who shall be elected by ballot at the AGM of the Association.

Only members of the Association shall be entitled to vote in such a ballot.

- 9 A quorum for meetings of the Executive Committee shall be five members of the Executive Committee and shall include:
- President / Chairman or Vice President / Vice Chairman;
 - Secretary or Assistant Secretary.

10 The Executive Committee shall have the power to manage all matters relevant to the functions of the Association and to the carrying out of the objects of the Association.

11 The Executive Committee shall have the power to create sub-committees for the purpose of the Association.

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

13 The Executive Committee shall have power to fill any casual vacancy in the officers of the Association, in the period prior to the AGM.

Voting

14 The chairman of any committee or sub-committee shall have a casting vote.

AGM

15 An AGM must be held on a date determined by the Executive Committee within five months of the end of the financial year and shall be open only to members of the Institute. Only members of the Institute resident in the association area may vote on resolutions.

16 The annual report and the audited accounts of the Association shall be presented at the AGM.

Extraordinary General Meeting

17 An Extraordinary General Meeting shall be convened on receipt by the Association Secretary, of the requisition in writing, specifying the reason, signed by not less than six institute members of the Institute resident in the association area, calling for such a meeting to be held and on a date within 28 days of the receipt of the requisition. In addition, the Executive Committee can call an Extraordinary General Meeting at any time.

Notice of Meeting

18 Notice of meeting shall be given to each member and to Headquarters at least 14 days before the AGM or an Extraordinary General Meeting, and 7 days before any other meeting.

Notice of Motion

- 19 A notice of motion, other than to change these rules, may be given only in respect of an AGM or an Extraordinary General Meeting and must be given 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 and to Headquarters before the meeting.

Omission to give notice of Meeting

- 20 The accidental omission or failure to give notice of any association 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.

Finance

- 21 In the management of its financial affairs the Association will pay regard to guidance received from Headquarters, and shall inform Headquarters of any departure from that guidance. The following rules shall apply:

- The financial year will run from the 1st January to 31st December.
- The audited accounts will be submitted to the AGM for adoption and a copy of the adopted accounts submitted to Headquarters.
- No separate subscription shall be charged for membership of the Association.
- The AGM shall appoint one or more Auditors who shall preferably be professionally qualified accountants. **(see Appendix A)**
- The Executive Committee has overall responsibility for the accounting, banking and investment of Association funds, having regard to the particular responsibilities of the Treasurer as defined in the headquarters guidance.

Association Representatives

- 22 The Executive Committee shall appoint two association representatives to the Annual Conference of the Institute (normally the President / Chairman and Secretary), two association representatives to attend the ARM (normally the Secretary plus one other member of the Executive Committee), and one Association representative to attend an Educational Liaison Officers Meeting (normally the Educational Liaison Officer).

Alteration to Rules

- 23 No alteration shall be made in these rules unless notice in writing, setting out the proposed changes, is given to the Association Secretary not less than 28 days before the AGM or Extraordinary General Meeting. Such notice shall be incorporated into the notice convening such a meeting and the alterations shall be effected if carried out by a majority of members present and voting at the meeting; provided that no such alteration shall affect the validity of election of officers made at such AGM. Such alteration shall not be effective, unless confirmed by the Council of the Institute, or by the Chief Executive Officer of the Institute acting on behalf of the Council.

Association Representatives Meeting (ARM) Constitution

1 **Name**

1.1 The name of the meeting shall be the "Association Representatives Meeting".

2 **Area**

2.1 The ARM shall represent the members of all Associations of the Institute in England, Scotland, Wales and Northern Ireland.

3 **Objects**

The objects of the ARM are:

- To co-ordinate the work of the Associations.
- To provide an effective means of communication and co-ordination between the Associations, the Council and the Chief Executive Officer of the Institute, without an individual Association's right to direct communication being prejudiced.
- To provide a forum whereby matters of concern to the Associations can be considered and recommendations made to the Institute to allow the Institute to respond to these issues.
- To reflect the needs of all members.

4 **Membership**

4.1 The ARM shall consist of two representatives of each Association who shall be nominated in accordance with each association's rules and constitution.

4.2 The President and the Chief Executive Officer of the Institute shall be ex-officio members of the ARM.

4.3 Council members and senior staff at Headquarters shall have access to the ARM as agreed between the Chairmen, Secretary and Chief Executive Officer, in accordance with the business of a forthcoming meeting.

5 **Officers**

The following Officers of the ARM shall be elected for a term of two years at the AGM:

- A Chairman.
- A Vice-Chairman.
- A Secretary.

The Officers shall be elected by the ARM from among its own members and shall be association representatives. No officer shall be elected for more than three consecutive terms of two years duration.

6 **Voting**

- 6.1 Should more than one nomination be made for any of the positions, then the outcome shall be decided by ballot. Only ARM members will be entitled to vote, with one vote to each Association.
- 6.2 Scrutineers shall be appointed by the Chairman.

7 **Voting on matters of Business of the ARM**

- 7.1 Only members of the ARM shall be entitled to vote with one vote to each Association.
- 7.2 Scrutineers shall be appointed by the Chairman.
- 7.3 The Chairman shall have the casting vote.

8 **Sub-Committee**

- 8.1 It shall be open to the ARM at any meeting to form a sub-committee, should it be necessary.
- 8.2 The sub-committee shall report back to the ARM at its next meeting.
- 8.3 The sub-committee shall have power to co-opt any person who has the appropriate expertise.

9 **AGM**

- 9.1 The ARM shall hold its AGM at the time of the Annual Conference of the Institute and shall hold at least one other meeting during each year.
- 9.2 Draft minutes of meetings shall be circulated by the ARM Secretary to each Association Secretary within 14 days of each meeting.
- 9.3 Any items for discussion should be submitted to the ARM Secretary for inclusion on the agenda 28 days prior to the next meeting.
- 9.4 Notice of a Meeting shall be circulated to all ARM members 14 days in advance of the meeting.