



REGULATIONS 1994 (as amended 1997 and 2008)

1. Membership

1.1 Applications

Applications for membership of the Association are made on the form provided by the Secretary. Completed forms are returned to the address stated with all subscriptions due.

New applications are processed by the Secretary and reported to the first meeting of the Council following receipt of the subscription. The Secretary shall refer any queries concerning membership applications to the Council.

Should the Council decide to reject any application this is recorded in the minutes, such decision is to be communicated to the applicant and the subscription refunded within fourteen days of the meeting of the Council.

The names and addresses of new members are published in the issue of the Association's journal next following admission.

1.2 Renewals

All membership runs for a period of 12 months commencing on the 1st April¹. Any member who has not renewed within three months (i.e. by 30th June²) of the subscription having fallen due is deemed to have resigned.

Any member who has been deemed to have resigned must re-apply for membership and remit all subscriptions due to the Association, as decided by the Treasurer.

1.3 Subscriptions

The Treasurer is to recommend the annual subscription rates to the Annual General Meeting, and a change in the subscription rate will be approved if at least half the Ordinary Members voting are in favour of it.

An annual subscription is due on joining the Association and thereafter on the 1st April³.

A discount on the annual subscription may be given to new members for the part of the current membership year that has elapsed before joining. The rate of any such discount shall be specified by the Council in the Standing Orders.

The Council may waive the annual subscription in special circumstances.

1.4 Special Categories of Membership

1.4.1 Students

Full-time students may apply for student membership of the Association for the duration of their studies, subject to Standing Orders.

1.4.2 Retired Members

On or after the first day of the Association's year following the date of permanent retirement from active employment, an Ordinary Member may apply for retired membership of the Association, subject to Standing Orders.

1.4.3 Unemployed Members

On or after the first day of the Association's year following the date of becoming unemployed, an Ordinary Member or student member may apply for unemployed

1 Amendment adopted at 1997 AGM

2 Amendment adopted at 1997 AGM

3 Amendment adopted at 1997 AGM

membership of the Association, subject to Standing Orders.

1.4.4 *Voting Rights*

Student, retired and unemployed members may not vote at meetings of the Association.

1.5 *Disciplinary Procedure*

The Council will investigate any complaint made of any action taken by a member which in the opinion of the Council is likely to bring the Association or the profession into disrepute. If after such investigation the complaint is upheld the Council may expel that member from the Association.

The Secretary is to notify a member of any complaint made and the time and place at which the Council is to consider it. The Secretary is to write to the member at least one month prior to the investigation and present to the Council any explanation made in writing by the member. Whether or not any explanation has been made in writing, a member has a right to be heard by the Council and/or to be represented by any other person.

The decision of the Council is final and binding on all members.

2. **Meetings**

2.1 *Annual General Meeting*

The Annual General Meeting is to be held at a time and a place to be decided by the Council. The Secretary is to send out notices of the meeting to all members at least one month in advance, but the accidental omission to give notice or the non-receipt of such notice by any person entitled to receive notice shall not invalidate any resolution passed or proceedings at any meeting.

Any member may raise business at the meeting but must give written notice of its nature to the Secretary at least two weeks in advance. Any member may propose or second a motion at a meeting, except as provided elsewhere in the Constitution or Regulations but only Ordinary Members may

vote.

In order to vote at a meeting a representative of an institutional member must be properly accredited. A personal member who is also the representative of an institutional member may vote in both capacities.

Except as provided elsewhere in the Constitution or Regulations a motion shall be carried if more than half those voting are in favour of it. The Chair is to have a deliberate and a casting vote.

10% of the Ordinary Members of the Association shall constitute a quorum. Any member may raise business under Any Other Business at the discretion of the Chair.

2.2 *Ordinary Meetings*

Ordinary meetings may be called at any time by the Council, to be held at a time and a place to be decided by the Council. The Council is to convene a meeting within six weeks of the Secretary having received a requisition in writing from at least 20% of the members stating the purpose for which the meeting is required and the resolutions proposed.

The Secretary is to send out notices of the meeting to all members at least one month in advance, but the accidental omission to give notice or the non-receipt of such notice by any person entitled to receive notice shall not invalidate any resolution passed or proceedings at any meeting.

Any member may raise business at the meeting but must give written notice of its nature to the Secretary at least two weeks in advance. Any member may propose or second a motion at a meeting, except as provided elsewhere in the Constitution or Regulations but only Ordinary Members may vote.

In order to vote at a meeting a representative of an institutional member must be properly accredited. A personal member who is also the representative of an

institutional member may vote in both capacities.

Except as provided elsewhere in the Constitution or Regulations a motion shall be carried if more than half those voting are in favour of it. The Chair is to have a deliberate and a casting vote.

10% of the Ordinary Members of the Association shall constitute a quorum.

3. **Vice-President(s)**⁴

3.1 *Vice-President(s)*

Any Vice-Presidents are to be considered personal members of the Association and may be invited by the Council to serve on any committee. The Secretary is to invite the Vice-President(s) to attend all meetings of the Association.

A Vice-President holds office for three years from the date of the Annual General Meeting immediately following the Council's invitation to office. The Council may invite a Vice-President to remain in office for further terms.

4. **Officers**⁵

4.1 *President*

The President is the Chair of the Council and all meetings. In the absence of the President, the President Elect shall preside.

The President is *ex-officio* a member of all committees.

The President is to prepare an annual report on the activities of the Association which is submitted to the Annual General Meeting.

The President of the Association shall be elected annually by ballot of the membership but shall be eligible for re-election for a further term of one year. After serving for one or two terms, the President shall continue in office until seven days after

the next Annual General Meeting. The President shall then retire and shall serve as Immediate Past President.

4.2 *President Elect*

The President Elect is *ex-officio* a member of all committees.

The President Elect shall be elected annually by ballot of the membership but shall be eligible for re-election for a further term of one year. After serving for one or two terms, provided there are no other nominations, the President Elect shall be deemed to be elected as President at the next Annual General Meeting.

After serving for one or two terms, the President Elect shall continue in office until seven days after the next Annual General Meeting.

4.3 *Immediate Past President*

The Immediate Past President shall carry out such duties as determined by the Council and the Regulations.

The Immediate Past President shall hold office after retiring as President of the Association and may serve for one or two years, dependent on the length of term office of the President. After serving for one or two terms, the Immediate Past President shall continue in office until seven days after the next Annual General Meeting. The Immediate Past President shall not be eligible for re-election at the following two annual elections.

4.4 *Secretary*

The Secretary is the secretary of the Council and all meetings.

The Secretary is *ex-officio* a member of all committees.

The Secretary is to conduct on behalf of the Association all the official correspondence of the Association. The Secretary is to have control of all files, papers and other property belonging to the Association.

The Secretary is to make the Council Minute

4 Amendment adopted at 2008 AGM

5 Amendment adopted at 2008 AGM

Book available for inspection by any member upon being given two weeks notice in writing.

The Secretary shall be responsible for supervision of the Administrator of the Association.

The Secretary shall be elected for a term of two years but shall be eligible for re-election for a further term of two years. After serving a maximum term of four years, the Secretary will not be eligible for re-election as Secretary or as Council Member at the following two annual elections. The Secretary shall be eligible to stand as President or President Elect⁶ at any time.

4.5 *Treasurer*

The Treasurer is *ex-officio* a member of the Council and all committees.

The Treasurer is responsible for all the Association's receipts and payments. The Treasurer is to maintain proper financial records which are to be submitted to the Association's accountants within four weeks following the close of the Association's year.

The Treasurer is to make the financial records available for inspection by any member upon being given two weeks notice in writing.

The Treasurer is to accept the directions of the Association's accountants as to the conduct of transactions and is to report all irregularities to the Council.

No member of the Association is to enter into any financial commitment on behalf of the Association without the sanction of the Treasurer.

The Treasurer shall be elected for a term of two years but shall be eligible for re-election for a further term of two years. After serving a maximum term of four years, the Treasurer will not be eligible for re-election as Treasurer or as Council Member at the following two annual elections. The

Treasurer shall be eligible to stand as President or President Elect⁷ at any time.

4.6 *Election of Officers*

Elections shall be held annually for any vacant post as President, President Elect, Secretary or Treasurer of the Association⁸. Any Ordinary Member of the Association may propose or second a candidate in an election. The Secretary is to supply a nomination form to any Ordinary Member of the Association who requests one.

If there is only one nomination for each office the candidate is returned unopposed.

If there is more than one nomination for any office the Secretary is to proceed to organise a postal ballot of the Ordinary Members as determined by the Standing Orders.

The results of an election are to be reported to the next Annual General Meeting by the Secretary. The successful candidates are to take office seven days after the date of the Annual General Meeting.

Should no candidate be nominated for any office the present office holder is to remain in office until the Council meeting following the Annual General Meeting. The vacancy will be filled as a casual vacancy by the Council.

5. **Council**

5.1 *Duties*

The Council is to meet at least three times in any twelve months following an Annual General Meeting. The Secretary is to give all members of the Council not less than 28 days written notice of a meeting. No business is to be transacted at any meeting unless a quorum is present. Five voting members of whom at least two must be officers and two elected members constitute a quorum.

Decisions of the Council are to be made by a simple majority and in the event of equality

6 Amendment adopted at 2008 AGM

7 Amendment adopted at 2008 AGM

8 Amendment adopted at 2008 AGM

of votes, the President⁹ shall have the casting or additional vote.

The Council is to appoint and remove the chairs and members of committees and to establish the terms of reference of all committees.

The Council has the power to review the exercise by any committee of the Council of any powers delegated to it by the Council.

The Council, as represented by the Secretary, shall appoint and be responsible for the employment of an Administrator and any other employees of the Association. The Council shall have the sole right of determining the terms and conditions of service of employees of the Association.

Officers and the committees are to report to the Council meeting, either verbally or in writing.

The formulation of the Association's strategy, major policies and financial plans are expressly reserved by the Council.

5.2 *Standing Orders*

Standing Orders are to be drafted by the Secretary and are effective when approved by the Council. Any member of the Council may propose an alteration to a Standing Order at any meeting of the Council. A member of the Association may request a copy of any Standing Order from the Secretary as listed in the latest Annual Report of the Council.

5.3 *Standing Committees of the Council*

Standing Committees are appointed at the discretion of the Council and carry out their duties as determined by the Standing Orders.

Any person may be appointed to membership of a Standing Committee. There is to be no quorum and no limit to the number of members. The Council requires a Standing Committee to appoint a vice-chair to deputise for the chair of a Standing

Committee.

It is the responsibility of the chair of a Standing Committee to report the business of a committee to the Council and to provide the Secretary with copies of any reports or papers drafted by the committee.

The chair of a Standing Committee is to provide the Secretary with a written report of the activities of the committee by the close of the Association's year.

5.4 *Committees of the Council*

Any person may be appointed to membership of a committee. There is to be no quorum and no limit to the number of members. The Council may require a committee to appoint a vice-chair to deputise for the chair of the committee.

It is the responsibility of the chair of a committee to report the business of the committee to the Council and to provide the Secretary with copies of any reports or papers drafted by the committee. The chair of a committee is to provide the Secretary with a written report of the activities of the committee by the close of the Association's year.

5.5 *Election of Members to the Council*

Annual elections shall be held for any vacant post as Council Member. Any Ordinary Member of the Association may propose or second a candidate in an election.

The Secretary is to supply a nomination form to any Ordinary Member of the Association who requests one. Nomination forms must be returned to the Secretary on or before the last day of the Association's year. If there are no opposing candidates the candidates are to be returned unopposed.

If there are more nominations than vacancies, the Secretary is to proceed to organise a postal ballot as determined by the Standing Orders.

The results of the election are to be reported

⁹ Amendment adopted at 2008 AGM

to the Annual General Meeting immediately following by the Secretary. The successful candidates are to become members of the Council at the end of the Annual General Meeting.

Should there be insufficient nominations the vacancies are to be filled by the Council.

5.6 *Council Members' Terms of Office*
The Council Members shall be elected for a term of two years but shall be eligible for re-election for one further term of office. After serving a maximum of four years, the Council Member shall not be eligible for re-election at the following two annual elections. The Member will be eligible to seek election as an Officer of the Association.

5.7 *[deleted Sept. 1997]*¹⁰

6. **Disqualification**

The Officer, Council Member, Editor, President, Vice-President or Chair of Committee is disqualified by virtue of any of the following conditions:

6.1 Tenders their resignation by written notice to the Association.

6.2 Becomes incapable by reason of mental disorder, illness or injury of managing and administering their property and affairs.

6.3 Is absent from meetings of which they are a member for a continuous period of nine calendar months without special leave of absence from the Council.

6.4 Is indirectly or directly interested in any contract with the Association and fails to declare the nature of that interest.

6.5 Is expelled from membership of the Association in accordance with clause 6.6.

6.6 Is removed by resolution passed at a meeting of the Association provided that the

resolution is carried by a majority of at least two thirds of the Ordinary Members present at the meeting.

7. **Finance**

7.1 *Financial Year*

The Association's year is to run from 1st April to 31st March¹¹.

7.2 *Banking*

The Council, on the recommendation of the Treasurer, is to decide where and how the Association's funds are to be kept.

All cheques drawn upon an Association bank account must be signed by the Treasurer. If the amount exceeds 10% of the previous year's subscription income the cheque must be counter-signed by another Officer.

No sum in excess of 30% of the previous year's subscription income may be authorised without the unanimous consent of the Council.

The Council, on the recommendation of the Treasurer, is to decide what travelling and subsistence may be paid to persons attending meetings of the Council, its committees or taking part in other Association business.

All expenses claims are to be made to the Treasurer in writing, not less than two weeks before the close of the Association's year to which they relate.

7.3 *Petty Cash*

The Treasurer may issue a petty cash float to any person transacting business on behalf of the Association. All such persons must be supplied with a petty cash book in which they are to enter details of all transactions.

The petty cash book and a written summary must be submitted to the Treasurer not less than two weeks prior to the close of the

10 Approved at AGM 1997

11 Amendment adopted at 1997 AGM

Association's year to which the transactions relate.

The Treasurer may require the return of a petty cash float at any time.