

The Chartered Institute of Public Finance and Accountancy

CIPFA North West – Constitution and Rules

1. NAME

1.1 The Society shall be called the "North West Society of the Chartered Institute of Public Finance and Accountancy (CIPFA)".

2. OBJECTS

2.1 The objects of the Society shall be to contribute to the promotion of the purposes of CIPFA, as provided by the Royal Charter and bye-laws in the areas of Cumbria, Lancashire, Merseyside, Greater Manchester, and Cheshire by the following means, inter alia:

- (a) To promote CIPFA as the premier accounting body in public services
- (b) To promote CIPFA's education, training and development objectives and careers and placements in public finance by maintaining effective contacts with all public bodies and educational establishments.
- (c) To ensure an effective forum for discussion of public finance and accountancy issues by arranging and promoting a variety of local activities including events, courses and research, and social media
- (d) To act as a communication channel between the members and students and CIPFA both nationally and in the North West region.
- (e) To assist the Institute in providing professional support services for its members and students.
- (f) To promote an esprit de corps among Members and students.
- (g) To support the Institute in its wider objectives, nationally and internationally.
- (h) To have available a variety of open and inclusive communication channels for the North West membership

3. MEMBERSHIP

3.1 The following persons employed within the area described in Rule 2.1 shall be Members of the Society:

- (a) Corporate members of CIPFA i.e. Byelaw 4 Membership
- (b) CIPFA students
- (c) Other non-Corporate CIPFA members e.g. Advanced Diploma Holders, ACAS members etc.
- (d) Byelaw 5 and Byelaw 6 members of CIPFA

Provided that a member may join any other CIPFA regional organisation and in the case of (b) and (c) above the members shall have no voting rights in relation to CIPFA national policy and its domestic affairs . CIPFA students and other non-

corporate CIPFA Members will be able to vote in the elections for membership of the Council of the Society.

3.2 The following persons living or employed within the area described in Rule 2.1 and engaged in the business of public finance and accountancy shall be considered for admission to the Society upon application but will have no voting rights in relation to CIPFA national policy or its domestic affairs:

- (a) Corporate members and students of other CCAB bodies and CIMA
- (b) Accounting Technicians and registered AAT students
- (c) Such other persons as the SOCIETY Council consider appropriate.

4. ORGANISATIONAL STRUCTURE

4.1 The Society shall appoint a Council henceforth known as "The Council" which shall be the principal executive and policy making body responsible on behalf of members and students of the Society to the National Institute Council of CIPFA.

4.2 The Council shall receive all CIPFA policy documents and initiatives and shall be the sole policy-making body for the Society.

4.3 The Council may form such specialist and sub-groups as it requires to meet the needs of the Members and students. These groups shall be established to meet Members and students' needs in terms of professional or managerial discipline, geographic location or other factor that Council deem appropriate.

4.4 The groups shall each adopt the rules Society Governance for the management and conduct of their affairs as required by The Council. Each group shall report to The Council at least annually

5. OFFICERS

5.1 The officers of the Society shall comprise:

- (a) President
- (b) Vice-President
- (c) Junior Vice-President
- (c) Secretary
- (d) Treasurer

5.2 The President, Vice-President and Junior Vice-President shall be elected for a period of two years from amongst the Corporate Members of the Society. It is not assumed that the Vice-President and Junior Vice-President will automatically take up the President and Vice-President role respectively; instead these officers will need to be elected into the successor roles.

5.3 The Secretary and Treasurer shall be elected annually from amongst the Corporate Members of the Society.

5.4 For any elected role, where there is more than one nomination, this should be by an electronic ballot of all members and students, otherwise by

election at the Annual General Meeting.

5.5 The Council shall have the power to fill any casual vacancy that may occur amongst the officers and when filled that will count as one full year's appointment until the next Annual General Meeting, even if the appointment was made one month before the AGM.

5.6 The duties of the officers of the Society shall be set out in the relevant Role Statements as determined by Council and appended to the Constitution.

6. THE COUNCIL

6.1 The Council shall comprise of the following:

Members with voting rights

- (a) Officers appointed or elected under Rule 5.1
- (b) Up to 12 corporate members of CIPFA all of whom shall be elected by ballot for a period of two years. Corporate Members are Byelaw 4, 5 or 6 Members and CIPFA Students.
- (c) The Chief Executive of CIPFA or nominee.
- (d) Members of the Society who have been elected to the National CIPFA Council. Depending on the level of Society Membership the number of National Council Members elected on a regional basis will change. The number is currently 2.
- (e) The Chair or nominee of any group established in accordance with 4.3 above. As a voting member of the Council the Chair or nominee of any group stated in 4.3 will act as a proxy on behalf of the group and for matters of agreeing or voting on decisions, should have full authorisation of the group to agree a decision or vote on behalf of them.

Members with no voting rights

- (f) Other members as necessary to ensure the reasonable representation of groups and of interests not otherwise represented up to a maximum of ten. A proposal for co-opted membership made under this item shall on the agenda of the appropriate meeting of the Council and shall not be successful unless co-optation of these members is approved by not less than three-quarters of the members present and voting. All co-opted members shall serve on the Council for a period of two years.

Co-opted members can progress to Corporate Members if they so wish and fit the criteria under rule 6.1(b). Where positions of Corporate Membership arise and there is no ballot, the longest service Co-opted Members will be given preference to move into a Corporate Member role.

- (g) The immediate past President and immediate past Secretary shall be ex-officio members of the Council for two years after relinquishing office.

6.2 The Council shall elect the President as the Chair and the Vice-President as the Vice Chair and shall have the power to nominate any other Society member in both their absence.

6.3 Eight members shall form a quorum of the Council, of which at least five shall be voting members.

6.4 The Council shall appoint annually, from within the Membership of the Society, such other officers as the Council consider necessary from time to time and in accordance with such requirements as may be specified from time to time by CIPFA. Such officers become Members of the Society Council if not already so but will not hold any voting rights.

7. COMMUNICATION

7.1 The main method of communication to Members and students of the Society will be by electronic means and through information posted to the official web site of the Society. Other forms of communication will be via a regional newsletter, direct Society mailing, articles in CIPFA affiliated organisations or Social Media

7.2 All ballots for election to the Society shall be carried out electronically, where appropriate.

7.3 Members and students of the Society may request information to be sent in hard copy format, where appropriate.

8. MEETINGS

8.1 The Society shall hold at least four meetings per year including the AGM. The Secretary shall give no less than seven days' notice of all meetings.

8.2 The Annual General Meeting shall be held before 30th April in each year to receive and discuss the Annual Report of the Society, the financial statements for the period to 31st December and to transact such other business as may be necessary. A copy of the Annual Report, the financial statements and all other Society Council minutes shall be submitted to the Chief Executive of CIPFA and posted for information on the Society web site.

8.3 Twenty members/students shall form a quorum at any Annual General Meeting or Special General Meeting.

8.4 The Secretary, on the direction of The Council or on receipt of a requisition signed by twenty Members/students and stating the objects of the meeting, shall convene a Special General Meeting as soon as possible to be held within four weeks of receipt or such direction or requisition.

8.5 Each member of the Society listed in paragraph 6.1 sections (a) to (e) shall have one vote and in the event of equality of votes the Chairman of the meeting shall have a second or casting vote.

8.6 The Society and its Members and students may invite other persons who are not members to participate in activities and attend meetings. Such persons may not participate in or vote on discussions relating to CIPFA policy or its

domestic affairs.

9. FINANCE

9.1 The Society shall prepare and review financial regulations.

9.2 All proposals with financial implications by the Council or its Groups shall be referred to the Treasurer before implementation where these exceed the individual group budgets and/or require the use of reserves.

9.3 All assets and monies raised by the Society and its groups are held on behalf of CIPFA.

9.4 Charges may be raised in connection with activities as are deemed appropriate by the Council, and where appropriate a VAT invoice should be requested from the supplier. For VAT purposes, invoices for charges raised must be addressed to North West Society of CIPFA.

9.5 The Council shall arrange for the financial statements to be audited by a corporate member or corporate members of CIPFA, to be appointed at the Annual General Meeting.

9.6 Sponsorship shall be in accordance with to the approved CIPFA Policy on Sponsorship.

9.7 Neither the Society nor the Council nor the Council Officers shall have the power to charge CIPFA with any expenditure they may incur or to pledge the credit of CIPFA without previous consent in writing of the CIPFA Institute Council.

9.8 All expenses incurred to be reimbursed must be in line with the expenses policy. This should not be used as a substitute for a supplier invoice in line with point 9.4

10. GENERAL MATTERS

10.1 The President of CIPFA shall be an ex-officio member of the Society.

11. INTERPRETATION OF RULES

11.1 Any matter which is not provided for by the foregoing Rules and in any case of doubt as to the interpretation of these Rules shall be dealt with and determined by the Council.

12. ALTERATION OF RULES

12.1 Proposals for alteration of the whole of the foregoing rules, or any part of them may be adopted at the Annual General Meeting or at a Special General Meeting convened for the purpose, providing a majority of three-fourths of the members present and voting concur in such proposals. Notice of any proposed alteration shall be given to the Secretary not later than twenty-one days prior to

such meeting.

13. SUPPORTING DOCUMENTS

13.1 There are a series of documents that have been produced as part of Society Governance. These are:

- Induction Pack and Role Statements
- Development Plan
- Expenses Policy
- Financial Regulations
- Sponsorship Policy
- Meeting guidelines
- Sub-group Terms of Reference