

IRRV EAST ANGLIAN ASSOCIATION RULES

<i>Updated</i>	<i>13 February 2018</i>
<i>Laid before AGM</i>	<i>22 June 2018</i>
<i>Coming Into Force</i>	<i>22 June 2018</i>

Citation and Commencement

1. These rules may be cited as the rules of the East Anglian Association of the Institute of Revenues, Rating and Valuation.
2. These rules supplement the Institute of Revenues, Rating and Valuation Association Handbook and should be read in association with its contents.

Name of Association

3. The name of the Association is to be “The East Anglian Association of the Institute of Revenues, Rating and Valuation” (or IRRV East Anglian Association).

Area

4. The areas covered by the Association are: Norfolk, Suffolk and Cambridgeshire

Objects

5. 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

6. 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 4 above and to such other members of the Institute who request membership of the Association.

Sub-Association

7. 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

8. 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

9. 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.

10. A quorum for meetings of the Executive Committee shall be four members of the Executive Committee.

11. 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.

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

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

14. 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

15. Members of the Association shall be entitled to vote in person at any annual or extraordinary general meeting.

16. Voting shall either be by ballot or a show of hands.

17. In the event of a tied vote the chairman of any committee or sub-committee shall have a casting vote.

AGM

18. An AGM must be held on a date determined by the Executive Committee within seven months of the end of the financial year and shall be open only to members of the Institute.

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

Extraordinary General Meeting

20. An Extraordinary General Meeting shall be convened
 - a. 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, or
 - b. By the Executive Committee at any time.

Notice of Meeting

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

Notice of Motion

22. 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.
23. 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

24. 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.

Association Finances

25. 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 approval.
 - 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.
 - Any request for a grant to the Association for the ensuing financial year shall be made to the Institute's HQ by 30th September of the preceding year.
 - 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

26. 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

27. 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.
28. 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.