

**THE CHARTERED
INSTITUTE OF PUBLIC
FINANCE AND
ACCOUNTANCY**

**NORTHERN IRELAND
BRANCH
CONSTITUTION**

NAME AND OBJECTIVES

- 1 The name of the Branch shall be the CIPFA Northern Ireland Branch.
- 2 The area covered by the Branch shall be Northern Ireland.
- 3 The objectives of the Branch shall be to contribute to the promotion of the purposes of the Institute as provided by the Royal Charter and Bye-Laws, in particular to the science of public finance and of accountancy by the following means, inter alia:-
 - (a) The holding of meetings and conferences for the discussion of matters relating to the Institute and matters appertaining to the interests of members as professional accountants in the public service.
 - (b) The exchange of experience and information among members and others relating to public finance and accountancy.
 - (c) The promotion of Continuing Professional Development.
 - (d) The arrangement of meetings of Branch sections and groups to stimulate interest in matters relating to public finance and accountancy in all parts of the public sector.
 - (d) The provision of facilities and activities to meet the needs of registered students and trainee accounting technicians.

MEMBERSHIP

- 4 All members of CIPFA living or employed within the area described in Clause 2 shall be entitled to be members of the CIPFA Northern Ireland Branch.
- 5 The Branch may invite persons who are not members of CIPFA to participate in activities and attend meetings of the Branch. Such invited members may not, however, participate in, or vote upon, discussions relating to Institute policy or its domestic affairs.
- 6 The Branch shall hold an Annual General Meeting, and at least three other Branch Committee meetings in each calendar year.

- 7 The Branch Committee may form sub groups to address specific areas of interest such as:
- Conference and Events
 - The Account
 - Website
- 8 Each sub group may adopt rules for the management and conduct of the sub group but such rules shall not be inconsistent with the Charter and Bye-Laws of the Institute, or with this Constitution and shall be subject to the approval of the Branch Committee. Minutes shall be kept of all sub group meetings and shall be presented to the next Branch Committee meeting. Decisions taken by the sub groups must be ratified by the Branch Committee.
- 9 Sub groups shall not have the right of direct communication with the Institute except where this has been approved by the Branch Committee.

MANAGEMENT AND FINANCE

- 10 The Branch shall bi-annually appoint the following officers namely, a Chairman, a Vice-Chairman, Past Chairman, an Honorary Secretary and an Honorary Treasurer.
- 11 The Branch shall annually elect a Branch Committee for the routine maintenance and co-ordination of its affairs. The Branch Committee shall comprise nine CIPFA members to cover the following sectors:
- Local Government
 - Central Government/Agencies/NDPBs
 - Health Service
 - Audit
 - Private Sector (optional).
- 12 Election of members at paragraph 11 will be by way of election at the Annual General Meeting.
- 13 (a) The Branch Committee shall have the powers to fill by co-option any casual vacancy existing during the course of any year.
- (b) The Branch Committee may co-opt additional members to ensure that the Committee as a whole represents a wide range of employing authorities, age and seniority, and professional interests.

In particular, in the circumstances in which a member of the Branch serves on the Institute Council and is not a member of the Branch Committee in his/her own right, he/she shall be co-opted to the Branch Committee for the period of his/her appointment.

- (c) The Head of the CIPFA/IPF Northern Ireland Office shall be entitled to attend Branch Committee meetings in his/her ex-officio capacity and to participate in discussions and vote upon all matters relating to Institute activities in Northern Ireland.
 - (d) The President and the Vice-President of the Institute shall be ex-officio members of the Branch Committee.
- 14 The Branch Committee shall submit a development plan, an annual report, an income and expenditure account and balance sheet to the Annual General Meeting and forward a copy thereof to the Chief Executive of the Institute.
- 15 The Branch Committee shall establish appropriate banking arrangements. The Branch Committee shall ensure that all income and expenditure relating to Branch affairs is properly accounted for. The Treasurer shall report to the Branch Committee at each meeting on the financial position of the Branch. The Branch Committee shall arrange for the annual accounts of the Branch to be audited.
- 16 The Branch Committee shall not charge the Institute with any expenditure it may incur or pledge the credit of the Institute without previous consent in writing of the Council.
- 17 The Branch Committee or any sub group shall not publish any reports bearing the name or logo of the Institute without the sanction of the Institute Council.