

CIPFA WALES·CYMRU FORUM

THE CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY WALES·CYMRU CONSTITUTION AND RULES Redraft November 2008

1. Name and Membership

- 1.1. The organisation will be called **CIPFA Wales·Cymru Forum** (*Forum*).
- 1.2. Its membership will comprise persons employed and/or residing in Wales who are:
 - a) Corporate Members of CIPFA.
 - b) Registered CIPFA Students.
 - c) CIPFA Diploma Holders and Students.
- 1.3. The President, Vice President and the Chief Executive of the Institute shall be ex officio members.
- 1.4. Members and students of the Association of Accounting Technicians who are affiliated to CIPFA and are employed and/or are residing in Wales shall be classified as associate members of the *Forum*.
- 1.5. Other persons who are not members of CIPFA but who are interested in public finance and accountancy and support the objectives of the *Forum* may be invited to participate in *Forum* activities but will have no voting rights.

2. Objectives

- 2.1. The objectives of the *Forum* will be:
 - a) To secure a quality and responsive service for members of the *Forum*.
 - b) To liaise with and support the National Assembly of Wales in furthering the development of public sector policies within Wales.
 - c) To promote CIPFA across Wales and develop the influence of the Institute with employers, public sector bodies and local and public authority associations in Wales.
 - d) To work closely with the constituent Regions by providing an effective forum for the discussion of public finance and accountancy issues.
 - e) To promote a variety of activities including seminars, courses and conferences on public finance and accountancy issues.
 - f) To support the role of educational institutions in Wales in furthering and undertaking research in the science of public finance and accountancy.
 - g) To strengthen links and build long-term relationships across the membership of the *Forum*.
 - h) To act as a communication channel between the members in Wales and CIPFA nationally.
 - i) To assist in the development and promotion of the Welsh Language in public finance and accountancy.
 - j) To meet the needs of the *Forum* membership by utilizing appropriate facilities and activities of the constituent regions and the Institute.

3. Executive

- 3.1. The Executive, will be the principal, policy-determining body responsible on behalf of the members to the Institute Council. The Executive will also be responsible for carrying out the necessary administration and co-ordination of its affairs.
- 3.2. The Executive shall comprise a core of 11 elected members. Each member will serve for a period of one year. A minimum number of places will be earmarked for members working in the following sectors in Wales:

Local Government	4
Health Service	1
Other (inc. Central Government)	<u>2</u>
	<u>7</u>

- 3.3. An election will be held every year and all the above places will be contested at the same time. An independent scrutineer will be appointed by the Executive to oversee the elections.
- 3.4. The Forum membership shall be invited, by the Honorary Secretary, to submit nominations for election to the Executive, at least 16 weeks prior to the Annual General Meeting. Each nomination must be supported by at least two nominees of whom one shall be a CIPFA member, as defined in paragraph 1.2a. Nomination forms should be returned at least 12 weeks prior to the Annual General Meeting. In the event that the number of nominations within an employment category exceeds places available, an election will be held. Election to the Executive will be by ballot in a format as determined by the Executive. Each candidate shall be encouraged to submit a statement, in line with Institute Council guidelines, not exceeding 100 words, supporting his/her candidature to be enclosed with the voting paper. Voting papers will be issued at least 8 weeks prior to, and returned 28 days prior to the Annual General Meeting.
- 3.5. Each voting paper shall state the name of the person appointed as scrutineer and the place to which it is to be returned. The Chair of the Executive shall fix a time and place for the counting of the votes and it shall be the duty of the scrutineer to provide a written report on the result of the poll. This report will be made available to members and shall include a statement of the number of votes cast, and how many votes were cast for each candidate. The scrutineer and Chair of the Executive shall sign the statement.
- 3.6. All voting papers and other documentation shall be secured and kept in a safe place by the Honorary Secretary, for a minimum period of 2 years from the date of the ballot.
- 3.7. The results of the ballot shall be communicated to members within 21 days of the closing date of the ballot.
- 3.8. The new Executive will be installed at the Annual General Meeting.
- 3.9. The Executive shall have the powers to fill by co-option any casual vacancy arising during the course of an elected period of one year.
- 3.10. The Executive may co-opt additional voting members to ensure that as a whole, it represents a wide range of sectors and geographical location, the

age range, qualification status and gender profile of members and their professional interests. The maximum number of co-options must not exceed the total of the number elected to the new Executive less one. All co-options will require the formal approval of the Executive. A proposal for co-option shall appear on the agenda of the appropriate meeting of the Executive and shall not be successful unless it is approved by two-thirds of the members present and voting. Periods of co-option will be for a maximum of one year or until the Annual General Meeting following, whichever is the least.

- 3.11. Where a member of the *Forum* serves on the Institute Council or any of its main Committees and Boards and is not a member of the Executive in his/her own right, he/she shall become a voting member of the Executive.
- 3.12. To be eligible for nomination as an Officer of the Executive, individuals must be members of the Executive for at least a year before nomination.
- 3.12. At least 20 weeks prior to each Annual General Meeting of the *Forum*, the Executive shall nominate its Officers, namely, a Chair, Vice-Chair, Honorary Secretary and an Honorary Treasurer to serve for the forthcoming year. The membership will be notified of the Executive's nominations at least 16 weeks prior to the Annual General Meeting. and also invited to submit further nominations for the Officer positions, such nominations to be returned 12 weeks prior to the Annual General Meeting. In the event that an election becomes necessary, this will be by ballot in a format as determined by the Executive. The ballot process will follow the same procedure as given in paragraphs 3.4 to 3.7 above.
- 3.14. At the same time, and when it is considered relevant, the Executive shall elect an Honorary Auditor and put this selection to the members at the AGM for approval.
- 3.15. The positions as identified in paragraphs 3.13 and 3.14 will be reviewed annually.
- 3.16. The Head of CIPFA Wales·Cymru shall act as the Honorary Secretary to the Executive.
- 3.17. The immediate Past Chair and immediate Past Honorary Secretary shall be ex-officio members of the Executive for a maximum of two years after relinquishing office.
- 3.18. The Executive shall be invited to comment on the Business Plan prepared for CIPFA Wales·Cymru in accordance with the requirements of the Institute, which shall be updated annually. The Annual Report (para 5.2a) shall report on the achievement of the Plan.

4. The Founding Regions and other Groups

- 4.1. The *Forum* may form alliances with the founding regions to meet the needs of particular classes or interests of members. The founding regions presently are identified as follows:

CIPFA North West and North Wales Society
CIPFA in South Wales and the West of England
CIPFA in the Midlands

- 4.2. Each founding region will be responsible for its own affairs and should adopt rules for its own management and conduct. The founding regions have the right of direct communication with the Institute. The Chair or nominee of each founding region shall be co-opted onto the Executive.
- 4.3. The *Forum* may appoint members to other Committees it may have established as and when required and also to each of the founding regions.
- 4.4. The *Forum* (including any founding region) shall not publish into the public domain any reports bearing the name of the Institute without the approval of the Institute Council.
- 4.5. The Executive may consider the appropriateness of co-opting representatives of other groups to the Executive as may become necessary.

5. Meetings

- 5.1. The Executive Committee will meet a minimum of three times a year. A quorum will be six voting members. A record of attendance of the members of the Executive shall be kept.
- 5.2. The Annual General Meeting of the *Forum* shall be held in Wales at least once in each calendar year during a specific session at the CIPFA Wales-Cymru Annual Conference. The Annual General Meeting shall be held to transact the following business:
 - a) To receive the Annual Report for CIPFA Wales-Cymru.
 - b) Where relevant, to receive and approve the annual financial statements including the Auditor's report.
 - c) To receive the results of the election to the Executive.
 - d) To receive the results of the election of the Office Holders.
 - e) To approve, when necessary, the Executive's nomination of Honorary Auditor.
 - f) To consider and approve any proposed changes to the Constitution and Rules.
 - g) To consider any other relevant business.
- 5.3. The Chair shall convene a Special General Meeting within 28 days of receipt of a request signed by no less than 20 members and stating the objectives of the meeting.
- 5.4. Members will be given not less than 7 days notice of all meetings of the *Forum*. Thirty members shall form a quorum of any Annual General Meeting or Special General Meeting. The procedure for meetings will be at the discretion of the Chair.
- 5.5. Whenever a vote is required, each member shall have one vote and in the event of the equality of votes, the Chair shall have a second or casting vote.

6. Finance

The *Forum* is empowered to run any activity in its own right, that incurs costs or generates income.

- 6.1. The financial accounts of the *Forum* shall be maintained in accordance with the financial regulations as prescribed by the Institute. An account in the

name of the **CIPFA Wales·Cymru Forum** shall be maintained at a banking institution approved by the Executive.

- 6.2. The Executive shall prepare and agree an annual budget for presentation at the Annual General Meeting
- 6.3. The Honorary Treasurer shall prepare, annually, financial statements as at the 31st December each year in accordance with the relevant guidance issued by the Accounting Standards Board. The Executive shall arrange for the Financial Statements of the *Forum* to be audited by the Honorary Auditor.
- 6.4. The Executive shall submit a copy, to the Institute, of the Annual Report and Financial Statements and submit a copy to the Annual General Meeting for approval.
- 6.5. Neither the *Forum* nor the Executive (collectively or individually) shall have any power to charge the Institute with any expenditure they may incur or to pledge the credit of the Institute without the previous consent in writing of the Institute Council.

7. Interpretation and Alteration of Constitution and Rules

- 7.1. Any matter arising, which is not provided for by the existing Constitution and Rules and, in case of doubt of their interpretation, shall be dealt with and determined by the Executive. Proposals for changes to the Constitution and Rules may be adopted at the Annual General Meeting or at a Special General Meeting providing that two-thirds of the members present and voting concur with the proposals. Notice of any such proposals must be given to the *Forum* Chair not later than 21 days prior to the meeting. No less than 7 days notice of such a meeting, giving the wording of the proposed alteration shall be given to each member.