

# CIPFA CYMRU·WALES BRANCH

## THE CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY CYMRU·WALES

### CONSTITUTION March 2011

#### **1 Introduction**

- 1.1 The name of the Branch is CIPFA Cymru Wales Branch.
- 1.2 The geographical boundaries of the Branch are, being determined by CIPFA Council, for the time being coterminous with Wales.
- 1.3 The Branch is accountable to CIPFA Council and shall submit a development plan and an annual review of its activities to CIPFA Council.

#### **2 Branch Membership**

- 2.1 All CIPFA members, registered students, diploma students and holders working in workplaces within the Branch's geographical boundaries may be members of the Branch.
- 2.2 All CIPFA members, registered students, diploma students and holders whose home address falls within the geographical boundary may be members of the Branch.
- 2.3 All Branch members will have full voting rights in respect of all Branch elections.
- 2.4 Other persons who are not CIPFA members, registered students, diploma students and holders may be invited to participate in Branch activities but will have no voting rights.

#### **3 Purposes of the Branch**

3.1 The purpose of the Branch is to recruit and retain, support and develop members and volunteers, and to help deliver the CIPFA Development Plan. This is achieved through the following objectives:

- To secure a quality and responsive service for members of the Branch.
- To liaise with and support the National Assembly of Wales and the Welsh Assembly Government in furthering the development of public sector policies within Wales.
- 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.
- To promote a variety of activities including seminars, courses and conferences on public finance and accountancy issues.
- To support the role of educational institutions in Wales in furthering and undertaking research in the science of public finance and accountancy.
- To strengthen links and build long-term relationships across the membership of the Branch and to maintain the relationship with other Regions and Branches to support members and students.

- To act as a communication channel between the members in Wales and CIPFA nationally.
- To assist in the development and promotion of the Welsh Language in public finance and accountancy.
- To meet the needs of the Branch membership by utilising appropriate facilities and activities of the Institute.

#### **4 Institute Council Representation and Voting Rights of the Branch**

4.1 In accordance with the Charter and Bye-Laws, CIPFA Council may co-opt a representative from the Branch to serve as a voting member of CIPFA Council. The Branch makes its recommendation for co-option by electing a representative from within the membership of the Branch in accordance with the provisions for elections below.

The Branch representative to CIPFA Council may serve up to two (2) years from the conclusion of the CIPFA AGM next following their election. The co-option shall cease at the conclusion of the CIPFA AGM two years following appointment.

#### **5 Branch Organisation**

5.1 The Executive is responsible to the CIPFA Council for the conduct of all Branch matters, acting on behalf of Branch members.

5.2 The Executive will be made up of a minimum six (6) members and a maximum of eleven (11), including the roles of Branch President, Vice President, Secretary and Treasurer.

5.3 The President, Vice President, Secretary, Treasurer and other Executive members shall be elected for a period of two years. 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. Any such co-opted member shall have full voting rights. The elected representative to the CIPFA Council shall be elected in alternate years.

If it is considered relevant, the Executive shall appoint an Honorary Auditor and put this selection to the members at the AGM for approval.

The Secretary shall invite nominations for vacancies via the Branch website or another CIPFA communications channel, the notice to be issued by 01 January. Seconded nominations for a vacancy must be received from Branch members by 01 February.

Where there is an equal number of vacancies and nominations, then all those nominated shall be elected. Where there are fewer nominations than vacancies, then all those nominated shall be elected and any remaining vacancies filled by nominations made at the Branch AGM and elected on a show of hands. Where nominations exceed the number of vacancies, the Secretary shall arrange a ballot in such form as the Branch Executive shall determine. The President, Vice President, Secretary, Treasurer and other Executive members are installed at conclusion of the Branch AGM. No member may occupy more than one of these roles concurrently.

5.4 No member can normally serve for longer than eight (8) consecutive years on the Branch Executive. After eight years on the Executive, the member must have a gap of at least two (2) years before being eligible for re-election to the Executive.

5.5 The quorum of a Branch Executive meeting is five (5) members of the Executive.

5.6 The Secretary is responsible for informing CIPFA of the names of members elected or co-opted as members of the Branch Executive immediately after their election or co-option and the Branch election or removal of a Branch representative to the CIPFA Council.

5.7 The members of the Executive shall manage and be responsible for the affairs of the Branch. They shall have a duty to act within the policies of CIPFA and to be mindful of CIPFA's reputation in all their activities and decisions.

5.8 The Executive is accountable for the organisation of the Branch to CIPFA Council and to Branch members at the Branch AGM.

5.9 The Executive, will be the principal, policy-determining body responsible on behalf of the members of the Branch to the Institute Council. The Executive will also be responsible for carrying out the necessary administration and co-ordination of its affairs:

5.10 The Executive will work in partnership with other CIPFA Branches and Regions, as well as CIPFA staff ensuring there is good communication and that local issues are properly represented.

5.11 The Executive will meet at least three (3) times a year.

## **6 Branch meetings**

6.1 The Executive will arrange a programme of meetings and events to meet the needs of members and volunteers. Such meetings should have a defined purpose and members should receive notification of these events.

6.2 The Branch must hold at least one Branch general meeting for all members, each calendar year, the Annual General Meeting (AGM).

6.3 The Branch AGM will take place on or before 31 March each year, and the date and venue should be notified to all Branch members using CIPFA communication channels, at least two weeks in advance of the meeting.

6.4 The purpose of the AGM is to receive the Branch annual report and the financial statements up to the end of the previous financial year (31 December), to note the election of the Branch Executive and Branch representative to CIPFA Council.

6.5 An Extraordinary General Meeting of the Branch will be convened if the President so determines, or on the written request of twenty (20) members of the Branch, provided notification of the date and venue goes to all Branch members through CIPFA communication channels, at least two weeks in advance of the meeting.

6.6 The quorum for any general Branch meeting, including the AGM, is ten (10) members, including four (4) Executive members.

6.7 The Executive may set up any other committee (or sub group) or arrange regular meetings of another other segment of their Branch membership.

## **7 Finances**

7.1 The Treasurer is responsible, on behalf of the Executive for the financial stewardship of Branch funds, ensuring they are expended in pursuit of CIPFA's

objects as embodied in the Charter, delivery of objectives in line with CIPFA's Development Plan, and protecting them from fraud and abuse.

7.2 All Branch funds must be kept in the Branch's designated account(s) as agreed with CIPFA. There must not be any other Branch bank accounts.

## **8 Amendments to the Constitution**

8.1 CIPFA Council has the power to vary this Constitution, or make other provisions for the conduct of Branches, in such manner as the Council, at its discretion, may from time to time determine.

8.2 CIPFA Council may issue guidance and protocols for Branches on how to operate aspects of this constitution.

## **9 Dissolution**

9.1 The Branch may be dissolved, merged with another Branch (es) or Region (s) or its geographical boundaries altered by CIPFA Council. Before making such a decision, CIPFA Council will consult the Branch members.

9.2 Where such a decision is made, CIPFA Council shall be responsible for the transfer or redistribution of Branch funds and assets between Branches or Regions at its sole discretion.

## **Agreed by CIPFA Council**

**[DATE]**

**Agreed by CIPFA Cymru Wales AGM**

**31<sup>st</sup> March 2011**