

## Isle of Wight Association of Local Councils

### CONSTITUTION (v.4)

(Adopted 24<sup>th</sup> May 2007)  
(Amendments sec 7 vii and sec 18  
Adopted 21<sup>st</sup> November 2007)

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1. **NAME**

The Association shall be known as '**The Isle of Wight Association of Local Councils**', hereinafter to be referred to as '**The Association**'.

2. **OBJECTIVES**

The aims and objectives of the Association shall be consistent with the objectives of the National Association of Local Councils, hereinafter to be referred to as '**The National Association**', and in particular:

- (a) To represent the interests of the first tier of statutory local government, comprising of Town and Parish Councils in the Isle of Wight, hereinafter called collectively '**Local Councils**'.
- (b) To provide support and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government.
- (c) To promote the health, safety and well being, both material and cultural of the people in its various communities.
- (d) To attract and hold the interests of its citizens.
- (e) To develop inherent strength to deal with, and work with all other tiers of local, regional and national government.
- (f) To adapt itself to change in response to the needs of citizens in the local community.
- (g) To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.
- (h) To encourage and support the establishment of elected first tier local government throughout the Isle of Wight.

3. **MEMBERSHIP**

- (a) Membership of the National Association will be open to Local Councils through membership of the Association, hereinafter referred to as '**Member Councils**'.
- (b) Associate membership may be available on terms to be decided from time to time by the Association in consultation with the National Association to town and village management committees representing communities where a valid petition for emparishment has been submitted to the Isle of Wight Council, hereinafter to be referred to as '**Associate Members**'.

4. **SUBSCRIPTIONS**

- (a) Each Member Council and Associate Member will pay to the Association an annual subscription, effective from 1<sup>st</sup> April, on or before 1<sup>st</sup> June. The annual subscription shall be based on the Member Council or Associate Member electorate at a scale to be set by the Executive Committee by the preceding November. The Secretary will advise Member Councils and Associate Members of the scale by the 1<sup>st</sup> December.
- (b) The failure of a Member Council or Associate Member to pay the annual subscription by 1<sup>st</sup> June will result in the suspension of membership and the withdrawal of National Association and Association support and services. Membership will be re-instated upon receipt of the annual subscription.

5. **CONTRIBUTION TO THE NATIONAL ASSOCIATION**

The Association shall pay to the National Association all subscriptions due in accordance with the National Association's Constitution.

6. **PRESIDENT, VICE-PRESIDENTS AND AUDITOR**

- (a) There shall be a President and Vice-President, an auditor, all of whom shall be elected at the Annual General Meeting in each year and shall respectively be eligible for re-election. The President shall preside at general meetings; in his absence the general meeting shall appoint a Vice-President to preside. If neither the President nor a Vice President is present the meeting shall appoint a voting representative present to preside.
- (b) Nominations for the offices of President, Vice-President and Auditor shall be sent to the Secretary 21 clear days' before the Annual General Meeting, except in the case of nominations by the Executive Committee of the Association.
- (c) Casual vacancies in any of the said offices may be filled by the Committee.
- (d) The President and Vice-President shall not have an original vote, but see paragraph 14(c) when presiding at a general meeting.

7. **ANNUAL GENERAL MEETING**

- (a) There shall be an Annual General Meeting of the Association, held in June on a day decided by the Executive Committee. Every Member Council and Associate Member shall be entitled to appoint one voting member, but all councillors and clerks from Member Councils *and committee members/clerks from Associate Member Bodies* are entitled to attend. In addition the President and Vice President shall be ex-officio members of the Annual General Meeting in accordance with Paragraph 6(d) above.
- (b) The Auditor shall may attend the Annual General Meeting but shall not have a vote.
- (c) The Secretary shall give to each Member Council, Associate Member and every ex-officio member of the general meeting not less than 21 clear days' notice of the date, time and place of the meeting and shall

send with such notice a copy of the annual report and accounts for the preceding financial year.

- (d) The business of the Annual General meeting shall be:-
  - (i) To elect the President and Vice-President(s).
  - (ii) To receive the appointments of the representatives of Member Councils to the Executive Committee.
  - (iii) To appoint the Auditor.
  - (iv) To receive the Annual Report.
  - (v) To receive the Audited Accounts for the preceding year.
  - (vi) To receive such presentations relating to the Association as may be arranged.
- (e) The quorum of an Annual General Meeting shall be one-third of the voting members.
- (f) The proceedings of the Annual General Meeting shall not be invalidated because any person or body entitled to notice of the meeting has not received such notice.

## **8. SPECIAL GENERAL MEETINGS**

- (a) Special general meetings, of which not less than 14 clear days' notice shall be given to each Member Council, Associate Member and ex-officio member of the general meeting stating the objects of the meeting, may be called at any time by the Executive Committee and shall be called by the Secretary after receipt of a requisition in writing signed by not less than 6 Member Councils.
- (b) The quorum of a Special General Meeting shall be one-third of the voting members.
- (c) The proceedings of a Special General Meeting shall not be invalidated because any person or body entitled to notice of the meeting has not received such notice.

## **9. EXECUTIVE COMMITTEE**

- (a) There shall be an Executive Committee which shall include the President and Vice President, ex officios, and one representative appointed by each Member Council/ Associate Member and notified to the Secretary prior to the Annual General Meeting of the Association.
- (b) All members of the Executive Committee retire together at the moment when the election of the new Committee is declared to be complete at the Annual General Meeting by the person presiding.
- (c) Where an appointed representative is unable to attend a meeting, the relevant Council or Associate Member shall be entitled to send a substitute representative with full voting rights. The Secretary shall be notified of the name of the substitute prior to the meeting.

## **10. CHAIRMAN AND VICE-CHAIRMAN**

- a. The Executive Committee shall at its first meeting in each year after the Annual General Meeting appoint a Chairman and a Vice-Chairman. The Chairman and Vice-Chairman shall respectively be eligible for re-election subject to (b) below.
- b. No member elected to the office of Chairman or Vice-Chairman shall hold office for more than two consecutive years in the same capacity.
- c. Casual vacancies shall be filled at the next meeting of the Committee.
- d. The Chairman shall take the Chair whenever (s)he is present and the Vice-Chairman shall perform the duties of the Chairman in her/his absence. If at any meeting the Chairman and Vice-Chairman are absent, the Executive Committee shall elect a chairman for that meeting from among their number.

## **11. SUB-COMMITTEES**

The Executive Committee shall have the power to appoint sub-committees and working parties from time to time as necessary.

## **12. EXECUTIVE COMMITTEE MEETINGS**

- a. At the first meeting following the Annual General Meeting, the Executive Committee will agree a schedule of meetings for the forthcoming year to the date of the next Annual General Meeting, as it considers appropriate for the efficient conduct of its business.
- b. The Secretary shall give to every person entitled to receive the same, not less than 7 days' clear notice in writing of the time and place of meetings of the Executive Committee or of any sub-committee, specifying in such notice the business to be considered.

## **13. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee will act and make decisions in the interests of the Association as a whole.
- b. Subject to the provisions of the constitution, the Executive Committee will provide for the conduct, management, control and administration of the affairs of the Association.
- c. The Executive Committee may take such steps, incur such expenditure, and acquire and dispose of property, enter into such commitments or arrangements and employ such servants or agents (including a Secretary and a Responsible Financial Officer) as are appropriate to implement the Association's policies.
- d. The Executive Committee shall control the banking and investment of the Association's funds.
- e. The Executive shall prepare and keep under review the Financial Regulations for the efficient transaction of the Association's business.
- f. The Executive Committee shall present an annual report and submit the audited accounts to the Annual General Meeting.

#### **14. VOTING**

- (a) At all General Meetings voting shall be by a show of voting cards except where not less than one third of the voting members present demand a ballot when voting on that question shall be by ballot. At Executive Committee, sub committee and working party meetings voting shall be by show of hands unless one third of voting members present demand a ballot when voting on that question shall be by ballot.
- (b) Prior to a General Meeting each Member Council and Associate Member shall inform the Secretary of the name of their voting member appointed to attend the General Meeting. On attending the General Meeting the voting member shall be given a voting card. In the event of the name of the voting member not being notified to the Secretary by a Member Council or Associate Member the voting card shall be offered to another member from the Member Council or Associate Member concerned on a first come first served basis. This procedure shall similarly apply in the event of a voting member not being in attendance at the commencement of a meeting.
- (c) The person presiding at a meeting shall have a casting vote in the case of an equality of votes.

#### **15. EXPENSES OF REPRESENTATIVES AND MEMBERS**

Subject to sufficient money being available for the purpose, the necessary travelling, subsistence and other incidental expenses of representatives or members, attending conferences, seminars and meetings on behalf of the Association off the Island will be met from the funds of the Association.

#### **16. RESIGNATION FROM MEMBERSHIP**

Any Member Council or Associate Member wishing to resign from the National Association shall give notice to the Secretary on or before 31<sup>st</sup> December in any year and such notice shall become effective as from the succeeding 31<sup>st</sup> March.

#### **17. ALTERATION OF THE CONSTITUTION**

Alteration or amendment of this Constitution may be made by:-

- (a) A recommendation by the Executive Committee confirmed by two-thirds of the votes cast at a general meeting, held next after the Executive Committee Meeting at which the recommendation was passed.
- (b) A motion passed by two-thirds of the votes at general meeting, provided that at least one calendar month's notice has been given in writing to the Secretary and (s)he has given at least 21 days' notice to all Member Councils, Associate Members and ex-officio members of the Association.

No alteration to the Constitution shall be made which is inconsistent with the National Association's constitution, and any such alteration shall be subject to the approval of the National Association.

## **ADDENDUM**

### **7. ANNUAL GENERAL MEETING**

(vii) To receive nominations and appointment of Honorary Lifetime Members of the branch.

### **18. HONORARY LIFETIME MEMBERSHIP**

i) There shall be Honorary Lifetime Membership, in recognition of services to the County Association, extended to those Members nominated and elected at the Annual General Meeting. Resolution on the recommendation of the Executive Committee shall appoint any Member to be an Honorary Lifetime Member. Lifetime Members shall not exceed three in number at any one time. The appointment is for life.

**Amendments: sec 7 (vii) and sec 18 (i) adopted 21<sup>st</sup> November 2007)**