



REGIONAL CONSTITUTIONS

These are the rules for our regions

1. Introduction

- 1.1 The Regions are bound by the Company's Memorandum and Articles of Association which will override any local policies/procedures.
- 1.2 The Regions will conduct their business in accordance with the Memorandum and Articles of Association and will seek to promote the Company's objectives (as set out below) at all times:
 - a) to advance the development, evaluation and recognition of professional skill, technical competency, ethical conduct and practical achievement in the field of licensing and regulatory activity; including their application in the public and private sectors and in the framing and enforcement of laws and regulations in pursuit of prevent of crime and disorder and nuisance, the promotion of health and safety, the protection of children and vulnerable people, the protection of the environment and other licensing and regulatory objectives;
 - b) the fostering of mutual understanding and respect between practitioners and the communities and sectors they serve;
 - c) the development, encouragement and certification of related standards, education, training, study, scholarship, communication, consultation, knowledge creation and information dissemination; and
 - d) other activity consistent with the public good in the field.

2. Structure

- 2.1 The Chair of each Region (or such other person appointed by the Region) will be a Director of the Company and a Trustee of the Charity. If a Regional Director is

unable to attend a Board meeting, another officer of the Region may attend on their behalf.

2.2 Regional chairs will ensure that an officer structure is maintained within the Region to ensure the stability and sustainability of the Region at all times. As a minimum it is recommended that the structure include:

- Chair
- Vice Chair and/or Secretary
- Treasurer

Additional officers may be elected as considered necessary for the effective running of the region.

All officers will be nominated and voted on by the membership within the region, annually at the Regional AGM, or at another scheduled meeting of the region.

2.3 The Chair may convene and task a sub-group or working party of officers to research any issue, and that group will report back to the next regional meeting with conclusions and recommendations as appropriate to be voted on if necessary.

The Chair may appoint non-members to assist the work of any sub-group or working party as considered necessary.

3. Conduct of Meetings

3.1 Regional meetings will be held not less than 3 times, at regular intervals in any calendar year (including the AGM).

3.2 Where formal business is to be conducted, a notice detailing the date, time, venue and agenda will be sent to members of the region in writing or via email not less than 21 days prior to a meeting.

3.3 Agenda items will be accepted from any member and included for discussion at the next available opportunity.

3.4 Meetings and events will be open to every member of the Institute of Licensing.

3.5 In the absence of the Chair and the Vice-Chair, the first item of business will be to elect a replacement for the duration of the meeting.

3.6 Resolutions will be decided by a show of hands unless a ballot is duly demanded.

3.7 The Chair has the casting vote in the case of an equal vote.

- 3.8 Organisation members are entitled to 1 vote only.
- 3.9 A record of all meetings will be made and retained by the Secretary. Minutes of previous meeting will be confirmed as a true record at the next meeting.

4. Annual General Meetings

- 4.1 The regions must hold an Annual General Meeting (AGM) each year.
- 4.2 The functions of the AGM are to receive/consider:
- The annual report from the Chair
 - The regional accounts
 - The election of officers
 - Any other business specified in the notice convening the meeting
- 4.3 A notice detailing the date, time, venue and agenda will be sent to members of the region in writing or via email not less than 21 days prior to an Annual General meeting.
- 4.4 The quorum for a general meeting will be a minimum of 10 members or 15% of the regional membership who are entitled to vote (Individual Full Members or the nominated representative on behalf of an Organisation Member).

5. Finances

- 5.1 The Treasurer shall maintain clear records of regional funds which will be communicated for approval at the regional AGM.
- 5.2 The regional funds may be used, with the agreement of the membership, on matters which will promote the Company's objectives. Such matters will form part of the Chair's annual report at the Annual General Meeting.
- 5.3 The regional funds are mainly derived from the annual subscriptions paid by regional members. Where events / training is subsidised from such funds, non-members should only be permitted to attend on payment of a charge set with a view full cost recovery as a minimum.
- 5.4 All bank accounts must be operated under the supervision of the Chair and must indicate the name of the Company. Cheques and orders for the payment of money must be signed in accordance with any instructions from the Board of Directors.
- 5.5 Financial reports will be submitted to the Board of Directors for information and consideration annually by no later than 30 April each year.

*Approved by the Board of Directors
April 2008*