



National Association of Civic Officers Constitution

(as agreed at AGM 2015)

1. NAME

The Association shall be known as the 'National Association of Civic Officers'. (Henceforth in this document called Association).

2. ADDRESS

The address of the Association shall be the work or home address of the Chair of the Association.

3. AIM

The greatest asset the Association has is the vast knowledge and experience of its members. Exchanging ideas and sharing of information is the key to the success of the organisation. The Association delivers services to its members in a working environment built on the premise of mutual support.

The Association promotes excellence in local authority civic offices throughout the UK. It provides training events designed specifically for civic officers and a network of experienced professionals.

4. OBJECTIVES

The objectives are to:

- (a) Promote a working environment built on mutual support through the exchange of information and ideas about civic ceremonial and related issues;
- (b) Enhancing knowledge and learning opportunities for all members;
- (c) Provide a voice for consultation with central and local government, and other organisations.
- (d) Raise the Association's profile locally, nationally and internationally.
- (e) Provide opportunities for joint development of initiatives, resources and training.
- (f) Promote membership and identify ways to strengthen the benefits of membership.

- (g) Identify financial income and commercial support opportunities for the Association in line with the aims of the Association.

5. **INCOME**

- 5.1 Any income of the Association, from whatever source, shall be applied solely towards the promotion of the aim and objectives of the Association as set out in this Constitution.

6. **MEMBERSHIP**

- 6.1 Membership, on payment of a fee determined by the General Meeting on recommendation of the Executive Committee, shall consist of individuals employed by, or seconded to, local authorities, town councils, charter trustees within the United Kingdom and any other person thought appropriate by the Executive Committee. Membership is transferable between individuals in an authority between General Meetings. Employees who have retired from the aforementioned roles are also eligible for membership.

7. **MANAGEMENT**

- 7.1 The Association shall be managed by a democratically elected Executive Committee consisting of not more than twenty nine members. No more than 2 members from any one local authority shall be on the Executive at any one time. The Executive Committee shall be elected by the membership of the Association voting at any General Meeting.
- 7.2 Nominees to the Executive Committee must be nominated and seconded by a Member of the Association using the approved form and returning this to the Secretary by post or electronic means (email).
- 7.3 The Chair, in consultation with the Vice-Chair, or Treasurer on matters concerning finance, is authorised to take any action necessary to promote or organise events for the Association, subject to a report being submitted to the next Executive Committee meeting.

8. **THE EXECUTIVE COMMITTEE**

- 8.1 It shall, at its first meeting after the General Meeting, appoint the following officers who shall hold office for the period until the next general meeting:

Chair and Vice-Chair; Secretary; Treasurer; Membership Secretary and Press Officer

In addition, the Executive Committee shall, at the same meeting, appoint auditors for the period.

- 8.2 The term of office of members of the Executive Committee, whether elected or co-opted, shall be until the following General Meeting after election or co-option.
- 8.3 The Executive Committee shall have the power to co-opt members up to a maximum of six, of which not less than three shall be members of the Association. Only co-opted members who are members of the Association shall have the same voting rights as other members

- 8.4 The Executive Committee shall have the power to form sub-committees from the membership of the Association and to co-opt appropriate non-members to deal with specific issues, such as a conference, training days or particular workshops.
- 8.6 Co-opted members who are not members of the Association shall have no vote on these sub-committees.
- 8.7 The Executive Committee shall have the power to pass amendments altering this Constitution. Such amendments shall lapse unless ratified by the next General Meeting.
- 8.8 Six members shall form a quorum of the Executive Committee
- 8.9 5% of members of the Association shall form a quorum for the General Meeting.
- 8.10 In the event of an equal vote the chair presiding over the meeting shall have a casting vote.

9. **FINANCE**

- 9.1 The accounts of the Association shall be kept properly and presented, audited, to the General Meeting following the end of the financial year which for this purpose shall run from 1 January to 31 December in any year.
- 9.2 Any two of the Chair, Vice-Chair, Secretary and Treasurer, or any other member of the Executive Committee authorised by the Committee to do so, must sign all necessary documents.
- 9.3 The Treasurer shall have the authority to transfer monies between the Association's various accounts.
- 9.4 The Executive Committee shall not allow the Association to be run at a deficit by the end of the financial year.

10. **GENERAL MEETING**

- 10.1 The agenda for the meeting shall include the following items:
- (a) Apologies for Absence;
 - (b) Minutes of the last General Meeting;
 - (c) Chair's report on the activities of the Association during the previous period;
 - (d) The Treasurer's report and the audited accounts;
 - (e) Elections to fill any vacancies on the Executive Committee;
 - (f) Re-adoption of the Constitution;
 - (g) Any other item notified to the Secretary in writing at least twenty eight days prior to the meeting.
- 10.2 The Secretary shall give at least twenty one days written notice (by email, post or publishing papers on the NACO website) of the agenda to all members, with a copy of the agenda and details of voting by proxy.

11 EXTRAORDINARY GENERAL AND EXECUTIVE COMMITTEE MEETINGS

- 11.1 Any 6 members of the Executive Committee, or 20 ordinary members, may give notice in writing to the Secretary convening an Extraordinary Executive Committee meeting or general meeting and this shall be held within 3 months of the proper receipt of such a request.
- 11.2 The Secretary shall give at least twenty one days written notice of the meeting to all members, with a copy of the agenda and details of voting either at the meeting or by proxy.

12 DISSOLUTION

- 12.1 If upon the dissolution of the Association there remain any outstanding balances, they shall be given, or transferred, to some other organisation or group having similar objectives as may be determined by a majority vote of those members of the Executive Committee at the time of dissolution.
- 12.2 In the event of no suitable organisation being found all outstanding balances shall be given to a charitable organisation as may be determined by a majority vote of those members of the Executive Committee at the time of dissolution.