

The *[Insert Name]* Branch of the Society of Local Council Clerks Branch Rules

These Branch Rules are made pursuant to article 3.5 of the Society's Articles of Association dated 21 December 2016 and were adopted by the *[insert name]* Branch on *[insert date]*.

1. NAME AND OBJECTS OF THE BRANCH

- 1.1. The name of the Branch shall be "The *[insert name]* Branch of the Society of Local Council Clerks" (the "Branch").

The Society of Local Council Clerks is a company limited by guarantee registered in England and Wales with company registration number 10566132.

- 1.2. The Branch objects shall be as follows:

- (a) to confer and where appropriate obtain and offer advice on all matters affecting local council clerks in local government, including administration, law, finance, staffing and management;
- (b) to promote the professional standing and knowledge of its members;
- (c) to promote the training and qualification of its members and prospective members;
- (d) to confer and where appropriate take action on matters affecting the Branch or its members;
- (e) to circulate and communicate information and literature and to hold meetings and conferences relating to the objects and affairs of the Branch or the Society; and
- (f) to do all such other lawful things as are incidental or conducive to the attainment of all or any of the objects above

PROVIDED always that the Branch shall conduct its activities in accordance with the provisions of article 3 (Branches) of the Society's Articles of Association and provided neither the Branch nor its members shall do anything which is inconsistent with the Society's Articles of Association.

2. MEMBERSHIP

- 2.1. All Full Members, Past Service Members and Honorary Vice Presidents of the Society (as defined in article 2.1 of the Society's Articles of Association) who are resident in the county or Branch area or whose employing local council, joint committee or parish or community meeting is within the county or Branch area shall be eligible for membership of the Branch.

2.2. No Full Members, Past Service Members and Honorary Vice Presidents of the Society (as defined in article 2.1 of the Society's Articles of Association) shall without good cause be precluded from attending meetings of the Branch.

2.3. The Branch may agree to allow an Affiliated Member of the Society (as defined in article 2.1(d) of the Society's Articles of Association) to be a member of and attend meetings of the Branch in accordance with article 3.4 of the Society's Articles of Association, provided that the Affiliated Member is not a member of any other Branch.

3. BRANCH OFFICERS

3.1. Branch officers ("Officers") shall manage the affairs of the Branch upon such terms of reference as the Branch may determine.

3.2. Branch Officers shall include the following and such other Officers as the Branch may from time to time determine:

- (a) Branch Chairman;
- (b) Branch Secretary;
- (c) Branch Treasurer;
- (d) National Forum Branch Representative;
- (e) National Forum Reserve Branch Representative.

3.3. No member may (at any one time) hold more than one of the offices of Branch Chairman, Branch Secretary or Branch Treasurer.

3.4. In the event of any emergency arising in the affairs of the Branch, the Branch Chairman and either the Branch Secretary or the Branch Treasurer may act on behalf of the Branch and shall report their actions to the next meeting of the Branch.

3.5. National Forum Branch Representative and National Forum Reserve Branch Representative:

3.5.1. The National Forum Branch Representative and National Forum Reserve Branch Representative posts shall be open to Full Members of the Society (as defined in article 2.1(a) of the Society's Articles of Association) who are members of the Branch.

3.5.2. Vacancies for the office of Branch Representative or Reserve Branch Representative shall be filled by an election organised and held locally by the Branch in accordance with rule 3.7 below. The outcome of each such election must be provided in writing to the Society within one week of the election and before the person elected attends his or her first meeting of the Society's National Forum after his or her election. (See also rule 6 below.)

3.5.3. Expenses incurred by the Branch Representative or Reserve Branch Representative in attending National Forum meetings or in otherwise carrying out their respective roles shall not be Branch expenses but shall be recoverable from the Society to the extent that national policy of the Society so provides.

3.6. All other Branch Officers:

3.6.1. All other Branch Officer posts shall be open to:

- (a) Full Members of the Society who are members of the Branch; and
- (b) (at the discretion of the Branch) Past Service Members and Honorary Vice Presidents (as defined in article 2.1(b) and 2.1(c) of the Society's Articles of Association) who are members of the Branch.

3.7. Branch Elections

3.7.1. Vacancies for all Branch Officer posts shall be filled by an election organised and held locally by the Branch.

- (a) Except where a casual vacancy arises, such Officers shall be elected annually at the Annual General Meeting of the Branch.
- (b) Any person wishing to stand for any of these positions must be duly nominated and seconded by Branch members who are Full Members of the Society and are present at the election.

3.7.2. Their term of office shall be from the date of their election as Officer until the conclusion of the election of Officers at the next Annual General Meeting unless in the interim any such member shall:

- (a) resign as Officer, or resign from the Branch or from the Society;
- (b) cease to meet the membership requirement for election in rule 3.6.1; or
- (c) become disqualified from membership of the Society or cease to be qualified for such membership.

3.7.3. Any casual vacancy for one of these posts shall be filled as soon as possible by the Branch under arrangements determined by the Branch.

3.7.4. Any person elected to fill a casual vacancy in one of these posts shall hold office during the remainder of the term of office of the original member unless in the interim any such member shall:

- (a) resign as Officer, or resign from the Branch or from the Society;
- (b) cease to meet the membership requirement for election in rule 3.6.1; or
- (c) become disqualified from membership of the Society or cease to be qualified for such membership.

- 3.7.5. The Branch may pay each or any of these Branch Officers reasonable expenses necessarily incurred in the performance of the duties of his or her office, provided that no such Officer shall be entitled to claim expenses from the Branch if those expenses are claimable directly from the Society.

4. BRANCH MEETINGS

- 4.1. The Branch shall hold an Annual General Meeting (of which at least 14 days' written notice shall be given to each Branch member) in the same month every year.
- 4.2. The business to be transacted at the Annual General Meeting shall include:
- (a) receipt of Branch Officers' Reports (including Financial Statement for the previous year);
 - (b) election of Branch Chairman;
 - (c) election of Branch Secretary;
 - (d) election of Branch Treasurer
 - (e) election of National Forum Branch Representative; and
 - (f) election of National Forum Reserve Branch Representative.
- 4.3. The Branch shall hold such other number of Branch Meetings as it may determine at the Annual General Meeting. In addition, special or extraordinary Branch Meetings may be convened either by the direction of any two Branch Officers acting together or on a requisition (stating the object of the meeting) signed by 6 members of the Branch and submitted to the Branch Secretary. The Branch Secretary shall convene the meeting within 42 days of receipt of the requisition giving at least 14 days' written notice to Branch members. (See also rule 8.1 below.)
- 4.4. The date, time and venue of a Branch Meeting shall be determined by the Branch, or, where the meeting is called by two Officers, by those two Officers, or by members signing a requisition according to how and when the meeting shall be called.
- 4.5. The agenda for every Branch Meeting shall include an item which accords with rule 5.1 below. (See also rule 6.1 below.)

EITHER

- 4.6. *The quorum for Branch Meetings including the Branch Annual General Meeting shall be ten percent of the total number of Branch Members or six Branch Members whichever is the lower.*

For the purpose of calculating the quorum Affiliated Members of the Society shall be disregarded.

OR use this alternative rule 4.6 where a different quorum is required for the Branch AGM from that for other Branch meetings (but, in either case remember to delete one of these two versions):

4.6 *The quorum for:*

- (a) the Branch Annual General Meeting shall be ten percent of the total number of Branch Members or six Branch Members whichever is the lower;*
- (b) any other Branch Meeting shall be [insert the percentage and / or figure as agreed by the Branch].*

For the purpose of calculating the quorum Affiliated Members of the Society shall be disregarded.

4.7. The proceedings of a Branch Meeting shall be regulated by the Branch.

4.8. Voting at Branch Meetings shall be by show of hands. The presiding Chairman shall have a second or casting vote in the event of equality of votes on any question before the meeting. An Affiliated Member of the Society (as defined in article 2.1(d) of the Society's Articles of Association) who has been granted membership of the Branch is not entitled to vote. (See also rule 8.2 below.)

4.9. Minutes shall be taken of all Branch Meetings. They shall be recorded in minute books by the Branch Secretary.

5. RELATIONSHIP WITH THE SOCIETY

5.1. At each meeting of the Branch the following two items shall be included on the agenda:

- (a) Issues or feedback (if any) to be raised by any Branch member, arising from a decision of the Society nationally and relevant to the Branch or its members; and
- (b) Issues (if any) to be raised by Branch members with a view to the National Forum Branch Representative or National Forum Reserve Branch Representative raising the matter at the National Forum; and
- (c) Issues (if any) to be raised by Branch members with a view to the Regional Representative raising the matter with the Board.

5.2. The Branch shall provide to the Society each year by the end of February a report of the Branch's activities in the previous year ending in December. The Society shall make available to Branches a standard format for the submission of such reports.

6. ELECTION OF BRANCH REPRESENTATIVES TO THE NATIONAL FORUM

6.1. The Branch Secretary shall take reasonable steps to ensure that any vacancy for the post of National Forum Branch Representative or National Forum Reserve Branch Representative is brought to the attention of Branch members and, wherever possible, that an item about forthcoming elections to the NEC is included on the agenda of the relevant Branch meeting.

- 6.2. It is a matter for the Branch whether it wishes to indicate support for any candidate seeking election as a Branch Representative or Reserve Branch Representative.

7. FINANCE

- 7.1. The Branch is financed as set out in article 3.2 of the Articles of Association of the Society.
- 7.2. In addition, the Branch may levy a Branch membership fee in respect of Branch members. Any such fee is additional to the membership fee payable by members annually to the Society and shall be collected at Branch level in accordance with Branch policy as agreed at an Annual General Meeting of the Branch.
- 7.3. The Branch shall hold a bank account in the name of the Branch.
- 7.3.1. Any payment to be drawn against the Branch bank account shall be separately authorised or agreed by at least two Officers of the Branch.
- 7.3.2. A hard copy of a list of the Branch's income and expenditure transactions shall be kept on file. The hard copy shall be signed and dated at least once every six months by two Branch Officers (other than the Branch Treasurer) who are able to confirm the hard copy list as a true record of the financial transactions of the Branch.
- 7.3.3. Any Branch member may inspect the Branch hard copy list of income and expenditure transactions and / or accounts by agreeing in advance with the Branch Treasurer a suitable time and place for doing so.

8. DISSOLUTION OF THE BRANCH

- 8.1. A meeting to consider a motion to dissolve the Branch shall be held where the Society under article 3.5(g) of the Articles of Association of the Society seeks to make arrangements to dissolve the Branch. Notices of such a meeting shall be given in writing to all members of the Branch at least one month before the date of the meeting.
- 8.2. The Branch may be dissolved by a motion carried by a majority of three quarters of the Branch members who are present and qualified to vote at a meeting of the Branch convened for that purpose.
- 8.3. Upon the carrying of a motion for dissolution by the requisite majority, the Branch shall realise all its property and after the discharge of all liabilities shall forfeit the net proceeds to the Society to be applied to the general funds of the Society. Upon completion of such forfeiture the Branch shall be deemed dissolved, save that the provisions of this paragraph shall not apply where dissolution is merely for the purpose

of amalgamating the Branch with any other Branch with the prior approval of the Society.

8.4. Dissolution of the Branch has no effect upon any membership of the Society.

9. RULES

9.1. These Branch Rules may be amended or rescinded only by a resolution of Branch members voting at a Branch Annual General Meeting or at an extraordinary Branch Meeting.

9.2. A copy of these Branch Rules shall be made available to every member of the Branch.