

# **SOCIETY OF COUNTY TREASURERS**

**CONSTITUTION**

**and**

**REGULATIONS**

# **SOCIETY OF COUNTY TREASURERS CONSTITUTION AND REGULATIONS**

## **TITLE**

- 1 The title of the Society shall be the Society of County Treasurers.

## **OBJECTS**

- 2 The Society is established:
  - a) for the discussion of financial, management, personnel and other matters affecting local government generally, and county councils in particular;
  - b) for the representation of the views of the Society on such matters:
    - i) to Government Departments;
    - ii) to the Association of Local Authorities;
    - iii) to associations of Officers of local authorities;
    - iv) to commissions, select committees or other bodies appointed by the Government or Government Departments or by other bodies to consider any matters which may be relevant to local authorities; or
    - v) otherwise.
  - c) for co-operation on such matters with Government Departments, the Associations of Local Authorities, the Chartered Institute of Public Finance and Accountancy and other bodies;
  - d) for the preparation, circulation, or publication of financial information and statistics;
  - e) for the carrying out of any other lawful object which may be incidental to such matters.

## **MEMBERSHIP**

- 3 Applications for admission to Membership shall be receivable from persons holding the office of County Treasurer or other analogous position of responsibility for the accounts and finance of a county council or of the Greater London Council; but the Society shall reserve to itself the right of admittance or refusal in the case of all applications.
- 4 Every application for admission to the Society shall be made to the Honorary Secretary, upon a form prescribed by the Society.

- 5 The President, or in his absence the Vice-President, and the Honorary Secretary, or in his absence the Honorary Co Secretary, shall have power to give provisional approval to an application for Membership and to invite the applicant to attend the next meeting of the Society. Any action taken under this Clause shall be reported to the next meeting of the Society.
- 6 The form of application, accompanied by all the information required therein, shall be available for inspection at the next meeting of the Society to be held after receipt of the application.
- 7 After consideration of the application, a vote of the Members present shall be taken. The vote shall be by show of hands, unless otherwise determined; provided that, if any Member moves that the application be referred to the Executive Committee for consideration and report, the application shall stand so referred if the motion is supported by five Members.
- 8 Unless the application is so referred the applicant shall be admitted a Member of the Society if, on the vote taken, there is a three-fourths majority of the Membership present, in favour.
- 9 If any application is referred for the consideration of the Executive Committee, the Executive Committee shall report thereon to the next meeting of the Society, when a vote of the Members present shall be taken, by show of hands unless otherwise determined and if on the vote then taken there is a three-fourths majority of the Members present, in favour, the applicant shall be admitted. The result of such vote shall be final as regards such application but the applicant shall not thereby be debarred from making a further application if any change takes place in the circumstances which existed at the time when his previous application was made.
- 10 Upon the retirement from, or vacation otherwise of, the office which a Member holds, such Member shall thereupon cease to be a Member of the Society. The Society may, however, elect him, upon such event, as an Honorary Member of the Society.
- 11 Honorary Members of the Society shall be entitled if they so desire to have notices of the Society's ordinary meetings, and shall be at the liberty to attend the take part in any discussions, but not to vote. They shall not be eligible for appointment to any Office or committee of the Society.
- 12 If an Honorary Member takes up an appointment with any local authority in a capacity which does not make him eligible for ordinary Membership of the Society, his eligibility to receive notices of the Society's ordinary meetings and to attend such meetings shall be deferred until he ceases to hold that appointment.
- 13 Any Member or Honorary Member wishing to resign from the Society shall notify the Honorary Secretary, who will report the matter to the next meeting of the Society.
- 14 Any Member or Honorary Member who is guilty of conduct which in the view of the Executive Committee is prejudicial to the interest of the Society may be required to resign his Membership, or may be excluded from Membership, or may

be excluded from Membership, by a three-fourths majority of the Members of the Society present at the meeting of which due notice has been given. Any matter proposed to be brought forward under this rule shall be notified to the Member concerned, and the agenda paper shall indicate that a question of discipline will arise.

- 15 Any person shall cease to be a Member of the Society in the event of his annual subscription not being paid by the 31st December in each year, and the matter shall be reported to the Society's next meeting. The Society may in special circumstances suspend the operation of this rule.

## **SUBSCRIPTION**

- 16 The Society's financial year shall commence on the 1<sup>st</sup> April.
- 17 Each Member of the Society shall pay to the Society an annual subscription. The amount of the subscription shall be decided at the last meeting of the Society in each financial year and shall become payable on the subsequent 1<sup>st</sup> April. No subscription shall be payable by an Honorary Member.
- 18 A Member who is admitted to Membership during the course of a financial year shall be required to pay the annual subscription for that year in full. A Member who resigns or otherwise ceases to be a Member of the Society shall not be entitled to a refund of any part of his subscription for the financial year then current.

## **OFFICERS**

- 19 The Officers of the Society shall be:
- a) the President;
  - b) the Vice-President;
  - c) the Honorary Treasurer;
  - d) the Honorary Secretary;
  - e) the Honorary Co Secretary
  - f) the Honorary Auditor;

all being Members of the Society.

- 20 The Officers shall be elected, prior to the end of each financial year, and shall hold office for twelve months from the 1<sup>st</sup> April following such election. They shall be eligible for re-election.
- 21 A casual vacancy in any of the above Offices shall be filled after the vacancy arises by the same procedure as that laid down in these rules for the annual election of Officers.
- 22 The Society shall have power to appoint additional Officers if required for carrying out the work of the Society.

## **EXECUTIVE COMMITTEE**

- 23 There shall be appointed annually to an Executive Committee, consisting of twelve Members elected prior to the end of each financial year to hold office for twelve months from the 1<sup>st</sup> April following such election, together with the following Members ex-officio, viz:- the President, the Vice-President, the immediate past President, the Honorary Treasurer, the Honorary Secretary and the Honorary Co-Secretary. The Executive Committee shall have power to co-opt any other Member or Members of the Society.
- 24 A casual vacancy on the Executive Committee occurring during the period up to the 30<sup>th</sup> September shall be filled after the vacancy arises by the same procedure as that laid down in these rules for the annual election of Members of the Executive Committee.
- 25 The Executive Committee shall have authority to deal with the following matters, provided that matters of substance shall be referred to the Society:
- a) domestic matters of the Society which need a representative number of Members to deal with specific issues;
  - b) urgent matters;
  - c) relationships between the Society and other bodies such as the Local Authority Associations, other Officers' Associations and the Chartered Institute of Public Finance and Accountancy;
  - d) the nomination or appointment of Members to serve on other bodies;
  - e) matters to be discussed with other bodies, and the minutes of meetings with other bodies;
  - f) matters to be dealt with at Society meetings which would benefit from preliminary consideration.
- 26 The Executive Committee shall report to the Society.

## **PROFESSIONAL COMMITTEE**

- 27 There shall be appointed annually a Professional Committee consisting of twelve Members, elected prior to the end of each financial year to hold office for twelve months from the 1<sup>st</sup> April following such election, together with the following Members ex-officio, viz:- the President, the Vice-President, the Honorary Secretary and the Honorary Co-Secretary. The Professional Committee shall have power to co-opt any other Member or Members of the Society.
- 28 A casual vacancy on the Professional Committee occurring during the period up to the 30<sup>th</sup> September shall be filled after the vacancy arises by the same procedure as that laid down in these Regulations for the annual election of Members of the Professional Committee.

29 The Professional Committee shall have authority to deal with matters of a professional nature not within the terms of reference of the Executive Committee such as accounting, auditing, budgeting, computers, establishment, statistics and superannuation, provided that matters of substance shall be referred to the Society.

30 The Professional Committee shall report to the Society.

### **ANNUAL ELECTIONS**

31 The annual elections shall be conducted in the following manner, but if in the course of an election any question arises which cannot be decided otherwise, the decision of the Executive Committee for the time being shall be final.

32 The annual election of Members to the Offices of President, Vice-President, Honorary Treasurer, Honorary Secretary, Honorary Co-Secretary and Honorary Auditor shall take precedence over other elections.

33 The Honorary Secretary shall send a nomination paper by post to each subscribing Member, who shall be entitled to make thereon one nomination for each Office. Nominations, to be effective, must reach the Honorary Secretary within seven days from the date of issue of the nomination papers.

34 The Honorary Secretary shall, before the issue of the voting papers, ascertain whether each Member nominated is willing to stand for election.

35 If one Member only is nominated for any Office, and is willing to accept such Office, he shall be declared duly elected hereto, and any nomination of the same Member for any other Office shall be void.

36 A Member nominated for more than one Office shall be at liberty to stand for election to each Office for which he has been nominated, but if the same Member is elected to more than one Office he shall signify within seven days from intimation of the result which Office he accepts.

37 The Honorary Secretary shall send by post to each subscribing Member a voting paper, which shall contain a list of all nominations for the respective Offices excluding names of Members who have withdrawn from election. Each Member voting shall give one vote for each contested Office.

38 Each Member voting shall within five days send the voting paper by post to the President for the time being of the Society, who shall count the votes and afterwards forward the papers to the Honorary Secretary.

39 In the case of an equality of votes, the President for the time being of the Society, or failing him the Vice-President for the time being, shall have a second casting vote.

40 The annual election of Members of the Executive Committee shall take place after the annual election of the Officers of the Society.

- 41 The Honorary Secretary shall notify each subscribing Member by post of the result of the election of Officers and shall enclose with such notification a nomination paper on which each subscribing Member shall be entitled to make not exceeding twelve nominations for membership of the Executive Committee. Nominations, to be effective, must reach the Honorary Secretary within seven days from the date of the issue of nomination papers.
- 42 The Honorary Secretary shall, before the issue of the voting papers, ascertain whether each Member nominated is willing to stand for election.
- 43 The Honorary Secretary shall send by post to each subscribing Member a voting paper, which shall contain a list of all nominations for membership of the Executive Committee excluding names of Members who have withdrawn from election. Each Member voting shall vote for not more and not less than twelve candidates, and any voting paper not fulfilling this condition shall be void.
- 44 Each Member voting shall within five days send the voting paper by post to the President for the time being of the Society, who shall count the votes and forward the papers to the Honorary Secretary.
- 45 In the case of an equality of votes, the President for the time being of the Society, or failing him the Vice-President for the time being, shall have a second casting vote.
- 46 The Members of the Professional Committee shall be elected, and casual vacancies shall be filled, in the same manner as for the Executive Committee provided that the election of Members or the filling of casual vacancies for the Executive Committee shall be completed before similar action is taken in respect of the Professional Committee.

#### **DUTIES OF THE HONORARY TREASURER**

- 47 The Honorary Treasurer shall receive all monies due to the Society, and pay them into a bank account designated as the Society's account. He shall keep proper accounts and pay the debts of the Society. Before paying any claims of a nature out of the ordinary he shall require evidence that such payment is specifically authorised by resolution of the Society or of the Executive Committee.
- 48 The Honorary Treasurer shall collect the Members' annual subscriptions and shall notify the Honorary Secretary of any Member in arrear.
- 49 The Honorary Treasurer shall submit an account of the Society's income and expenditure in respect of each year ending at the 31<sup>st</sup> March, to the first meeting of the Society after the end of such financial year.
- 50 The Honorary Treasurer shall have no power to pledge the credit of the Society; and the Society shall so fix the annual subscription as to prevent the Society's bank account being at any time overdrawn.

## **AUDIT**

- 51 The accounts of the Honorary Treasurer shall be audited by the Honorary Auditor elected by the Society, who is hereby empowered to call for such vouchers or other supporting evidence as he may think fit.

## **DUTIES OF THE HONORARY SECRETARY**

- 52 The Honorary Secretary shall be responsible for the summoning of meetings, for the issue of all returns published or circulated by the Society, and for the Society's secretarial work generally.
- 53 The Honorary Secretary shall take the minutes of the proceedings at all meetings of the Society and of the Executive Committee.
- 54 After each meeting of the Society and prior to the Secretary's next ordinary meeting, the Honorary Secretary shall circulate as a report of the meeting a copy of such minutes to each subscribing Member.
- 55 If confirmed at such next meeting as a correct record, one copy of such report shall be signed by the chairman of the meeting, and the report thereupon adopted as the Society's minutes.

## **DUTIES OF THE HONORARY CO-SECRETARY**

- 56 The Honorary Co-Secretary shall be responsible for the secretarial work relating to the Professional Committee, shall assist the Honorary Secretary in the general secretarial work of the Society, and shall carry out such other duties as may be assigned, from time to time, by the Society.

## **MEETINGS**

- 57 There shall be four ordinary meetings of the Society in each year, and unless the Society shall otherwise determine, such meetings shall be held on the first Friday in March, June, October and December. Upon the requisition in writing of any six Members of the Society a special meeting of the Society shall be summoned. A special meeting may be summoned at any time by the President.
- 58 Four weeks prior to the date of each ordinary meeting, the Honorary Secretary shall notify each Member of the proposed meeting and invite items for inclusion in the agenda. Fourteen days prior to each meeting the Honorary Secretary shall forward to each Member an agenda paper.
- 59 The President of the Society shall, ex-officio, be the chairman of each meeting of the Society and its Committees. In his absence the Vice-President, if present, shall occupy the chair. If both the President and the Vice-President are absent from a meeting, such Member as the Members present shall choose, shall preside.



- 60 Every notice of motion shall be in writing, signed by the Member of the Society giving the notice, and shall be delivered to the Honorary Secretary not less than seventeen clear days before the meeting of the Society. Any Member who has given notice of motion may with the consent of the chairman vary the precise terms thereof provided that in so doing he does not alter the substance thereof.
- 61 If a motion, notice of which is specified in the agenda, be not moved either by the Member who has given the notice or by some other duly authorised Member on his behalf when it comes on in due course, it shall, unless postponed by leave of the meeting, be considered as dropped, and shall not be moved without fresh notice.
- 62 No motion to rescind any resolution which has been passed within the preceding six months, nor any motion to the same effect as any motion which has been negatived within the preceding six months, shall be in order, unless the notice shall bear in addition to the name of the Member who proposes the motion, the names of nine other Members; and when any such motion has been disposed of by the Society it shall not be competent for any Member of the Society to propose a similar motion within a further period of six months.
- 63 The foregoing regulations in reference to notices of motion shall not apply to motions which are moved in pursuance of a report of a committee and may be waived in any other instance if the majority of Members present at the meeting so resolve.
- 64 The conduct of meetings shall be in accordance with the recognised rules of debate.

### **EMERGENCIES**

- 65 The President, or in his absence the Vice-President, in consultation with the Honorary Secretary, or in his absence the Honorary Co-Secretary, shall have power to deal with any emergency arising and requiring immediate action.

### **POWER TO APPOINT REPRESENTATIVES AND DELEGATES**

- 66 The Society may appoint representatives and delegates to attend conferences and meetings with Government Departments and associations or bodies connected with public administration and may pay out of the funds of the Society the reasonable expenses incurred by any Members so appointed.

### **DEPUTIES GROUPS**

- 67 The Society shall have power to establish Deputies' Groups in accordance with the Constitution and Regulations recorded in the Annex.

## REPORTS AND PROCEEDINGS

- 68 Except by resolution of the Society, the reports of the Society's proceedings shall be furnished to Members of the Society only.

The foregoing Constitution and Regulations are the Constitution and Regulations approved and adopted at a meeting of the Society held on 23<sup>rd</sup> September 1927, as amended and revised at meetings of the Society held on 31<sup>st</sup> May 1946, 6<sup>th</sup> December 1957 and 2<sup>nd</sup> March 1979.

C C JASPER, President

G E DANIEL, Vice-President

M C BEASLEY, Honorary Secretary

## ANNEX

### CONSTITUTION AND REGULATION OF DEPUTIES' GROUPS

#### 1 Title

The title of the organisation shall be the Society of County Treasurers, Deputies' Groups.

#### 2 Objects

The Groups are established:

- a) for consideration of the various questions arising in connection with financial problems and organisation affecting county councils;
- b) for conducting investigations or research into any financial matters at the request of the Society or, at the request of a group, with the approval of the Society.

#### 3 Membership

- a) One person whether or not described as deputy may be nominated by the Chief Financial Officer of each County and the Greater London Council and shall be eligible to apply for membership of the appropriate Deputies' Group.
- b) Applications for membership shall be made on a form prescribed by the Society and shall be forwarded to the Honorary Secretary of the Society.
- c) Applications for membership of Deputies' Groups shall be submitted to the President and the Honorary Secretary for approval.
- d) A person shall cease to be a member of a Group on the withdrawal of the nomination of the Chief Financial Officer.
- e) Whenever, as a result of the amalgamation of counties, members of Deputies' Groups are appointed to posts with a combined county:
  - i) one person shall be nominated (by the Treasurer of the combined county) as a full member of the appropriate Deputies' Group in accordance with regulation 3(a) of the Annex to the Constitution;
  - ii) any other person whose entitlement to membership of a Deputies' Group would thereby cease shall be entitled, provided that the status of deputy, to apply to the Society (with approval of the Treasurer of the combined county) for honorary membership of the appropriate Deputies' Group;
  - iii) honorary members of Deputies' Groups shall have the right to attend meetings and take part in discussions, but not to vote or hold office.

#### 4 **Subscription**

Each member of a Group shall pay such annual subscription as the Group shall determine. The financial year shall commence on the 1<sup>st</sup> April and the annual subscriptions shall be sent forthwith to the Honorary Treasurer of the Group.

#### 5 **Groups and Meetings**

- a) Members shall be divided into such Groups as the Society may from time to time determine.
- b) There shall be not less than four ordinary meeting of each Group during the year. The date and place of each meeting shall be fixed at the meeting prior.
- c) The Honorary Secretary of each Group shall take minutes of the proceedings at all meetings of the Group, and shall send:
  - i) a copy to each subscribing member of the Group;
  - ii) a copy to the Honorary Secretary of the Society;
  - iii) two copies to the member of the Society appointed for the purpose of co-ordinating the activities of the Deputies' Groups;
  - iv) sufficient copies to the Honorary Secretaries of the other Groups for circulation to their members.
- d) Permission for a member to attend meetings of a Group other than his own may be granted at the discretion of the chairman of such other Group.

#### 6 **Officers**

- a) There shall be appointed to the following officers for each Group, who shall all be members of the Group:
  - i) Chairman;
  - ii) Vice Chairman;
  - iii) Honorary Secretary ) These two offices
  - iv) Honorary Treasurer ) may be combined if desired.
- b) The officers shall be elected by a show of hands at the last ordinary meeting of each Group prior to 1<sup>st</sup> April in each year and shall hold office for twelve months from the 1<sup>st</sup> April following such election. They shall be eligible for re-election.
- c) The Honorary Secretary of each Group shall notify the Honorary Secretary of the Society of the appointment of the officers by the 1<sup>st</sup> April in each year.

## 7 **Alteration of Rules**

These rules shall not be altered, except by resolution of the Society.