

Constitution of the IChemE Aberdeen Member Group

1. Name and Constitution

The regional member group shall be called 'the IChemE Aberdeen Member Group' and shall be constituted and operated in accordance with IChemE's Royal Charter, By-laws, Rules of Professional Conduct and Disciplinary Regulations.

2. Governance

The group shall operate under the delegated authority of Regional Forum, and Regional Forum shall provide the line of accountability to IChemE Council. Decisions of Council shall be binding upon the group. Matters which appear to affect the policy or the interests of IChemE as a whole shall be referred to Council.

3. Role and Objectives

The group exists to provide a local platform for the fulfilment of IChemE's objectives, deliver consistent and engaging programmes of activity, meet the needs of its specific community, stimulate increased member involvement in IChemE activities, and thereby enhance the value associated with membership. The 'Activity list for IChemE regional member groups in the UK and Ireland', approved by Regional Forum in October 2006 and ratified by Council in December 2006, provides a framework for the delivery of value to the local member community through essential, core and supplementary activities.

4. Membership

The UK and Ireland shall be divided into regions, as determined by Regional Forum. Within each region, one or multiple groups may operate. Membership of each group will be defined as current members of IChemE (of any grade) with a postal mailing address within the corresponding region, as recorded in IChemE's membership database. In addition to this 'home' region, members may opt to affiliate with one or two further regions.

5. Subscription and Charges

No subscription shall be required from any members in addition to that payable to IChemE under the Bylaws. No charge shall be made for committee meetings or general meetings (i.e., those to transact the business of the group), or for activities associated with promotion of IChemE membership. A reasonable charge may be made for other events and activities organized by the group, and differential charges may be applied to non-members of IChemE.

6. Chair

The chair of the group shall be a member of IChemE, and their postal mailing address shall be within the corresponding region. The chair shall be elected at the annual general meeting (AGM). The usual maximum term of office shall be three years. In exceptional circumstances, permission may be sought from the chair of Regional Forum to allow an individual to serve for a longer period.

The role of the chair is to direct, in co-operation with members of the committee and IChemE staff, the planning and delivery of an annual programme of activities providing value to the local IChemE membership.

7. Committee

The management of the group shall be carried out by the committee, the members of which shall be elected at the AGM. All committee members shall be current members of IChemE, and at least one must be a Corporate member.

The committee shall consist of officers – the chair, secretary and treasurer – and additional ordinary members. Committee members shall be assigned, at the discretion of the chair and as appropriate to the activity programme of the group, to the roles of webmaster, event organizer, publicity officer, mentor co-ordinator and schools liaison officer. Where there is a university local to the group, there shall be two student representatives on the committee, nominated by the Student Council member from that university.

Committee meetings shall be convened by the chair. A quorum requires the presence of: (a) the chair (or in their unavoidable absence, another member of the committee to chair the meeting); (b) the secretary (or in their unavoidable absence, another member of the committee to record the minutes); (c) at least one other committee member.

8. Annual General Meeting

The group shall call an annual general meeting (AGM), usually in the spring, giving at least 21 days' notice to the membership. This notice will be by e-mail wherever possible, or otherwise by postal communication. Nominations shall be sought for membership of the committee, and these shall be submitted to the secretary before the meeting commences. (In exceptional circumstances, and at the discretion of the chair, nominations may be taken from the floor of the meeting.) Each nomination shall have a proposer and a seconder (and the agreement of the nominee); all must be members of the region. The business of the AGM shall be to:

- Approve the minutes of the previous AGM.
- Receive a report from the chair.
- Receive a financial report from the treasurer.
- Receive a membership report on the local community, from a member of the regional networks staff (as required).
- Elect officers and ordinary members of the committee (election is by vote of those present in person and entitled to vote).
- Conduct any other necessary business, at the discretion of the chair.

A quorum shall be four members, including at least three Corporate members. Minutes shall be recorded, and approved at the following AGM.

9. Activity reporting, planning and financial accounting

The accounting function for groups shall be carried out centrally, to comply with the statutory duty of care imposed by the Charities Act and Charities SORP (Statement of Recommended Practice). It shall be the responsibility of the chair and treasurer to:

- Prepare an annual activity report, activity plan and budget, and submit these for approval by Regional Forum.
- Operate the group's finances in accordance with current procedures and within agreed budgets.
- Report any significant variations from budget, particularly major unplanned costs, to Regional Forum.

The committee shall appoint at least three of its members to act as authorized signatories for the purposes of entering into contracts, committing funds and approving expenditure on behalf of the group.