



SOCIETY OF DISTRICT COUNCIL TREASURERS

CONSTITUTION AND REGULATIONS

- **Part One – Constitution and Governance**
- **Part Two – Roles and Responsibilities**

MAY 2023



SOCIETY OF DISTRICT COUNCIL TREASURER'S

PART ONE: CONSTITUTION AND GOVERNANCE

TITLE

The title of the Society shall be the Society of District Council Treasurers, SDCT.

PURPOSE OF THE SDCT

The Society was formed in 1974. Today it represents the 164 (2023) District Councils finance functions in England. The Society's principal aim is to represent the interests of district council finance at a national level and to support its members at a local level.

OBJECTIVES

1. The Society is established to promote the interests of District Councils and in line with the principal objectives of the Chartered Institute of Public Finance & Accountancy as:
 - (i) To advance the management of public finance and accountancy.
 - (ii) To promote public education therein.
 - (iii) To promote and publish the results of any relevant studies or research work undertaken therein.
 - (iv) To promote the highest standards of professional competence and practice in persons serving as District Council Treasurer's.

2. The Society will fulfil these objectives through:
 - (i) Discussion of financial and other matters affecting district authorities.
 - (ii) Representation and promotion of the views of the Society on matters of significance to:
 - (a) Government Departments.
 - (b) The Local Government Association.
 - (c) Associations of officers of Local Authorities.
 - (d) Commissions, select committees or other bodies appointed by the Government or by Government Departments to consider any matters which may have financial or economic implications for Local Authorities.

- (e) The Chartered Institute of Public Finance & Accountancy and other bodies.
 - (f) The National Audit Office
 - (g) The Media
- (iii) Co-operation with Government Departments, the Local Government Association, and other bodies with a view to promoting satisfactory working arrangements for District Councils generally on financial and economic matters, including statistical and research facilities.
- (v) Promotion of a common approach to the consideration of problems facing District Councils.
- (vi) Sharing expertise on various financial issues.

MEMBERSHIP OF THE SOCIETY

Membership of the SDCT shall, in general, be open to all District Councils via officers holding the office of the Statutory Chief Financial Officer. The Society via the Executive Committee shall reserve the right of admittance or refusal to persons not meeting these criteria if the Executive deem it is in the interests of the Society. Such membership shall be by a three-fourths majority of the members of the Executive present at the meeting of which due notice has been given.

The Executive may appoint individuals to honorary membership of the Society by a three-fourths majority of the members of the Executive present at the meeting of which due notice has been given.

Any member or honorary member who is guilty of conduct which, in the view of the Executive Committee is prejudicial to the welfare of the Society, may be required to resign membership, or may be excluded from membership, by a three-fourths majority of the members of the Executive 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.

Each Member Authority shall cease to be a member of the Society in the event of the annual subscription not being paid for the 31 March in each year. The total number of member authorities shall be reported as part of the SDCT Annual report at the end of each year by the Treasurer. The Society may, in special circumstances, suspend the operation of this rule by a three-fourths majority vote of those present at an Executive Meeting.

SUBSCRIPTION

The Society's financial year shall commence on the 1 April. Each Member Authority shall pay to the Society an annual subscription (via their employing authority). The amount of the subscription for the next financial year shall be decided by a three-fourths majority of those present at the relevant Executive meeting and recommended to the membership at the Annual Meeting. Any amendments will be decided by a simple majority of those present at the Annual Meeting. No subscription shall be payable by an honorary member.

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 the subscription for the financial year then current.

Any District Council shall cease to be a member of the Society in the event of the annual subscription not being paid for that particular year. The Society may, in special circumstances, suspend the operation of this rule.

OFFICERS OF THE SOCIETY

The Officers of the Society shall be:

- (a) The President
- (b) The Vice President
- (c) The Second Vice President
- (d) The Secretary
- (e) The Treasurer
- (f) The Auditor

All being members or honorary members of the Society.

The Officers shall be elected by the Executive Committee, and all shall hold office for two years from the date of election which will normally be held in March each year. They shall be eligible for re-election, except in the case of the President. Upon the expiry of a Presidential term of office, the Vice President shall take Presidential Office and the 2nd Vice President similarly moves to the Vice President Office.

A vacancy in any of the above offices shall be filled after the vacancy arises by the expressions of interest from the Executive Committee members. If more than one Executive Committee member expresses an interest, then the decision will be made following the election process set out below.

The Society shall have power to appoint additional officers if required for carrying out the work of the Society.

THE SDCT EXECUTIVE COMMITTEE

There shall be an Executive Committee of the membership who will manage and control the work of the Society.

The Executive Committee shall consist of:

- (a) The Officers of the Society, together with other members of the Society. The total number of the Executive Committee (excluding co-opted members) shall not exceed 21 (2023)
- (b) Co-opted members as follows:
The Executive Committee shall have power to co-opt onto the Executive Committee:
 - (i) Up to two non-Society Members
 - (ii) The immediate past President
 - (iii) Such other members of the Society as it considers appropriate.

Members of the Executive will not normally serve for a period of longer than 10 years but this may be extended by a three-fourths majority of the members of the Executive present at the meeting.

A vacancy on the Executive Committee shall be filled after the vacancy arises by application to the Committee. Every application for election to the Executive shall be made to the Secretary with a statement in support of the application by the applicant and will be submitted to the next meeting of the Executive for consideration. All applications shall be supported by at least 2 other members of the Society.

The Officers or the Executive Committee, as appropriate, shall have authority to deal with any matters of urgency arising and requiring to be dealt with prior to the next meeting of the Society, and will report back to the next meeting.

The Executive Committee shall have power to authorise any payment as they think fit for assistance to the Society.

The Executive Committee shall have power to appoint such sub-Committees as it considers appropriate to deal with any specialist interests of the Society. Sub Committees shall have power to co-opt such other members of the Society as they feel is appropriate for the proper conduct of their interests and shall appoint from among their members a Secretary. Sub Committees shall have power to act on matters which they consider but shall submit reports on their work to each meeting of the Executive Committee.

Members of the Executive will be expected to actively contribute to and promote the work of the Society, and to attend meetings wherever possible.

Roles and Responsibilities for specific posts are set out in Part Two.

ELECTIONS TO THE EXECUTIVE

Elections shall be conducted in the following manner. The decision of the Executive Committee shall be final.

Officers of the Executive Committee

- (a) When a vacancy arises, it will be filled by nomination from the existing Executive members.
- (b) The Secretary shall request nominations from Executive Members who may each make one nomination (including nominating themselves).
- (c) The Secretary shall ascertain whether each member nominated is willing to stand for election.
- (d) If only one member is nominated for any office, and is willing to accept, the member shall be declared duly elected without vote, and any nomination of the same member for any other office shall be void.
- (e) If more than one member is nominated for each office, the decision will be taken by a secret ballot of the Executive members. Any place will be awarded based on an applicant obtaining over half of the votes cast. Where this does not happen in a vote, the applicant with the fewest votes

will be eliminated and further votes take place until one applicant has a majority of votes cast.

- (h) In the case of an equality of votes, the President, (or in the absence of the President the Vice-President) shall have a second or casting vote.

Executive Committee

- (a) A member of the Executive is elected for an indeterminate period. If there is a waiting list of people waiting to join, then those who have served for over 10 years can be extended by a three-fourths majority of the Executive members present at the meeting.
- (b) When a vacancy arises, the Secretary will seek nominations from the general membership of the Society.
- (b) The Secretary shall ascertain whether each member nominated is willing to stand for election.
- (c) If there is only one applicant for a vacancy, then that person will be appointed with the approval of the majority of the Executive.
- (d) If a vote is required to determine the outcome, the voting shall be undertaken by the Executive Committee by secret ballot. Any place will be awarded based on an applicant obtaining over half of the votes cast. Where this does not happen in a vote, the applicant with the fewest votes will be eliminated and further votes take place until one applicant has a majority of votes cast.
- (e) In the case of an equality of votes, the President, (or in the absence of the President, the Vice-President) shall have a second or casting vote.
- (f) The results of the ballot shall be notified to each member of the Society as soon as possible thereafter.

MEETINGS

There shall be at least six ordinary meetings of the Executive per year. In addition, there will be two meetings of the full membership – one to be held at CIPFA Conference and the Annual meeting usually held in March each year. An extraordinary meeting may be summoned at any time by the President by the provision of not less than 5 working days clear notice to all executive members.

- **Chairman**

The President of the Society shall be the Chairman of each ordinary meeting of the Society. In the absence of the President, one of the Vice Presidents, if present, shall occupy the chair. If the President and the Vice Presidents are absent from a meeting, such member as the members present choose shall preside.

- **Attendance at Meetings**

No substitutes are allowable at ordinary meetings of the Executive Committee. If an Executive member is absent for more than three consecutive ordinary meetings in the year that member will be required to give suitable explanation before being allowed to continue membership of the Executive.

- **Quorum**
No business shall be decided at an Executive meeting unless at least one third of the number of Executive members in office at that time is present. This will be recorded in the minutes.

- **Order of Business**
The order of business shall be:
 - (a) Apologies for absence
 - (b) To approve as a correct record the minutes of the last meeting
 - (c) To dispose of matters arising remaining from the last meeting
 - (d) To receive and consider report from members of the Executive.
 - (e) To transact other business in the order stated on the agenda.
 - (f) To consider any confidential items or Executive matters whereby only members of the Executive may be present.
 - (g) To ask Members for items of business for future meetings.

The Chair may at his / her discretion alter the order in which business is taken.

- **Conduct of Meetings**
Meetings shall be held in accordance with the recognised rules of debate.

POWER TO APPOINT REPRESENTATIVES AND DELEGATES

The Society may appoint representatives and delegates (including Executive members) to attend conferences and meetings with Government Departments and associations or bodies connected with public administration and may pay, out of funds of the Society, the costs incurred by any members so appointed as approved in advance by the President and Treasurer.

POWER TO ENTER CONTRACTUAL ARRANGEMENTS

The President shall be the accountable officer for the SDCT acting with delegated authority on financial and legal matters, including contracting and commissioning, for, and on behalf of, the SDCT. The President shall be authorised to enter into and execute all instruments, deeds or assurances on behalf of the SDCT. The President is given delegated authority by the SDCT Executive Committee acting for, and on behalf of, all authorities in membership of the SDCT to sign contracts and other legal documents for, and on behalf of, the SDCT. On financial matters the President shall consult with the Treasurer.

The Treasurer will be responsible for the financial management of the SDCT including budget, banking, employment, commissioning and contracting arrangements. The Treasurer will ensure sufficient funds are in place to discharge SDCT contractual arrangements.

The President will consult with the Treasurer to ensure that the SDCT holds sufficient funds to meet the contractual obligations before entering into legal agreements on behalf of SDCT.

REPORTS AND PROCEEDINGS

Except by resolution of the Executive, the reports of the Society's proceedings shall be furnished to all members of the Society via the SDCT website.



SOCIETY OF DISTRICT COUNCIL TREASURERS

PART TWO: ROLES AND RESPONSIBILITIES

Responsibilities of the President

- Chair the Society of District Council Treasurers' (SDCT) Meetings
 - Sign off Agenda and Minutes
 - Contribute to the agenda and undertake formal business.
 - Comment on minutes, actions, agreements
- Nominated attendance at the District Chief Executive Network (DCEN) meetings on behalf of the SDCT to ensure co-ordination of activities and mutual assistance and co-operation where possible.
- On behalf of the SDCT liaise with and attend relevant meetings with Government Departments.
- On behalf of the SDCT liaise and attend relevant meetings with the Local Government Association.
- Represent the SDCT at national events.
- Produce articles for the Local Government press as appropriate. This will be supported by other Officers of the Executive and subject to an Editorial Board, agreed and staffed by Executive Committee members.
- Responsibility for the promotion of SDCT activity, supported by the Vice-Presidents and the Secretary
- Negotiate sponsorship of the Society with the Vice Presidents for consultation and agreement by the Executive.
- Enter into contractual arrangements on behalf of the SDCT in consultation with the Treasurer and the Executive Committee.

Responsibilities of the Vice-Presidents

- Attend the SDCT meetings.
- Support the work of the President and deputise when required.
- Chair the SDCT meetings if the President is unable to attend.
- Attend other such meetings in support of the President as required.

Responsibilities of the Treasurer

- Manage the subscription process including making recommendations to the Executive two months prior to the start of each financial year, on the level of subscription for each year.
- Keep the membership list up to date.
- Process and pay all invoices as approved by the President and Executive and keep accurate records of expenditure and income.
- Aim to produce annually audited accounts and annual report within three months of the year end (31st March) for submission to the next ordinary meeting of the Executive for approval and presentation at the following AGM.
- To prepare a budget two months in advance of each financial year for consideration and approval by the Executive.
- To approve any exceptional items of expenditure and contractual arrangements in consultation with the President.

Responsibilities of the Secretary

- Manage the governance arrangements of the SDCT.
- Maintain and update the SDCT Constitution and Terms of Reference, at least every other year.
- Manage the SDCT agendas, work plans and priorities.
- Attend and take Minutes of the SDCT meetings.
- Provide support to the SDCT President and Vice Presidents in their roles.
- Manage the SDCT annual dinner / luncheon arrangements.
- Manage the Annual General Meeting arrangements.
- Assist with communications with the wider membership through the Website and other Forums utilising external support as necessary.

Responsibilities of the Auditor

- Audit the SDCT Annual Accounts within two months following approval by the Executive.

Lead Officers for Key Advisor Areas

- Each Lead officer identified will be responsible for maintaining the role description for their area of activity. The Key areas and Lead Advisors are set out in the document 'Roles and Advisors' which is updated at least annually and more frequently as required.

Other Executive Members

- All Members elected to the Executive Committee will be expected to attend meetings wherever possible and actively contribute to and promote the work of the Society.