

CIPFA South East Regional Council Constitution

1 Introduction

- 1.1 The regional organisation of CIPFA for the South East shall be known as CIPFA South East Region (CSE). The region covers the geographical areas of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hampshire, Hertfordshire, Isle of Wight, Kent, Oxfordshire, Norfolk, Suffolk, Surrey, Sussex, and includes the City of London and the London Boroughs.
- 1.2 The region is accountable to CIPFA Council and shall submit a development plan and an annual review of its activities to the Regional Forum if required, and ultimately to CIPFA Council in accordance with their prescribed timetable (currently January each year but under review).
- 1.3 The regional boundaries are subject to determination by CIPFA and may change from time to time.

2 Regional Membership

- 2.1 All CIPFA Members and registered students working or living within the region's geographical boundaries may be members of the region.
- 2.2 All regional members will have full voting rights in the respect of regional elections.
- 2.3 Other persons who are not CIPFA members or registered students may be invited to participate in regional activities but will not have voting rights.

3 Objectives and Purpose of the Region

- 3.1 The purpose of the region is to act as a two-way conduit to enhance communication between CIPFA and members/students within the Region. This includes:
 - Sharing policy and strategy developments at an early stage in order to create awareness, gain feedback, influence developments and generate support.
 - Helping to recruit, retain, support and develop members and volunteers.
 - Encouraging innovation, sharing good practice and supporting members in surfacing issues of wider interest.
- 3.2 The CSE Council will do this through the pursuing the following objectives:
 - encouraging and supporting the participation of members and students in Institute activities through local events and activities at low or no cost;
 - organising annual activity programmes to support the Continuing Professional Development (CPD) of members and students;
 - supporting the Institute's marketing function and, in particular, working with the Employer Relations team in the Learning and Membership Directorate to support

targeted programmes of local marketing activities (such as participating in Careers Fairs);

- acting as ambassadors to support the strategic goals of CIPFA;
- encouraging consultation and communication on the development and management of the Institute's activities between members in the Regions, and the Institute Council, and building long term relationships with other regions and branches;
- supporting the work of other Regions;
- co-operating and liaising with other local professional groups (current examples include local AAT, CCAB Institute and HFMA branches).

4 Key Decision Making

- 4.1 Key decisions shall be made by the CSE Council by voting at regular or extraordinary meetings.
- 4.2 Reporting to the Regional Forum and CIPFA Council shall be undertaken at least annually. Arrangements for this have not been agreed as at January 2016.

5 Structure of Regional Council and voting rights

- 5.1 The CSE Council is responsible for acting as representatives of its members to the CIPFA Council and for the conduct of its meetings.
- 5.2 The CSE Council shall normally be made up of ten members who may be elected at the AGM, or by postal ballot and serve for two years. Specific posts are:
 - Four corporate members
 - Up to four registered students
 - One retired Members' representative
 - Two representative from the AAT (one student if possible)
- 5.3 In addition, the officers of the CSE Council shall be:
 - President
 - Vice-President (and Junior VP as designated deputy from the CSE Council)
 - Regional Secretary (and designated deputy) - remuneration to be reviewed and agreed annually)
 - Honorary Regional Treasurer (and designated deputy from the CSE Council)
 - Regional Website Administrator
 - Such other officers as the CSE Council considers necessary from time to time
- 5.4 Co-opted members may also be appointed at the discretion of the CSE Council. Co-optees can be appointed to provide better representative balance across the branches of the region and the membership sectors.
- 5.5 Vacant positions can be co-opted at any time in the intervening years.
- 5.6 There is an Honorary Auditor position. The Honorary Auditor is not an officer of the Council but is appointed annually at the AGM.
- 5.7 Any of the elected or co-opted members can fulfil roles of Mentoring Champion or Student Champion (or other roles as may be designated from time to time).

- 5.8 The immediate ex-President shall be an ex-officio member of the CSE Council.
- 5.9 The CSE Council shall meet at least four times a year and will require eight elected or appointed members and one officer to form a quorum.
- 5.10 The President shall chair CSE Council meetings. If absent, the Vice-President or another nominated person shall chair the meeting.
- 5.11 The procedure at the meeting is at the discretion of the Chair.
- 5.12 Each member of the CSE Council shall have one vote and in the event of an equality of votes the President shall have a second or casting vote.
- 5.13 The CSE Council shall establish sub-committees or groups, or delegate to individuals as considered necessary to undertake specific CSE Council business, which shall be reported to CSE Council.
- 5.14 The establishment and termination of any established delegated actions is at the discretion of the CSE Council. Time limits may be applied to sub-committees.
- 5.15 At least one of the following officers shall be on any sub-committee or group and will usually chair the group:
- President, Vice-President or Junior Vice-President
 - Secretary
 - Honorary Treasurer

6 Regional meetings

- 6.1 The CSE Council shall arrange a programme of meetings and events to meet the needs of the members and volunteers.
- 6.2 All events and meetings shall be advertised on the CIPFA website, and other appropriate publicity shall be supported such as e-shots, articles in Spreadsheet, Public Finance and other relevant publications.
- 6.3 The CSE Council shall hold at least one regional general meeting for all members each calendar year – the Annual General Meeting (AGM).
- 6.4 The AGM shall take place before 30th April each year. The date and venue shall be notified to all regional members using CIPFA communication channels at least two weeks in advance of the meeting.
- 6.5 The purpose of the AGM is to receive the region's annual report and financial statements up to the end of the previous financial year (31st December), and to note the election of CSE Council members and regional representatives to CIPFA Council.
- 6.6 An Extraordinary General Meeting of the CSE Council will be convened if the President receives twenty or more written requests from members of the region. The date and venue of any EGM must be communicated to all regional members at least two weeks in advance of the meeting.

7 Role and relationship with CIPFA

- 7.1 The CSE Council shall liaise with CIPFA regularly and support the priorities identified by the Institute.
- 7.2 The CSE Council shall report to CIPFA at intervals prescribed by CIPFA and in the format requested.
- 7.3 The CSE Council shall work with the Institute's marketing function and the Employer Relations Team to support targeted programmes of local marketing activities.
- 7.4 The CSE Council shall ensure senior CIPFA staff assigned to the South East Region are informed of meeting dates so they can attend Council meetings to act as a communication channel.
- 7.5 From 2017 onwards (following elections under the governance and election arrangements adopted in 2015), the CSE Council shall ensure the CIPFA Council members elected to represent the South East region are invited to attend all CSE Council meetings to fulfil their role as Council members.
- 7.6 The CSE Council shall identify and nominate appropriate candidates to stand for CIPFA Council election who fairly represent the demographic make-up of the regional members.
- 7.7 The CSE Council will arrange at least one event per year where the President of the Institute is specifically invited.

8 Role and relationship with Regional and any other governance groups

- 8.1 The CSE Council shall support the plans identified by the CIPFA Council and related groups and Boards through delivery of relevant activities, events and meetings.
- 8.2 Officers of the CSE Council shall provide representatives to CIPFA Council and related groups and Boards as required to facilitate two-way communication of regional issues and to contribute to the Region's development plan.
- 8.3 Officers of the CSE Council shall support and attend the CIPFA Annual Conference, the Regional Forum, and other regional conferences as required.
- 8.4 The CSE Council shall establish Regional Champions as required from its Council members.

9 Role in Student Society

- 9.1 The CSE Council shall support the Student Society by:
 - Encouraging students to be active CSE Council members and therefore fill the two designated spaces on the Council
 - Providing marketing support for student events
 - CSE Council Members attending student events to encourage further Council participation
 - Considering providing budget support for student places at paid-for regional events on a case-by-case basis

- 9.2 The CSE Council shall establish a Student Champion from its non-student Council Members to act in a liaison role, who will attend student events whenever possible.

10 Role in Mentoring

- 10.1 The CSE Council shall establish a Mentoring Champion from within its Council Members.
- 10.2 The Mentoring Champion shall regularly explore the potential demand for a mentoring scheme for students and qualified members.
- 10.3 Where demand is established, a scheme to offer mentoring to members or students in the South East shall be developed by the Mentoring Champion (with the support of CSE Council Members) for agreement by the CSE Council.
- 10.4 Any adopted scheme will be reviewed every two years to ensure it is meeting its objectives and remains fit for purpose.

11 Communication with Members

- 11.1 The CSE Council is responsible for ensuring appropriate and regular communication about events and activities for its members.
- 11.2 Methods of communication shall be in accordance with CIPFA Council and Regional Forum guidance, including:
- National and regional e-shots
 - Spreadsheet and Public Finance
 - Letters and circulars
 - Events pages of CIPFA website
 - Direct targeted emails
 - Social media
- 11.3 Direct communication with members by means of personal data (names, addresses and email) shall be delivered in accordance with the requirements of the Data Protection Act.
- 11.4 CSE Council shall oversee the circulation of at least 6 e-shots per year to members registered in the South East to advise on events and activities available in the region.

12 Budget and Financial Arrangements

- 12.1 The CSE Council sets a budget each year based on: forecast (or known) income from the CIPFA subvention; events and sponsors; and, the costs of the planned events.

- 12.2 Financial Regulations for the South East Region have been established and approved by the CSE Council (last approved in June 2014). The regulations include reference to:
- Maintenance of accounts (including authorised signatories and banking arrangements)
 - Budgets
 - Investments
 - Borrowing
 - Income
 - Expenditure
 - VAT
 - Insurance
 - Local sub-groups
- 12.3 Financial Regulations shall be reviewed at least every two years and any amendments approved by the CSE Council.

13 Amendments to the Constitution

- 13.1 CIPFA Council has the power to vary this Constitution or make other provisions for the conduct of the Branches or Regions, in such a manner as the Council, at its discretion, may from time to time determine.
- 13.2 CIPFA Council may issue guidance and protocols for Branches or Regions on how to operate aspects of this Constitution.
- 13.3 The CSE Council shall review its Constitution, regardless of any amendments by CIPFA Council, in full at least once every two years.

14 Dissolution

- 14.1 The Regional Council may be dissolved, merged with another branch(es) or Regions(s) or its geographical boundaries altered by CIPFA Council. Before making such a decision, CIPFA Council will consult the Region's members.
- 14.2 Where such a decision is made, CIPFA Council shall be responsible for the transfer or redistribution of Regional funds and assets between Branches or Regions at its sole discretion.

Summary of Roles

Role	Route onto Council	Responsibilities
Regional President	Elected or co-opted	Chairing meetings, co-ordinating sub groups, liaising with Secretary and other members, leading decision making and reporting to CIPFA Council as required. Attend regional and national events to represent the South East Region.
Regional Vice President	Elected or co-opted	Support and substitute for President.
Junior Vice President	Elected or co-opted	Support and substitute for President and Vice President.
Honorary Regional Treasurer	Appointment approved by CSE Council AGM	Maintenance of financial records, and managing bank account and cash-flow. Reporting of management accounts to Council and preparation of accounts.
Honorary Auditor	Appointment approved by CSE Council AGM	Undertake independent examination of financial statements and report to Council.
Regional Secretary	Appointment approved by CSE Council AGM	Organise agendas and meetings of the Council. Co-ordinate events and advise the President of engagements and opportunities to represent the Council.
Student Champion	Elected or co-opted	Support the registered student council members in their role and attend student events.
Regional Champion	Elected or co-opted	Lead on communication with other regions, attend regional forum events and represent the Council at other regional and national events.
Mentoring Champion	Elected or co-opted	Lead on exploring demand for a mentoring scheme, and establishing any scheme in parallel with mentoring schemes operated by CIPFA elsewhere.
Corporate members	Elected	No specific role other than active participation in meetings, sub-groups and decision-making, and promoting the activities and events in region to colleagues and networks.
Website Administrator	Elected or co-opted	Upload of regional events, photos and other relevant documents to the website. Maintain regional webpage content and liaise with CIPFA to resolve any issues identified.
Registered students (or newly qualified)	Elected or co-opted	Organise and promote regional activities for students. Communicate to CSE Council regarding student needs in terms of support required.

Role	Route onto Council	Responsibilities
		Attend regional and national CIPFA events to represent the region.
Retired Members' representative	Elected or co-opted	Organise and promote regional activities for retired members. Attend regional and national CIPFA events to represent the region.
Representative from the AAT	Elected or co-opted	Liaise with regional AAT members and attend AAT events as appropriate. Promote joint events for both organisations.
Representative from the AAT (student if possible)	Elected or co-opted	Liaise with regional AAT student members and attend AAT events as appropriate. Promote joint events for both organisations.
Co-opted members	Co-opted	No specific role other than active participation in meetings, sub-groups and decision-making, and promoting the activities and events in region to colleagues and networks.