

Paper supporting Agenda item 10: proposed changes to the FRMS Constitution

Reason for change	Current Constitution wording	Proposed change
<p>1. the roles of Technical Officer and Bulletin Editor have become defunct and it is proposed that these are removed from the Constitution, where mentioned.</p> <p>2. the Website Manager role has become increasingly important and, given the level of skill expected of the post holder, should not be subject to election but appointment.</p> <p>3. these changes will reduce the number of committee members from twelve to ten and five members would therefore constitute a quorum.</p>	<p>6.1. The affairs of the Federation shall be managed by a Committee consisting of six Officers, namely Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Honorary Technical Officer, Bulletin Editor and six other members.</p> <p>8.1. Six members of the Committee shall constitute a quorum.</p> <p>10. The Federation shall have a Technical Officer and a Bulletin Editor who shall not be subject to election but appointed by the Committee, and will in all other respects act as members of the Committee.</p> <p>12.1. The Officers (other than the Technical Officer and the Bulletin Editor) and the remaining Committee Members shall be elected by ballot at the Annual General Meeting and shall hold office until the next Annual General Meeting or until earlier resignation. They may be re-elected subject to Rule 13.</p>	<p>6.1. The affairs of the Federation shall be managed by a Committee consisting of five Officers, namely Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Website Manager and five other members.</p> <p>8.1. Five members of the Committee shall constitute a quorum.</p> <p>10. The Federation shall have a Website Manager who shall not be subject to election but appointed by the Committee, and will in all other respects act as a member of the Committee.</p> <p>12.1. The Officers (other than the Website Manager) and the remaining Committee Members shall be elected by ballot at the Annual General Meeting and shall hold office until the next Annual General Meeting or until earlier resignation. They may be re-elected subject to Rule 13.</p>
<p>Rule 7.4 refers to ‘an annual audited statement of accounts’. Legally, our accounts are not audited but independently examined, hence Rule 11 refers to Independent</p>	<p>7. The duties and functions of the Committee shall be generally to conduct the business of the Federation and in particular:</p>	<p>7.4. to cause proper accounts to be kept of the Federation’s financial affairs, and to issue an annual statement of accounts certified by</p>

<p>Examiners. It is proposed, therefore, that rule 7.4 is amended accordingly.</p>	<p>7.4. to cause proper accounts to be kept of the Federation's financial affairs and to issue an annual audited statement of accounts.</p>	<p>independent examiners in accordance with Rule 11.</p>
<p>Rule 24 refers to day-to-day expenditure of under £50.00 being authorised by the Honorary Treasurer while expenditure over £50.00 must be authorised by two Committee members and then approved by the whole Committee.</p> <p>The sum of £50.00 is now too low and it is proposed that this is increased to £100.00. The approval process is slightly ambiguous, so it is proposed that this expenditure would be approved by a cheque signed by two Committee members and all such expenditure is reported at the next Committee meeting through the Honorary Treasurer's report.</p>	<p>24. All day-to-day expenditure on behalf of the Federation of £50.00 per transaction or less will be authorised by the Honorary Treasurer and paid by cheque or cash, as is more convenient. Where the expenditure exceeds £50.00 per transaction, a requisition signed by two Committee members is required, and must be discussed and approved by the Committee at its next meeting. Records of all expenditure will be kept for audit purposes. Cheques will require the signature of any two of three nominated signatories.</p>	<p>24. All day-to-day expenditure on behalf of the Federation of £100.00 per transaction or less will be authorised by the Honorary Treasurer and paid by cheque or cash, as is more convenient. Where the expenditure exceeds £100.00 per transaction, it shall only be paid by cheque. Cheques shall require the signature of any two of three nominated signatories, who shall be Members of the Committee. Individual items of expenditure over £100.00 shall be reported at the next Committee meeting through the Honorary Treasurer's Report. Records of all expenditure shall be kept for examination purposes.</p>
<p>Rule 17 makes explicit the rules of quoracy for General Meetings but does not make it explicit that Proxies are included in this.</p>	<p>17. the number of voting delegates constituting a quorum at General Meetings of the Federation shall be 1/10th of the number of affiliated societies or 30 delegates, whichever is the lower.</p>	<p>Add to the end of this section:</p> <p>'A Proxy, duly authorised to act for a society through the official Proxy form, shall be included as part of this quorum.'</p>