



## Local Registration Services Association

### CONSTITUTION

#### 1.0 TITLE

1.1 The organisation is constituted as a private limited company under the Companies Act 1985 (herein called The "Association") and shall be called The Local Registration Services Association.

#### 2.0 AIMS AND OBJECTIVES

2.1 The Association's Aims and Objectives are:

- To lead and influence at a national level the development of policies regarding the delivery of the local authority registration and related services\*.
- Represent the interests of the Association's members
- To assist and support service managers to lead, manage, strengthen and develop their services by identifying and promoting ways in which services can be delivered to best meet the needs of local communities and demonstrate value for money.
- To assist the National Panel for Registration, central government, LGA, and other relevant organisations to develop a co-ordinated and user focused approach to the development of policy.
- To seek, develop and implement commercial opportunities that align with the purpose and skill set of the local registration service
- To utilise the skills and experience of members to contribute to the development of the Association and its aims and objectives.
- To raise the profile of registration and related services and the important part they play in local communities and for society as a whole.
- To provide mutual support, personal development and leadership development, including succession planning to enable members to carry out their roles as efficiently and effectively as possible.
- To support the National Training Group and the Nationally Accredited Professional Qualification Board in the personal development of registration officers

\* *The term registration and related services has been left open for councils to self-define. It is anticipated that core membership will be from the traditional statutory registration services, but also to include coronial services citizenship services, identity verification services, celebratory services and other related services.*

### **3.0 MEMBERSHIP**

- 3.1 A Local Authority in England or Wales that delivers the local registration service is qualified to be a Member of the Association
- 3.2 Upon application to the Secretary of the Association, any local authority that meets the above shall be immediately admitted as a Member of the Association.
- 3.3 Membership shall be subject to the payment of an annual subscription, the amount of which will be determined by members at the Annual General Meeting of the Association.
- 3.4 Each Member Authority shall decide upon their official representative to attend a meeting of the Association. Such nominees may speak and vote at the meeting provided any vote cast is in accordance with voting rules of the Association.
- 3.5 Every Member Authority shall be notified by the Secretary of the Association Constitution, current Officers and any planned meetings and events by means of electronic communication or in writing or by notification of a website address where such information can be accessed.
- 3.6 Every Member Authority shall notify the Secretary of any change of their registered address or other contact information as soon as possible.
- 3.7 If any Member Authority sends to the Secretary, a notice stating they wish to resign from the Association, they shall cease to be a Member from any date mentioned in that notice or from the date on which such notice is received by the Secretary.
- 3.8 A local authority, or equivalent, outside England and Wales that delivers the registration service or related services is qualified to be an Associate Member of the Association
- 3.9 Membership shall be subject to the payment of an annual subscription, the amount of which will be determined by members at the Annual General Meeting of the Association.
- 3.10 Every Associate Member Authority shall be notified by the Secretary of the Association Constitution, current Officers and any planned meetings and events by means of electronic communication or in writing or by notification of a website address where such information can be accessed.
- 3.11 Each Associate Member Authority shall decide upon their official representative to attend a meeting of the Association. Such nominees may speak at the meeting. An Associate Member Authority shall not have any voting rights.
- 3.12 Every Associate Member Authority shall notify the Secretary of any change of their registered address or other contact information as soon as possible.
- 3.13 If any Associate Member Authority sends to the Secretary, a notice stating they wish to resign from the Association, they shall cease to be an Associate Member from any date mentioned in that notice or from the date on which such notice is received by the Secretary.

## 4.0 EXECUTIVE COMMITTEE

4.1 The Association Executive Committee shall consist of:

- (a) Chairman
- (b) Secretary
- (c) Strategic Officer\*
- (d) Finance Officer
- (e) Business Development Officer \*\*
- (f) Communications Officer \*\*
- (g) Conference & Events Officer
- (h) Learning & Development Officer

Together with such other co-opted Members as the Association Executive Committee or Members may from time to time agree.

*\* The Strategic Officer shall be nominated by the National Panel for Registration from within the Panel membership*

*\*\* IT shall be the remit of both the Business Development Officer and the Communications Officer.*

4.2 The directors of the private limited company called The Local Registration Services Association shall be the persons who hold office as the Chairman and Secretary.

4.3 The members of the Association Executive Committee shall be nominated and elected in accordance with this Constitution and take office on 1 December bi-ennially.

4.4 The members of the Association Executive Committee shall serve for 2 years and retire on the 30th November bi-ennially following their appointment, but may stand for re-election.

4.5 The quorum for an Association Executive meeting shall be a minimum of 4.

4.6 The Association Executive Committee shall be competent to deal with and finally determine any difficulty with or interpretation of this Constitution in connection with any election.

4.7 The Association Executive Committee shall also be competent to manage and deal with any routine administrative issues of the Association, including financial matters but must report a summary of their actions to all Association Members. The Secretary shall make a written report to every Association Annual General Meeting. The Finance Officer shall provide a written statement of income and expenditure, with opening and closing balances and bank reconciliation to every Association Annual General Meeting.

4.8 The Association Executive Committee members shall lead and represent the Association in furtherance of its Aims and Objectives using their expertise and mandate as elected officers and representatives. In doing so they shall seek the views of the membership on issues of policy and Association position in relation to registration matters which the Executive deems are, or may be, contentious among members of the Association. Whenever appropriate and practicable the Secretary will circulate position statements and Association responses to consultations to all members prior to their use in representing the Association.

4.9 Members of the Association Executive Committee may be paid their reasonable expenses for any approved Association business on production of a receipt where these expenses are not recoverable from another source.

4.10 An agenda and calling notice for every Association Executive Committee shall be communicated to every appropriate person at least four days before the meeting. A report of the proceedings of the Association Executive Committee shall be recorded and made available to all members. These may be by means of electronic communication or in writing or by notification of a website address where such information can be accessed.

## **5.0 ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

5.1 A Member Authority may only nominate a person to serve as an officer of the Association if that person is employed by a Member Authority in a position within or associate to the local registration service or related services.

5.2 Not later than 6 weeks prior to any Annual General Meeting each year, the Secretary shall communicate to each Member Authority of the Association an invitation to send to the Secretary a nomination for each or any of the officer positions in the Association. This will include details of the closing date for any such nominations and the date of the election. This may be by means of electronic communication or in writing or by notification of a website address where such information can be accessed. Nominations must be received by the stated closing dates. The reason for nominating the person for the specific role shall be included with the nomination. The person nominated must be employed by a Member Authority that was in membership at least 6 weeks prior to the Annual General Meeting.

5.3 If only one nomination is received for any office the person so nominated shall be deemed to have been duly elected to that office.

5.4 If the Secretary receives more than one nomination for any office, then the Secretary shall organise a ballot for that office, notifying all members of the nominations and means of voting at least 2 weeks before the election date. The Secretary will arrange for the counting of the votes and notify members of the result of the ballot within 14 days of the election date. In the event of an equality of votes for an office, the Chairman shall cast an additional vote for one of the candidates.

5.5 In any ballot or vote there shall be only one vote from any one Member Authority.

5.6 In the event of a vacancy in the office of Chairman arising between the regular periods of election, the Secretary shall assume the office until an appropriate election can take place in accordance with the Constitution.

5.7 In the event of a vacancy in an office other than Chairman arising between regular periods of election, the Association Executive Committee shall, as soon as practicable appoint a suitable person in an acting capacity to discharge the duties of that office until an appropriate election has taken place in accordance with the Constitution.

## **6.0 MEETINGS**

6.1 The Association shall in each year hold a general meeting as its Annual General Meeting in addition to any other meeting in that year, and shall specify the meeting as such in the notice calling it and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and that of the next. The Association Annual General Meeting shall be held at such time and place as the Association Executive Committee shall appoint.

6.2 The Association Executive Committee may, whenever it thinks fit, convene an Association Extraordinary General Meeting, and an Association Extraordinary General Meeting shall also be convened at the request, in writing (including by email) of not less than 25% of the total Association membership entitled to vote.

6.3 An Association Annual General Meeting and an Association Extraordinary General Meeting called in order to vote on a special resolution shall be called with a minimum notice period of twenty-eight days. This may be by means of electronic communication or in writing or by notification of a website address where such information can be accessed. The period of notice shall be exclusive both of the day on which it is served or deemed to be served and of the day of the meeting. It shall specify the place, the day and the hour of the meeting and, in the case of special business, the general nature of that business.

6.4 Notwithstanding the foregoing, a meeting of the Association shall, even if it is called by shorter notice than that specified in this Constitution, be deemed to have been called in accordance with this Constitution if it is so agreed:

(a) in the case of a meeting called as an Annual General Meeting, by all the members attending and entitled to vote thereat; and

(b) in the case of any other meeting, by a majority in number of the members attending and having the right to vote at the meeting, being a majority together representing not less than eighty cent of the total voting rights at that meeting of all the Members.

6.5 The notice of an Association meeting shall be communicated to all members by means of electronic communication or in writing or by notification of a website address where such information can be accessed.

6.6 The accidental omission to give notice in writing of an Association meeting to, or the non-receipt of such a notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any general meeting.

6.7 In any ballot or vote there shall be only one vote from any one Member Authority.

6.8 In order to succeed, Ordinary Resolutions shall require a simple majority of members attending the meeting or who have registered a proxy vote and are entitled to vote. Special or Extraordinary Resolutions shall require a majority of 75% of Members attending the meeting or who have registered a proxy vote and are entitled to vote.

6.9 No matters requiring a vote shall be determined at any meeting of the Association unless a quorum of members is present at the time when the vote is taken. Save as herein otherwise provided, at least 10% of the total Association membership entitled to vote and present in person shall be a quorum.

6.10 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Association Executive Committee may determine, and if at the adjourned meeting a quorum is not present within thirty minutes from the time appointed for the meeting the members present shall be a quorum.

6.11 The Chairman of the Association, or in their absence the Secretary of the Association, shall preside as Chairman at every meeting of the Association, or if neither shall be present within thirty minutes after the time appointed for the holding of the meeting and willing to act, the members of the Association Executive Committee present shall elect one of their number to be Chairman of the General Meeting.

6.12 If at any meeting no member of the Association Executive Committee is willing to act as Chairman of the meeting or if no member of the Association Executive Committee is present within thirty minutes after the time appointed for the holding of the meeting, the members present shall choose one of their number to be Chairman of the meeting.

6.13 The Chairman of a meeting of the Association may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned Association meeting other than the business left unfinished at the Association meeting from which the adjournment took place. When an Association meeting is adjourned for forty days or more, notice of the adjourned Association meeting shall be given as in the case of an original Association meeting; save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned Association meeting.

6.14 At any Association meeting a resolution put to the vote shall be decided on a show of hands unless a poll is (before or on declaration of the result of the show of hands) demanded:

- (a) by the Chairman of the meeting; or by at least three members present in person or by proxy; or
- (b) by any member or members present in person or by proxy and representing not less than one-tenth of the total voting right of all the Association Members having the right to vote at the meeting.

6.15 Unless a poll be so demanded, a declaration by the Chairman of the meeting that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

6.16 A demand for a poll may be withdrawn.

6.17 Save as may be otherwise expressly herein provided, a poll if duly demanded shall be taken at such time and place, and in such a manner, as the Chairman of the meeting shall direct, and the result of the poll deemed to be the resolution of the meeting at which the poll was demanded.

6.18 No poll shall be demanded on the election of a Chairman of an Association meeting, or on any question of adjournment.

6.19 In the case of equality of votes, whether on a show of hands or on a poll, the Chairman of the Association meeting shall be entitled to a second or casting vote.

6.20 The demand of a poll shall not prevent the continuance of an Association meeting for the transaction of any business other than the question on which a poll has been demanded.

## 7.0 MOTIONS

7.1 Notices of motion shall be in writing (this may be by means of electronic communication) and shall be served on the Secretary not less than twenty eight clear days before the Association meeting at which they are to be submitted. Such notices shall be dated and numbered by the Secretary in the order in which they are received.

7.2 The Secretary shall communicate copies of such notices to all members and shall also insert in the notice convening any Association meeting all notices of motion duly served in the order in which they have been received.

7.3 Any member who desires to move an amendment to a notice of motion shall serve a notice in writing of such an amendment on the Association Secretary at least fourteen clear days before the Association meeting and a member shall not otherwise be able to move an amendment unless it be:

- (a) that the debate be adjourned; or
- (b) that the matter be referred to the Association Executive Committee for further consideration.

7.4 Copies of all proposed amendments duly served on the Association Secretary shall be communicated to all the members at least seven clear days before the Association meeting at which such amendments are to be submitted.

7.5 Every amendment shall be relevant to the motion on which it is moved and questions as to the relevancy shall be determined by the Chairman of the Association meeting.

7.6 The proposer of an amendment which has been rejected by the Association meeting shall not propose or second a further amendment to the original motion before the same Association meeting.

7.7 A motion or an amendment may be referred to the Association Executive Committee if the Chairman deems that there is insufficient information for the meeting to vote, or additional information required, or in exceptional circumstances.

7.8 In the case of a motion to adopt a report of the Association Executive Committee or of a committee or other source, an amendment may only take the following form, namely "To refer the matter back to the Association Executive Committee for further consideration" - with or without any instruction thereon.

## **8.0 VOTING**

8.1 A Member Authority shall be entitled to vote provided they were in membership at least 6 weeks prior to the date of the vote and have continued in membership to the date of the vote

8.2 No Member Authority shall be entitled to vote in any Association ballot unless all monies presently payable in respect of their membership of the Association have been paid.

8.3 In any ballot or vote there shall be only one vote from any one Member Authority.

8.4 On a poll, votes may be given either personally or by proxy, except where the use of proxy is not appropriate or practicable, e.g. when votes are cast by post or using internet or email facilities. In the case of polls taken other than at meetings all members will be advised of the issue to be determined and the manner in which they may cast their vote at least 14 days before the date on which votes are to be counted.

8.5 The appointment of a proxy shall be under the hand of the appointer or their attorney duly authorised. A proxy must be a member of the Association.

8.6 The appointment of a proxy shall be deemed to confer authority to demand or join in demanding a poll.

## **9.0 DISSOLUTION**

9.1 If the Association requires dissolution, this must be dealt with either at an Association Annual General Meeting or Extraordinary General Meeting.

## **10.0 FUNDS**

10.1 The annual subscription, payable to the Association shall be determined by the members and agreed at the Association Annual General Meeting.

10.2 The income and property of the Association shall be applied solely towards the Aims and Objectives of the Association as given in 2.1 above.

10.3 In the event of an Association being dissolved or ceasing to function, any remaining funds shall be transferred to a person or organisation agreed by the Members.

10.4 The Association should insure its property, Officers and members against reasonable risks whilst on official Association business.

10.5 Appropriate arrangements will be made by the Association Executive Committee for the accounts to be audited

## 11.0 VISITORS



11.1 Visitors may be invited to attend any meeting of the Association: provided that all invitations to visitors shall be subject to prior approval of the Chairman and shall be issued through the Secretary. Visitors shall not be allowed to speak at any meeting of the Association except by permission of the Chairman of that meeting and shall not be permitted to vote on any proposition.

## 12.0 AMENDMENT OF RULES

12.1 This Constitution may be approved and amended, added to or revoked by the Association members at an Association General Meeting by a notice of Special Resolution or by ballot of all members. In either case a majority of 75% of those voting is required for the change to be adopted.

## 13.0 COMMENCEMENT

13.1 This revised Constitution came into effect on 12 November 2019. It supersedes the original Constitution which came into effect on 11 May 2010 together with any amendments subsequently adopted.

Signed on behalf of the Local Registration Service Association	
Name: ..... KEVIN LEWIS .....	Position: Chairman
Signature: .....  .....	Date: ..... 12. Nov 2019. ....
Signed on behalf of the Local Registration Service Association	
Name: ..... KAREN LOUNTON .....	Position: Secretary
Signature: .....  .....	Date: ..... 12.11.19 .....