



WEST OF SCOTLAND BRANCH

CONSTITUTION



The Constitution of the West of Scotland Branch

1.0 Overall Aims & Objectives of the Branch

To further the aims and objectives of the Institution as set out in the Memorandum and Articles of Association.

2.0 Promoting and Supporting the Institution

2.1 To promote and support the Vision, Mission and Corporate Strategy of the Institution and aim to link activities to central objectives or campaigns.

2.2 To strengthen and add value to the relationship between IOSH head office and the wider membership and to support the role and scope of the Branch as set out below.

2.3 Support, promote and reflect the IOSH corporate brand and aim for high quality and professionalism.

2.4 Be a conduit for 2-way communication between membership and IOSH corporate structures.

3.0 Supporting and engaging with our membership

3.1 Offer networking opportunities for members.

3.2 Assist IOSH in the retention of existing members by offering local services.

3.3 Engage with Branch Members with the intention of increasing branch attendance.

3.4 Engage with local communities and raise the profile of IOSH and the profession on a local level.

3.5 Assist with the recruitment of new members to IOSH.

3.6 To welcome all new Branch members into the Branch.

3.7 To encourage persons aspiring to enter the occupational health and safety profession and to assist with their development into qualified and competent practitioners.

3.8 To ensure that venues selected for Branch events are suitable and convey a professional image for the event and that the venue complies with health and safety requirements relevant to the event.

3.9 To support and take a caring interest in the welfare of Branch members.

3.10 To provide a regular programme of events relevant to the professional interests of Branch members.

3.11 To ensure that a relevant and current business plan is in place.

4.0 Supporting Professional Development

4.1 To establish a "Mentor" arrangement for all members and those seeking to advance their grade of membership.

4.2 To support and monitor local education and training facilities for branch members and others showing an interest in the profession.

4.3 To provide IPD/CPD learning opportunities and local support to members.

5.0 Financial responsibility

- 5.1 Be accountable for the Branch performance and funding.
- 5.2 To ensure Branch activities are properly planned, managed and evaluated within a sustainable budgetary model.

6.0 Professional Networking

- 6.1 To establish relationships with other professional bodies and societies sharing similar aims.

7.0 Branch Structure

7.1 Membership

Membership of the branch and participation in its activities is open to all grades of membership of the Institution.

7.2 Branch Executive Committee

The management of the branch shall be the responsibility of the branch executive committee. The branch executive committee shall consist of:

a) Principal Officers

- i) Chair – Chartered member of the Institution
- ii) Vice Chair - Chartered member of the Institution
- iii) Secretary – Any grade of membership of the Institution
- iv) Treasurer – Any grade of membership of the Institution
- v) Immediate Past Chair

b) Committee members

A minimum of five committee members of whom three shall be chartered members. The committee shall have a maximum of 15 members.

7.3 Groups

- 7.3.1 The Branch Executive Committee will monitor the number of Branch members in each Group and, where justifiable, provide facilities for members of the specific Group to meet on a regular basis.
- 7.3.2 The Executive shall ensure arrangements are in place to have a Chairperson elected for the Group and that person shall have a seat, with full voting rights, on the Branch Executive Committee.
- 7.3.3 Election for Group Chairs shall be held in conjunction with the Branch Annual General Meeting in April of each year.

7.4 Branch Education & Development Advisor

- 7.4.1 The Branch Executive Committee shall ensure arrangements are in place for the election of a BEDA.
- 7.4.2 Election for BEDA shall be held in conjunction with the Branch Annual General Meeting in April of each year.

7.5 Vacancies

In the event of a vacancy arising on the Branch Executive Committee, it shall have the power to co-opt a member of suitable membership status to sit on the Branch Executive Committee with full voting rights until the date of the next Branch Annual General Meeting. At least one month prior to this date, the co-opted member shall intimate if he/she is willing to stand for full election. If elected at a full AGM their period of service will commence from the date of the AGM.

7.6 Ex-officio members

Ex-officio members of the Branch Executive Committee shall be members of the Board of Trustees, members of Council, the Networks Officer or any other person the Branch Executive feels has a contribution to make to the running of the Branch. This last category is likely to be short term membership.

Ex-officio members will have no voting rights on the Branch Executive.

7.7 Casting vote

In the event of a vote being taken by the Branch Executive Committee and such a vote resulting in a tie, the Chair shall additionally have a casting vote. If one of the proposals being voted on is already in place, then unless unusual circumstances apply, the Chair should normally follow the Status Quo to decide the vote.

7.8 Quorum

A quorum, shall be at least five members of the executive committee of whom at least one shall be a principal officer.

7.9 Auditors

The executive shall nominate two auditors who shall be proposed and agreed at the Annual General Meeting.

7.10 Terms of office

- a) The Chair and Vice Chair shall hold office for one year from the relevant annual general meeting and shall be eligible for re election for a further year.
- b) Executive committee members other than the Secretary and Treasurer, shall not hold a position on the committee for a period of more than three years.
- c) Executive committee members are expected to attend at least half of the meetings of the annual meeting cycle.

In the event that attendance is less than this then the committee shall review and the member shall be approached if necessary. If attendance does not improve then the member shall be asked, by the Chair, to consider standing down at the next AGM.

7.11 Nominations for office and elections

- a) Nominations shall be made with the consent of the nominee and be properly proposed and seconded by members of the branch. Nominations for the principal officers and executive committee shall be given in writing to the branch secretary as appropriate. Normally this shall be twenty eight days before the relevant Annual General Meeting.
- b) In the event of insufficient nominations being received twenty eight days before the meeting, the relevant chairman will accept nominations up to the day before the meeting. If there are still insufficient nominations received, nominations may then be accepted at the relevant Annual General Meeting.
- c) The Secretary shall verify as soon as possible after receiving each nomination that nominees are in good standing with the Institution.

7.12 Finance

The branch financial year will correspond to the financial year of the institution.

The branch shall prepare budgets and keep accounts, coordinated by the Treasurer, which shall detail the financial transactions of the branch.

An annual branch budget forecast will be produced every year and sent to IOSH HQ.

7.13 Executive Meetings

Shall normally be held, prior to the ordinary meetings, on the last Thursday of each month between September and May with the exception of April. Additional meetings shall be scheduled based on requirements and agreement at one of the foresaid meetings.

7.14 Ordinary meetings

Shall normally be held on the last Thursday of each month between September and May with the exception of April. Rescheduling of a branch meeting date must be made via the branch executive.

7.15 Annual general meetings

The Annual General Meeting shall be held on the last Thursday of April each year and in any case not later than two months after the end of the financial year. The business at the meeting will be to elect the principal officers, other office bearers, committee members; to receive the annual report of the chairman & secretary; the branch accounts; and to transact any other competent business.

7.16 Voting at General Meetings

Each member of the Institution shall have one vote at General Meetings. A member will be any Grade but must be paid up in their membership category to qualify for a vote.