

UNA-UK London and South-East Region revised constitution 2013 [although we're not sure when – or if – this was adopted]

United Nations Association-UK London and South-East Region

Explanatory note. *The following revised constitution will be put to the LASER Annual General Meeting on*

2nd November 2013. It is intended to update the current constitution (adopted in 2003) to take account of -

- The revised governance documents of UNA-UK following its adoption of charitable status.*
- In particular the ending of direct regional representation on the UNA-UK board of directors.*
- The fact that we are no longer able to employ a Regional Development Officer.*
- The expense involved in holding postal ballots for the regional executive.*
- The proposal to increase regional representation on the London UNA Trust.*
- The increasing importance of web-based communication with and among members.*

The main changes proposed are indicated by underlining. The existing constitution will be found on the regional website at <http://www.unalondonandse.org/>. Under its provisions (clause 14) the adoption of this revised constitution requires a two-thirds majority of those present and voting at the AGM.

Constitution

1 Objects

To promote the objects of the United Nations Association of the United Kingdom (hereinafter UNAUK) in the London and South-East Region.

2. Geographical area

The London and South East Region shall comprise a geographical area defined in accordance with the objects and rules of UNA-UK.

3. Membership

The London and South East Region shall consist of –

- a. All branches and youth groups in the geographical area as defined under rule 2 above.
- b. Such other branches or youth groups in neighbouring regions as may be attached to the London and South East Region by the board of directors of UNA-UK.
- c. All corporate members and other affiliated bodies, not being members of a branch, who are attached to the London and South East Region.
- d. All individual members who are attached to the London and South East Region.

Each branch shall notify the secretary of the Region of the date of its annual general meeting.

4. Officers

a. Honorary Officers

The honorary officers of the Region shall be elected at the annual general meeting and, with the exception of the president, who shall serve for two years, shall be eligible for re-election.

They shall comprise –

- I. President
- II. Vice-Presidents

b. Executive Officers

The executive officers of the Region shall comprise –

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. Publications and website editor

The executive officers shall be responsible for the day to day management of the Region subject to the decisions of the executive committee. Executive officers are eligible for reelection but may serve for no more than four consecutive years in the same post, with the exception of the treasurer.

The secretary shall be designated the “main contact person” for the purposes of paragraph 9 of the objects and rules of UNA-UK. After each Regional annual general meeting the names and addresses of all officers shall be notified to UNA-UK head office.

5. *Regional publications and website editor*

Under the overall guidance of the executive committee the regional publications and website officer shall be responsible for –

- a. Editing any Regional newsletter, social media or regular publication.
- b. Maintaining and updating the Regional website.
- c. Updating the Regional page on the national website of UNA-UK.
- d. In conformity with data protection legislation in force, maintaining a directory of email addresses of members of the Region for the purposes of regional communications.

6. *The London and South East Regional Council*

The Council shall be responsible for forming branches in the London and South East Region, for ensuring that all branches in the Region work in accordance with the rules and policy of the Association and for assisting them in every possible way to carry out the work of the Association in accordance with the decisions of the conference and the board of directors of UNA-UK.

7. *The London and South East Regional Council: Membership*

The Regional Council shall consist of –

- a. The honorary officers of the Region
- b. The members of the executive committee
- c. Each branch formally represented according to the following schedule –
 - Branches with a paid-up membership not exceeding 100 to be entitled to five votes.
 - Branches with a paid-up membership of over 100 to be entitled to ten votes.
 - Any other member may attend and speak at Regional Council and will be allocated one vote.
- d. One representative of each youth group in the London and South East Region.
- e. Corporate members and other affiliated bodies, not being members of a branch who are attached to the London and South East Region, who will be allocated one vote.

Representatives appointed under paragraphs c) and d) of this rule shall be nominated not later than 31st August each year to serve one year. They shall be eligible for re-appointment. A branch or youth group may send a substitute for the representative(s).

8. Meetings of the Regional Council

- a. The Council shall meet at such times and places as the executive committee shall determine, provided that the number of such meetings be not less than three each year. A special meeting shall be called upon a written request sent to the secretary signed by two of the elected officers (other than the president or vice-presidents) or by ten members of the Regional Council stating the business to be considered.
- b. The annual general meeting of the Regional Council shall be held before the end of December each year.
- c. The notice convening a meeting of the Council shall be issued at least 14 days before the start of the meeting. Notice of motions and other matters for the agenda must be in the hands of the secretary at least 21 days before the meeting. Officers, the executive committee, branches, youth groups, corporate members and any six members acting together have the right to send in resolutions and other matters for the agenda.
- d. At all meetings of the Regional Council, twenty shall form a quorum.
- e. When a motion is submitted in writing referring to a matter which has arisen too late for formal notice to be given in accordance with paragraph c) of this rule and it cannot readily be moved as an amendment to a motion already on the agenda, the chairperson shall declare whether it qualifies for inclusion and it may then be admitted to the agenda on a two-thirds majority vote of the members of the Council present.
- f. In the event of a tie on any motion, the chairperson of the meeting shall have a second, casting vote.

9. The Executive Committee

The Executive Committee shall consist of –

- a. The officers of the region, other than the vice-presidents to be elected at the annual general meeting of all members.
- b. Six members of the Region to be elected at the annual general meeting of all members
- c. Any member of the London and South East Region elected to the board of directors of UNAUK for the London and South-East constituency.
- d. Two representatives of youth groups in the Region (elected by the youth groups).
- e. A representative of the branch currently holding the Stevens Trophy.
- f. Not more than three additional members co-opted by the executive committee

10. Nominations for Officers and Executive Committee

All candidates for election as honorary officers (under rule 4a), executive officers (under rule 4b) or to the executive committee (under rule 9b) must be nominated by –

- a. Any two members of the retiring executive committee or
- b. A branch or
- c. Any six members acting together.

Any member of the executive committee who, during the year, shall not have attended at least two meetings shall not be eligible for re-election to the executive committee for the ensuing year except where failure to attend has been caused by sickness or other unavoidable reason. For the purpose of this rule, the members' signatures in the committee's attendance book shall constitute the record of attendance.

Nominations for the honorary officers, executive officers and the executive committee must be in the hand of the secretary not later than 28 days before annual general meeting. Branches, the Region's officers and executive committee members and any six individual members acting together may each make up to three nominations.

Biographical details of candidates shall be circulated to branches and members through the Region's website at least 14 days before the annual general meeting and will be available at the annual general meeting itself. Officers and executive committee members shall be elected by all members of the Region at the annual general meeting.

11. London United Nations Association Trust

In addition to any officers of the Region serving ex officio or in any other capacity as trustees of the London United Nations Association Trust, the executive committee shall nominate two of its members to serve as trustees of that trust for a renewable period of tenure not exceeding four years.

12. The Powers of the Executive Committee

The executive committee shall have the power to –

- a. Act on behalf of the Region in all matters, including finance, arising between meetings of the Regional Council.
- b. Appoint such salaried officers of the Region as it may deem to be necessary.
- c. Appoint sub-committees with such duties and authority as it may deem expedient.
- d. Consider Regional representation at the conference of UNA-UK.
- e. Fill casual vacancies occurring in its members or among the officers between annual general meetings.

13. Meetings of the Executive Committee

- a. The executive committee shall meet at least three times a year and at such other times as may be necessary
- b. A special meeting of the executive committee shall be called by –
 1. The chairperson of the Region at her or his discretion or
 2. The secretary on receipt of a request signed by five members of the executive committee stating the business to be considered. No other business shall be considered at that meeting.
- c. Notice of a meeting of the committee shall be sent to members at least seven days before the date of the meeting.
- d. The quorum for meetings of the executive committee shall be six, and for sub-committees shall be three.
- e. At all meetings of the executive committee, each member shall have one vote whether in a ballot or on a show of hands. In the event of any tie on any motion, the chairperson of the meeting shall have a second, casting vote.

14. Finance

The Regional Council shall be financially responsible for the management of its own affairs and be legally autonomous, in accordance with the rules of UNA-UK. The financial year shall end on 30th June. At each annual general meeting the accounts for the previous financial year, examined by an independent accountant elected at the previous annual general meeting, shall be presented.

The Council shall have the right to receive subscriptions from members of UNA-UK resident in the areas covered by the Council who, for geographical or other reasons, are not attached to any branch. These subscriptions shall be dealt with in accordance with the relevant rules of UNA-UK. For this purpose the Council shall be regarded as acting as a branch. Upon the proposed demise of the Regional committee, the committee shall consider the distribution of any existing funds in the best interests of the objects of UNA-UK in the London and South East Region.

15. Alterations of rules

The rules of the Region shall be altered only by the vote of at least two-thirds of the members present and voting at the annual general meeting of the Council or at a meeting of the Council specially convened for that purpose with due notice given as set out by rule 8c.