

**THE SOUTH ESSEX SOCIETY OF CHARTERED ACCOUNTANTS RULES ADOPTED AT THE  
AGM 24 MAY 2018**

**NAME AND OBJECTS**

- Name** 1 The name of the Society shall be "THE SOUTH ESSEX SOCIETY OF CHARTERED ACCOUNTANTS" (hereinafter referred to as 'the Society').
- Objects** 2 The objects for which the Society is established are :-
- (a) To promote the interests of the members in South Essex of the Institute of Chartered Accountants in England and Wales ("ICAEW") by:
    - (i) Advancing the theory and practice of accountancy in all its aspects including, in particular, auditing, financial management and taxation.
    - (ii) Recruiting, educating and training a body of members skilled in these arts.
    - (iii) Preserving at all times the professional independence of members in whatever capacities they may be serving, so as to maintain public confidence in the profession.
    - (iv) Maintaining proper standards of competence and professional conduct by all its members, in accordance with ICAEW's Code of Ethics.
    - (v) Doing all such things as may advance the profession of accountancy and protect the public in relation to public practice, industry, commerce and the public service.
  - (b) To support the Council of ICAEW in the formulation and execution of its policies by acting as a medium for consultation and communication with all categories of the members of ICAEW in the area of the Society and to promote communication with the public on behalf of the members. From time to time, the Society may use the term "ICAEW South Essex" to support the ICAEW Council in the furtherance of its policies locally, at the discretion of the Executive Committee of the Society.
  - (c) To provide opportunities for members of the District Society to maintain and enhance their professional competence and development and to help them meet their Continuing Professional Development responsibilities.
  - (d) To support and promote any chartered accountant students' organisation within the area of the District Society.
  - (e) To initiate and develop projects to meet the professional needs of its members.
  - (f) To foster social and charitable activities among its members.
  - (g) To do all such things as may be necessary for the attainment of these ends.

**AREA AND  
MEMBERSHIP**

- Area of Society** 3 The area of the District Society is the county of Essex (except for the districts of Braintree, Colchester, Tendring and Uttlesford) together with the Greater London



Borough of Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest.

**Admission to Membership**

- 4 (a) Any member of ICAEW who normally resides or works within the area of the Society will automatically be designated a member of the Society, unless that member otherwise elects, with or without payment of an entrance fee or subscription.
- (b) The Executive Committee of the Society may, at its discretion, admit to membership of the Society other members of ICAEW and members of accountancy bodies, which are members of the Global Accounting Alliance, who apply for membership.
- (c) Subject to such conditions as the Executive Committee may prescribe, a member of any GAA other accountancy body or other District Society of ICAEW (whether in England and Wales or elsewhere) will be allowed to participate in the activities of the Society, but shall not be entitled to vote at any meeting of the Society **nor become an officer of the District Society.**

**Cessation of Membership**

- 5 A member shall cease to be a member of the District Society if:-
- a) He/she ceases to satisfy the conditions for admission to membership in Rule 4.
- b) He/she gives notice in writing to ICAEW of his/her wish to resign.

**MANAGEMENT**

**Executive Committee**

- 6 The Management of the District Society shall be entrusted to an Executive Committee of:-
- (a) Elected Members
- (i) The officers of the District Society elected under Rules 8 a) and 8 b).
- (ii) Four Members of the Society elected by the Membership of the Society at the Annual General Meeting to serve until the AGM in the next year but one.
- (b) Additional Members
- (i) Members of the Council of ICAEW elected to represent the area of the District Society will automatically become additional members of the Executive Committee of the District Society. Council Members are elected for a four year term by the membership of the District Society in direct elections and their terms of office commence from the conclusion of the ICAEW AGM immediately following the date of their election.
- (ii) The Immediate Past President appointed under Rule 8 c).

Note – this would give a maximum membership of ten.

- (c) Co-opted Members

The Executive Committee shall have powers to co-opt additional members of the Society to serve on the Executive Committee of the Society reflecting the structure of the Society's operations as agreed by District Society Committee from time to time. The term of their service will not be prescribed. They may attend Meetings of the Executive



Committee at the invitation of the President. This would not affect their rights as voting members of the Society at Annual or Special Meetings.

**Cessation of membership of the Committee**

- 7 Any member of the Committee who wishes to resign shall tender his/her resignation in writing to the President of the District Society.

**Officers**

- 8 (a) Each year the Committee shall elect a President, a Deputy President, a Vice President, Honorary Treasurer and Honorary Secretary, who are all members of the society. The nomination for Vice President can be proposed by any member of the District Society and shall be overseen by a sub-committee consisting of past presidents of the District Society.
- (b) The Treasurer shall be responsible for keeping proper books of account and shall prepare the accounts of the District Society, which shall be tabled at the AGM of the Society. There will be no requirement for the accounts to be audited.
- (c) There is a rebuttable presumption that the Deputy President and the Vice President will progress to becoming President.

**Duties of the Committee**

- 9 It shall be the duty of the Executive Committee to oversee and control the affairs of the District Society and promote the interests of the members and Chartered Accountant students in the area.
- (a) The Treasurer shall prepare a budget for the Society for the ensuing financial year and this shall be approved by the Committee, having regard to the reserves policy of the Society and the overall objectives of the Society, as noted in 2 above.
- (b) The President will report to the Annual Meeting of the District Society.
- (c) In the event of any matter or question arising which is not covered wholly or in part by the Rules of the District Society for the time being in force, the Committee shall be deemed to have full power to deal with such matter or question as they shall think expedient in the interests of the District Society until the next subsequent meeting of the District Society (either annual or special) when approval shall be sought and any necessary alteration or amendment made of the Rules shall be proposed.

**Meetings of Committees**

- 10 (a) The Committees shall meet at such time and place as its members may determine or the President of the District Society shall decide, and at such meetings 40% of the determined membership (rounded down) per Rule 6 shall form a quorum.
- (b) At least fourteen days' notice of each Committee Meeting shall be given to members of each Committee.
- (c) The ICAEW Regional Director for London and East will normally attend all Meetings of the Committee as an Observer, but with no voting rights.

*Note – the quorum for the Executive Committee would be four*

**Sub-Committees and Working Groups**

- 11 The Executive Committee may appoint such Sub-Committees or Working Groups as it deems necessary for the purpose of furthering any of the objectives of the District Society and it may appoint such members to serve on them as it thinks fit – see co-options in Clause 6.

**MEETINGS**

**Annual Meetings**

- 12 The Annual General Meeting of the District Society shall be held during the month of May each year to transact the following business:-



- (a) The adoption of the accounts of the District Society, including, if relevant, its Branch Societies and Groups for the year ended 31st December preceding;
- (b) The election or re-election of officers and other members of the Committee as provided by Rules 6 and 8;
- (c) Any other business of which notice has been given in the notice convening the meeting.

13 A member wishing to bring before the Annual Meeting any motion not relating to the ordinary annual business of the District Society may do so provided:-

- (a) That notice in writing of the proposed motion be sent or given to the President and be received by him/her not later than the 1 April before the date of the Annual Meeting; and
- (b) That not less than five members entitled to vote at the Annual Meeting shall have sent or given notice in writing to the President not later than the 7 April before the date of the Annual Meeting; and
- (c) That in the opinion of the President the proposed motion relates to matters affecting the District Society or ICAEW generally.

#### **Special Meetings**

14 The Executive Committee may whenever it thinks fit convene a Special Meeting of the District Society for any purpose relating to the interests of the District Society and shall also do so within twenty one days from the receipt by the President of a request signed by not less than ten members (as defined in Rule 4 a)) and stating the object of the proposed meeting. Only such business as is specified on the notice convening such a meeting shall be transacted thereat.

#### **Notice of Meetings**

15 (a) An Annual or Special Meeting of the District Society shall by be called at least twenty one days' notice via ICAEW website. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of the meeting, and in the case of business other than the ordinary annual business of the District Society, the general nature of the business. In the case of the Annual Meeting, the President shall make available to each member attending the Meeting a copy of the accounts of the District Society and particulars of all motions to be brought before the meeting under Rule 13 and Rule 14.

(b) Any notice required by these Rules to be sent to members may, at the discretion of the Committee, be given by advertisement in the South Essex newsletter or on the ICAEW website.

#### **Chairman of Meetings**

16 The President of the District Society shall be chairman of all meetings of the District Society. In his/her absence the Deputy President, or in both their absences, the Vice President shall be Chairman. In the event of them all being absent at the time appointed for a meeting, the members present shall elect a Chairman from among themselves for that meeting.

#### **Quorum at Meetings**

17 At each Annual or Special Meeting of the District Society ten members present in person shall constitute a quorum. If there is not a quorum present fifteen minutes after the time appointed, the meeting shall stand adjourned for four weeks and reconvene at the same hour and place or, if such place shall not be available, at such other place as the Committee may determine when the members then, notwithstanding that there may be less than ten such members personally present, shall proceed to transact the business.

#### **Adjournment of Meetings**

18 Subject to the provisions of these Rules the Chairman of any meeting of the District Society may, with the consent of the meeting, adjourn the meeting from



time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No notice need be given of an adjourned meeting unless it be so directed in the resolution for adjournment.

**Voting at  
Committee,  
Annual and  
Special Meetings  
and Demand for  
Poll**

- 19 (a) At any meeting of the District Society a resolution put to the vote of the meeting shall be decided on a show of hands. At any Annual or Special Meeting (before or on the declaration of the show of hands) a poll may be demanded by at least ten members present in person or by proxy.
- (b) If a poll is duly demanded or is required to be taken, it shall be taken in such manner as the Chairman of the Meeting directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (c) In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting at which the show of hands takes place or at which the poll is demanded or is required to be taken shall be entitled to a second or casting vote.
- (d) A poll demanded on the election of a Chairman of a Meeting or on any question of adjournment shall be taken forthwith. A poll demanded or required to be taken on any other question shall be taken at such time and place as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded or is required may be transacted pending the taking of the poll.

- 20 On a show of hands every member present and eligible to vote shall have one vote and on a poll every member present in person or by proxy and eligible to vote shall have one vote.

**Minutes of  
Meetings**

- 21 Proper minutes shall be recorded of all resolutions and proceedings of meetings of the District Society and its Committees, and every minute signed by the Chairman of the meeting to which it relates or by the Chairman of a subsequent meeting shall be sufficient evidence of the facts therein stated. Copies of all minutes of Committee meetings shall be circulated to members of the Executive Committee as soon as possible after the Chairman of the Meeting has approved those Minutes. Formal approval of those minutes will take place at the next Committee Meeting.

**Alteration of  
Rules**

- 22 (a) The Rules of the District Society may be altered by a resolution of the members at an Annual or Special Meeting.
- (b) If any Rule, or part thereof, shall conflict with an alteration or amendment in the bye-laws, rules or regulations or any pronouncement of ICAEW, such Rule, or part thereof, shall be void.
- (c) A copy of these Rules, and of any amendments thereto for the time being in force, shall be supplied to a member of the District Society on request.

**Rules of  
Branches and  
Groups**

- 23 When a Branch Society or Group of the District Society is established, it shall be made a condition that the Rules of a Branch Society or Group or any alteration thereof shall not become operative until they have received the approval of the Executive Committee of the District Society.

The Rules of a Branch Society or Group shall provide:-

- a) That then President of the District Society or his/her representative duly nominated for the purpose by the Executive Committee of the District Society shall be an ex-officio member of the Committee of the Branch Society or Group.



- b) That the composition of the Branch Society or Group Committee shall conform to the general principles set out in Rule 6 and be ratified by the Executive Committee.
- c) That its Rules conform to those of the District Society.

**Decisions of the Committee not to be binding on ICAEW**

- 24 In no case, and under no circumstances, shall the District Society, any Committee of the District Society or any officer or member of the District Society have power to bind ICAEW by contract or otherwise or to impose any liability thereon, unless a resolution of the Council of ICAEW shall authorise such liability to be created on behalf of ICAEW.

**Interpretation of Rules**

- 25 In the event of any dispute arising as to the interpretation of these Rules, such dispute shall be referred to the the Chair of ICMB whose decision shall be final and binding upon all parties.
- 26 References to the male gender import also the female gender.

Approved by ICAEW South Essex committee on 24 May 2018



E Williams  
President



A Radford  
Treasurer