

# CIEH NI Region Constitution

## **Section 1 – Title**

- 1.1** The title of the Region shall be -“The Chartered Institute of Environmental Health - Northern Ireland Region”

## **Section 2 – Functions**

- 2.1** The functions of the Region shall be within the objects of the Chartered Institute of Environmental Health and shall include –
- a) recruitment of members;
  - b) maintaining contact between members;
  - c) arrangement of meetings;
  - d) conduct of correspondence;
  - e) press and public relations activities;
  - f) holding seminars and other educational events which, for the region members, shall be eligible for Continued Professional Development recognition.
  - g) the setting up of committees or study groups as determined;
  - h) preparation of an annual report;
  - i) collection and collation of data (as required) for the CIEH Council;
  - j) promotion of environmental health and the environmental health profession on a local basis;
  - k) liaison with local and central government departments and with other such statutory and non-statutory bodies as may be appropriate;
  - l) such other activities that council for the time being might decide provided that they are in accordance with the objects of the Chartered Institute.

## **Section 3 – Membership of the Region**

- 3.1** The Region membership shall consist of voting and non-voting members as defined by Byelaws 2.1.1 and 2.1.2.
- 3.2** Categories of Voting Members
- Fellows
  - Ordinary Members
  - Retired Fellows
  - Retired Ordinary Members
  - Life Fellows
  - Life Ordinary Members
- Such other voting categories as are constituted pursuant to Chartered Institute resolution.
- 3.3** Categories of Non-Voting Members
- Graduate Members
  - Associate Members
  - Affiliated Members
  - Affiliated Organisations
  - Student Members

Such other non-voting categories as are constituted pursuant to Chartered Institute resolution.

#### **Section 4 – Region Council**

- 4.1** The management of the Region shall be undertaken by the Council with the day to day management being the responsibility of the Executive.
- 4.2** The Executive shall consist of the President, Chairman, Secretary and Treasurer together with the Regional Trustees.
- 4.3** Membership of the Region shall comprise of Members whose membership is current.
- 4.4** The Region Council shall comprise of the following:
- a) the President of the Region
  - b) the Honorary Region Secretary
  - c) the Honorary Region Treasurer
  - d) the Region's elected Trustees
  - e) twelve other Members elected annually from within the Region.
  - f) the representative of the student body who shall be entitled to vote at Region Council.
- 4.5** The Region Council may co-opt other CIEH. The purpose of co-option will be to assist the Region Council in the furtherance of its work plan for the time being. Co-option will be reviewed annually.
- 4.6** The Region Council shall enter into office immediately after the conclusion of the Region Annual General Meeting and shall continue in office until the conclusion of its next Annual General Meeting.
- 4.7** In the event of any of the following vacating the post on Region Council during their current year of office, the Region Council may fill the vacancy on behalf of the Region:-
- a) the Honorary Region Secretary
  - b) the Honorary Region Treasurer
  - c) the Region President
  - d) any other person elected by the Region to the Region Council.

#### **Section 5 – Region Officers**

##### **5.1 President**

The Region may elect a President at an Annual General Meeting by nomination from within the Region Membership. The term of office of the President will be one year and he/she shall be eligible for re-election.

##### **5.2 Chairman and Vice Chairman**

At their first meeting in each year following the Annual General Meeting, the Region Council shall elect from amongst its members a Chairman and a Vice Chairman. The Chairman (or Vice Chairman in the absence of the Chairman) shall preside at all meetings of the Region Council.

##### **5.3 Honorary Region Officers**

The following shall be elected from the membership and formally ratified by the Annual General Meeting of the Region:

- a) Honorary Region Secretary
- b) Honorary Region Treasurer
- c) Two Honorary Region Auditors – these cannot be members of the Region Council.

## **Section 6 – Region Council Meetings**

**6.1** Region Council Meetings shall be convened by the Honorary Region Secretary;

- a) as required, or
- b) on requisition signed by at least one quarter of the members of the Region Council.

The Honorary Region Secretary shall give each member of the Region Council at least fourteen days clear notice of the meeting, which shall not be held on the same day as a meeting of the CIEH Council.

**6.2** The Honorary Region Secretary shall

- a) prepare a programme of Region Council Meetings prior to the Region Annual General Meeting; and
- b) give the date and time of the next meeting at the end of each Region Council Meeting.

**6.3** The accidental omission to give proper notice of a Region Council Meeting or non-receipt of the notice of meeting by any members of the Region Council shall not invalidate the proceedings at any Region Council Meeting.

**6.4** Any member of the Region Council who wishes to bring any motion before a Region Council Meeting shall give the Honorary Region Secretary notice of it in writing. The notice shall be received at least twenty-one days prior to the date of the meeting at which the motion is to be considered.

**6.5** The quorum for Region Council Meetings shall be one-third of the members of Region Council.

**6.6** The Secretary, in consultation with the Chairman, shall prepare an agenda and distribute it with the notice of meeting. The order of business at any meeting may be varied by the Chairman, with the consent of the meeting, so as to give precedence to any business of urgency.

## **Section 7 – Committees of Region Council**

**7.1** The titles, quorum and terms of reference of any Committee shall be determined by the Region Council. After every meeting each Committee shall report as soon as possible to the Region Council on its proceedings.

- 7.2** The Region Council may delegate any of its powers and/or duties to any Committee.
- 7.3** Appropriate matters may be referred to the Committees by
- a) The Region Council
  - b) any honorary officer of the Region, who shall report the fact to the next meeting of the Region Council.
- 7.4** At its first meeting after the Region AGM the Region Council shall appoint a Chairman for each of the Region Committees.
- 7.5** Any Committee may co-opt members of the Region, subject to any conditions imposed by the Region Council. All co-options shall be notified to the Region Council.
- 7.6** Meetings of Committee shall be convened by the Committee Chairman.
- 7.7** The Chairman shall prepare an agenda and distribute it with the notice of meeting. The order of business at any meeting may be varied by the Chairman, with the consent of the meeting, so as to give precedence to any business of urgency.

### **Section 8 – Ordinary Region Meetings**

- 8.1** Ordinary Region Meetings shall be convened by the Region Secretary as necessary, giving at least 7 days clear notice to each member of the Region.
- 8.2** The accidental omission to give proper notice of a Region Meeting or non-receipt of the notice of meeting by any member of the Region shall not invalidate the proceedings at any such Region Meeting.
- 8.3** The President of the Region shall preside at the meeting. In the absence of the President, the Chairman or Vice-Chairman shall preside or one elected from the members attending if none of the above is present.
- 8.4** The quorum for dealing with the business of ordinary Region meetings shall be 10 (ten) Voting Members whose membership is current, unless otherwise determined by the Region.

### **Section 9 – Annual General Meetings**

- 9.1** A General Meeting for the transaction of the ordinary business of the Region shall be held once in every calendar year and not more than 15 months after the preceding Annual General Meeting.
- 9.2** The Region Secretary shall give not less than 21 days written notice to each member of the Region of the date, time and venue of the meeting.
- 9.3** The accidental omission to give proper notice of a meeting or non-receipt of the notice of meeting by any member of the Region shall not invalidate the proceedings at any meeting.

- 9.4** The ordinary business dealt with at the Annual General Meeting shall be:
- a) To receive the Honorary Region Secretary's Annual Report
  - b) To receive the Honorary Region Treasurer's Annual Report and

Financial Statement

- c) Election of the Honorary Region Officers
  - d) Election of the Honorary Region Auditors
  - e) Election of the Region President
- All other business shall be deemed to be special.
- 9.5** Any Annual General Meeting may either adopt and confirm, or wholly or partially reject any of the reports.
- 9.6** Any member of the Region who wishes to bring any motion before any Annual General Meeting not relating to the ordinary business as listed above shall give the Region Secretary notice of it in writing. The notice shall be received at least 6 weeks prior to the date of the meeting and shall otherwise not be considered unless the Annual General Meeting agrees to dispense with this requirement.

**Section 10 – Extraordinary General Meetings**

- 10.1** An Extraordinary General Meeting shall be convened by the Honorary Region Secretary:
- a) on resolution of the Region Council; or
  - b) on request of the CIEH Council; or
  - c) on receipt of a requisition signed by 15 voting members of the Region.
- 10.2** The meeting shall be called within six weeks of receiving the resolution, request or requisition giving 21 days notice, failing which the Chief Executive of the Chartered Institute (or any such person for the time being having the responsibility), may convene the meeting and defray the expenses out of the funds of the Region.
- 10.3** The accidental omission to give proper notice of a meeting or non-receipt of the notice of meeting by any member of the Region shall not invalidate the proceedings at any such meeting.

**Section 11 – Presiding at Annual and Extraordinary General Meetings of the Region**

- 11.1** The President of the Region shall preside at the meeting. In the absence of the President the Chairman or Vice-Chairman shall preside or a member elected from the members attending if none of the above is present.

**Section 12 – Quorum for General Meetings of the Region**

- 12.1** The quorum for general meetings of the Region shall be 10 (ten) Members whose membership is current, unless otherwise determined by the Region.
- 12.2** If a quorum is not present 30 minutes after the appointed time of commencement of the meeting, then the meeting shall stand adjourned to a date determined by the Chairman of the meeting. At least 7 (seven) days notice of such a meeting shall be given in the same manner as the original meeting.
- 12.3** When the adjourned meeting commences any voting members present in person at the meeting shall be a quorum and be empowered to pass any resolution and transact any business which might lawfully have been transacted at the meeting from which the adjournment took place.

### **Section 13 – Voting**

- 13.1** Voting at all Region meetings, Region Council meetings and Region Committee meetings shall be by show of hands or as otherwise decided and may be carried by a simple majority. Proxy votes are not accepted.
- 13.2** In the event of a tied decision, the Chairman (or person presiding) shall have a second or casting vote.
- 13.3** Only Members whose membership is current shall be entitled to vote. The student representative is entitled to vote at Region Council and Region Committee meetings.

### **Section 14 – Standing Orders**

- 14.1** Standing Orders may be made to complement the terms of this Constitution. Such Standing Orders shall not disagree with the provisions of the Charter and Byelaws or any regulations of the Chartered Institute.

### **Section 15 – Dissolution of the Region**

- 15.1** If the Region ceases to exist, all funds (including special funds), documents or other property of the Region shall become the absolute property of the Chartered Institute and shall be delivered, on demand, to any person appointed by the Council to receive them.

### **Section 16 – Amendments and Variations**

- 16.1** Any amendments and variations to this Constitution considered desirable shall be submitted to a General Meeting of the Region for approval and shall be circulated with the notice of meeting.
- 16.2** On receiving approval, the proposals shall be submitted to the Chief Executive of the Chartered Institute (or any such person for the time being having the responsibility) for approval by the Council. Any amendments or variations shall only come into force when such approval has been given or on such date determined by the Council.