



# LGcommunications

## LGcommunications Constitution

### 1. Preamble

The group shall be known as the Association of Local Government Communications (LGcommunications) [formerly the Society of County and Unitary Public Relations Officers], hereafter called the 'the association'.

### 2. Aims and objectives

The aims and objectives of the association shall be to:

- a. Enhance the profile and reputation of local government through improving local and national communications practice.
- b. Provide a united voice to public relations and marketing communications functions in all local authorities to maximise our influence and mutual support.
- c. Provide a forum for discussion and exchange of information, views and opinion on local government communications to encourage the highest standards of practice.
- d. Work in partnership with all public authorities that work with communities in the UK and Ireland including Police, Fire, Health and economic development and regional authorities.

### 3. Membership

(a) Membership of the association shall be open to each local authority, national and regional local authority association and other local government bodies, including all public authorities that work with communities in the UK and Ireland covering Police, Fire, Health and economic development and regional functions.  
represented by:

- The public relations or marketing communications officer if referred to otherwise, the senior officer responsible for full-time public relations activities or their nominee, employed by each principal council in England.
- The head of public relations and marketing communications of the relevant local government associations.



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- (b) Such membership entitles them to stand for election and participate in the life of the Association.
- (c) While representation on the society is restricted to the above, the Association welcomes attendance at it's meeting, training sessions, functions and visits etc., by other representatives such deputies and assistants.
- (d) Associate Membership of the Association is open to organisations working with local communities such as universities colleges, social enterprises, pressure groups and major contractors to local government. Private companies would not normally be accepted into membership. The fee for such membership will be set annually by the Committee.

## 4. Voting

- (a) Voting shall be on the basis of one vote per authority. The Chairman shall have a casting vote.
- (b) Where a member of the association is represented at a meeting by a deputy or other nominee that person shall be entitled to vote on behalf of the authority.

## 5. Meetings

- (a) The association shall aim to hold an annual meeting once a year between 1<sup>st</sup> March and 30<sup>th</sup> May. Twenty-eight days notice of the AGM shall be given, in writing, to all members of the association.
- (b) The association will aim to hold three meetings throughout the year, in addition to the AGM.

## 6. Special meetings

If at least eight voting members of the association sign a requisition for a special meeting, stating its objectives, the chairman shall be required to convene a meeting within fourteen days of such a requisition. Members who have signed such a requisition may themselves call a meeting, which shall have the same powers as if convened by the chairman.

## 7. Quorum

- (a) A meeting shall not be empowered to conduct any business of the association unless eight voting members, or their representatives, are present.



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- (b) In an emergency, the chairman and the executive of the association have executive powers to take decisions. Any action taken under these powers must be reported to the next meeting of the association.

## 8. Officers of the association

- (a) An executive shall be elected at the annual meeting of the association. This executive must comprise, as a minimum:
- A chairman
  - 2 vice-chairmen
  - A treasurer
  - A secretary
  - An assistant secretary
  - Five other members without portfolio
  - The immediate past chairman
- (b) In addition, the executive shall have the power to co-opt other members onto the executive on an as hoc basis as appropriate.
- (c) The chairmanship of the association shall be limited to a three-year term, elected annually.
- (d) No other officer shall be eligible to serve in the same office for a period of longer than three years, except for executive officers who may serve longer. This must be endorsed by a decision by the committee.
- (e) Any member of the Executive Committee who misses three successive committee meetings, without good reason in the view of the officers of the Association (Chairman, Vice Chairman and Secretary) will be removed from the Committee and ineligible to stand for election at the next AGM.
- (f) The executive shall have the power to appoint a secretary and event/conference organiser.
- (g) The association shall be able annually to elect representative to serve on outside bodies and other societies as deemed appropriate.

## 9. Finances

- (a) The association shall be self-financing

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- (b) The person elected treasurer shall maintain the accounts for the association. The treasurer shall be responsible for collecting and disbursement of all moneys due to, held by, or payable by the association. The executive shall designate one of its members to sign cheques drawn on the association. The treasurer shall present a financial report at each meeting and shall at all times make prudent arrangements for the banking of the association's fund.
- (c) An annual subscription, the amount to be at the discretion of the executive, shall be paid to the association by members.
- (d) The Executive Committee of the Association shall have the power to enter into any commercial, membership, training or other agreement that it deems to be to the benefit of member authorities and advances the objectives of the organisation.

## 10. Alteration of the rules

- (a) These rules shall not be altered or rescinded except by resolution arising from a motion to a meeting of the association of which twenty-eight days prior notice shall have been given to members of the association.
- (b) That resolution, duly recorded in the minutes of that meeting, must be approved by a formal vote at a second properly convened meeting.

## 11. Amendments

This Constitution has been amended at the following annual and Special meetings.

- i. Amended at the 29<sup>th</sup> October 2001 meeting of members and endorsed by the 17<sup>th</sup> April 2002 AGM.
- ii. Amended at the 26<sup>th</sup> May 2006 Annual Meeting and endorsed by a Special Meeting in Manchester on the same day.
- iii. Amended in April 2008 at a Special Meeting of LGcommunications in Birmingham.
- iv. Amended at a Special General Meeting of LGcommunications in Birmingham, November 2011.

December 2011