

IOP Institute of Physics

Constitution and Rules of the South West Branch

Approved by Council: 19 July 2007

Amended by Council: 24 April 2008

1. Name

The Branch shall be known as the South West Branch of The Institute of Physics.

2. Definitions

In these Rules terms used shall be defined according to the definitions given in the Charter and Bylaws of The Institute of Physics. In addition

‘Branch’ means the South West Branch of The Institute of Physics.

‘Branch Members’ means those members who belong to the Branch as defined under Rule 4.

‘Voting Members’ means those who are eligible to vote at Committee Meetings and include Officers, Ordinary Members and co-opted members of the Committee.

‘Institute Director’ means the Director of the Institute of Physics responsible for Branches or equivalent person deputising in his/her absence.

3. Objectives

The objectives of the Branch shall be the objectives of the Institute.

4. Membership

The Branch Members shall be those members whose correspondence address maintained with the Institute is within the area assigned to the Branch by the Council, as well as those members elsewhere who have recorded with the Institute their wish to maintain links with the Branch.

A person who ceases to be a member shall ipso facto cease to be a Branch Member.

5. Officers

The Officers of the Branch shall be a Chair, together with an Honorary Secretary and an Honorary Treasurer. Only Branch Members shall be eligible to be Officers of the Branch and in accordance with the Bylaws of the Institute they must be Corporate Members of the Institute except where otherwise agreed by Council.

6. Committee

The affairs of the Branch shall be managed by a Committee comprising the Officers of the Branch together with (normally) not more than twelve Ordinary Members of the Committee, and such additional members as may be co-opted from time to time under Rule 10. The functions of the Committee and any specific roles and responsibilities of its members including but not restricted to Vice Chair, Newsletter Editor and Web Editor shall be decided by the Committee.

Only Branch Members shall be eligible for membership of the Committee. In accordance with the Bylaws of the Institute the majority of the Ordinary Members of the Committee must be Corporate Members except where otherwise agreed by Council.

Decisions of the Committee shall be by a simple majority of those present. In the case of an equality of votes the chair of the meeting shall have an additional, casting, vote.

7. Period of Office for Officers and Committee Members.

Committee members:

No person may be a member of the committee in any capacity for more than nine consecutive years in any period of thirteen consecutive years without specific prior approval of the Nations and Regions Board.

Officers:

The Chair shall be elected annually for a maximum of three years.

The Honorary Secretary and Honorary Treasurer shall be elected annually for a maximum of three years.

No member shall hold any combination of Officer posts for more than six consecutive years.

Officers shall (normally) be elected for a period of not more than three years and may not be re-elected to the same post until the elapse of two years. Where the posts of Honorary Secretary and Honorary Treasurer are combined an individual may be elected to the combined post for not more than six years.

8. Election of, and Nominations for, Officers of the Branch and Ordinary Members of the Committee

Vacancies for Officers of the Branch and Ordinary Members of the Committee shall be filled by election at the Annual General Meeting (AGM) of the Branch.

At least 6 weeks before the date of the AGM the Committee shall ensure that the members of the Branch are informed of the membership of the committee, including details of those standing down or no longer eligible to serve. The Committee shall also advise the Branch membership of its own nominations for the next committee and invite other nominations from eligible members. Nominations require the support of not less than two Branch members and the consent of the nominee.

The notice of the AGM will be issued to all members at least 21 days before the date of the AGM. The notice shall include the agenda for the meeting and details of all nominations for Officers and Committee members.

9. Casual Vacancies

The Committee shall elect from the existing Officers of the Branch or Ordinary Members of the Committee (who shall be a Corporate Member) to fill any casual vacancy arising among the Officers between Annual General Meetings. That election shall be by simple majority of the total membership of the Committee, whether present or not. Officers taking office through this process shall stand down at the next Annual General Meeting. They shall be eligible for election to the post vacated; the period so served shall not be taken into account (see Rule 7).

The Committee may co-opt from Branch Members to fill casual vacancies amongst Ordinary Members of the Committee arising between Annual General Meetings. Members so co-opted shall retire in accordance with clause 10. They shall be eligible for election to the post vacated; the period so served shall not be taken into account (see Rule 7).

10. Co-option to the Committee

The Committee shall have power to co-opt up to three members. This might include members of other Institute committees or other professional bodies for the purpose of programme co-ordination.

Co-opted members shall be eligible to vote at Committee meetings.

Co-opted members shall stand down at the next Annual General Meeting. They shall be eligible for reappointment by the Committee as co-opted members for no more than three successive reappointments.

11. Quorum for Committee Meetings

At Committee Meetings, one third of the voting membership or five members (whichever is the greater), at least two of whom shall be Officers of the Branch, shall constitute a quorum. Decisions made at a meeting that is not quorate can be ratified by agreement by the necessary number of members by correspondence (including e-mail) after the meeting.

12. Annual General Meeting

A General Meeting of the Branch shall be held annually, except in exceptional circumstances, to elect Officers of the Branch and Ordinary Members of the Committee and to transact other business. Notification of the date and the Agenda for any Annual General Meeting shall be sent to all Branch Members at least twenty-one days before the meeting. Any Branch Member wishing to bring forward business of a character suitable for consideration at the meeting shall give notice of his/her intention in writing to the Honorary Secretary at least seven days before the meeting.

13. Extraordinary General Meeting

An Extraordinary General Meeting of the Branch shall be called by the Honorary Secretary following a decision of the Committee, or on receipt of a written request signed by not less than ten Members of the Branch, and shall take place within eight weeks of the receipt by him/her of such instructions or request if these so specify. Notification of the date and the Agenda for any Extraordinary General Meeting shall be sent to all members of the Branch at least twenty-one days before the meeting and shall not contain any other business other than that instructed by the Committee or requested by the members.

14. Quorum for General Meetings

Twelve members of the Branch, or 1.5% of the Branch membership, whichever is the smaller, present in person shall constitute a quorum at an Annual or Extraordinary General Meeting. In the event that a quorum is not present then the meeting shall be reconvened not less than four weeks and not more than six weeks after the inquorate meeting, following written notification to the membership of the new date. The attendance at such a replacement meeting would constitute a quorum.

Votes may be given at General Meetings in person only and either by show of hands or by ballot, as determined by those present by a show of hands. Each Branch Member in attendance shall have one vote. In the case of an equality of votes, whether on a show of hands or on a ballot, the chair of the meeting shall have an additional, casting vote.

15. Finances

The Branch shall be responsible for the management of its finances within the financial regulations of the Institute, using a bank account opened by the Institute under the name of the Branch.

In August each year the Honorary Treasurer shall submit to the Institute Director an agreed Budget for the ensuing year. The Institute Director will arrange the transfer of approved funds to the Branch's bank account. In January of each year the Honorary Treasurer shall submit to the Institute Director a statement of Income and Expenditure for the preceding year.

16. Communications on behalf of the Institute

In accordance with the Bylaws, the Branch shall not express opinions on behalf of or in the name of the Institute, except (a) where it is imparting factual information or existing Institute views or statements, or (b) with the prior agreement of Council or a Director acting on behalf of Council.

17. Authority of the Constitution and Rules

(a) Alterations or additions to the Constitution and Rules shall be proposed by:

Either the Nations and Regions Board

or by the Branch Committee

or by the members of the Branch

and considered at an Annual General Meeting of the Branch. The proposed alterations or additions shall be set out in full in the notice calling the meeting, and may not be amended at the meeting. Such alterations or additions shall be approved for submission to the Council only if supported by a majority vote of those members present and voting at the meeting. The amendments shall not operate unless and until they have received the approval of the Council.

(b) The Branch and its members shall be subject in all things to the Institute's Charter and Bylaws.

(c) Where the Institute's Charter and Bylaws and these rules are silent the decision of the Committee shall stand.