

## **PENSIONS AND LIFETIME SAVINGS ASSOCIATION THAMES VALLEY GROUP - CONSTITUTION RULES**

### **1. Name**

The Pensions and Lifetime Savings Association Thames Valley Group (the "Group") is a local group of the Pensions and Lifetime Savings Association.

### **2. Object**

The Group's objectives are to support and promote the objectives of the Pensions and Lifetime Savings Association.

### **3. Membership**

- (a) Membership of the Group is open both to members and non-members of the Pensions and Lifetime Savings Association, particularly in the Thames Valley i.e. Berkshire, Buckinghamshire, Oxfordshire, Hampshire and those for whom Group meetings are convenient by virtue of their place of business.
- (b) Membership is normally in the name of organisations, but individuals who do not belong to organisations can also be admitted to membership. Attendance at meetings of the Group is open to any representatives of a member. Membership subscription is determined annually and may be suspended by the Committee (see below).

### **4. Annual Subscription**

The Committee is not obliged to ask for an annual subscription from members, and has the power to start or cease such requests as it sees fit.

If required, the membership subscription shall be such amount as the Committee determines from time to time. Renewal subscriptions are due annually in advance on 1 April; new member subscriptions are due on joining. Members whose subscriptions remain unpaid at 31 May they be deemed to have resigned. If subscriptions are in place this will be the responsibility of the Treasurer to administer on behalf of the Committee (see 5(b) below).

### **5. Management**

- (a) Voting at General Meetings shall, subject to (b) below, be by show of hands, unless a secret ballot is demanded by 50% or more of the members present. Each member present shall be entitled to one vote, which shall be cast by one of its representatives present, and the decision of the Chair as to the result of the vote shall be final.
- (b) The Group shall be administered by an elected Committee consisting of not less than four nor more than nine persons representing members of the Group, any three to form a quorum. The election of persons offering themselves for election to the Committee shall be by show of hands or, if the Chair so decides, by secret ballot at Annual General Meetings.

- (c) The Committee shall have power to replace casual vacancies in their number. Persons so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election. Any resignation by a member of the Committee during the member's term shall be made by written notice to the Secretary or, in the case of resignation by the Secretary, by written notice to the Chair.
- (d) The officers, consisting of Chair, Deputy Chair, Treasurer (if required) and Secretary, shall be appointed from among their number by the Committee annually at the first meeting of the Committee after election. If an officer at any time resigns from office pursuant to (c) above, the Committee shall appoint a replacement to that office from among its number at the first meeting of the Committee following the resignation. If the Chair resigns from office during their term at a time when the Committee has appointed a member to be deputy Chair, the deputy Chair shall automatically replace them as Chair.

The appointment of the Chair will be for three years. The Chair will be eligible to stand again for a further three years.

All other officers will be appointed for a minimum of one year.

- (e) The Committee shall have power to co-opt additional members not exceeding three. Such persons shall retire at the next Annual General Meeting, when they shall be eligible for election.

## **6. Accounts**

If there is an operational bank account, then accounts shall be prepared annually as at 31 December by the Treasurer and submitted for examination by an independent qualified accountant. The Secretary shall make available to Members a copy of the annual accounts at the Annual General Meeting following the year to which the accounts relate.

## **7. Meetings**

- (a) The Committee shall seek to hold up to four meetings per calendar year, with a minimum of one per calendar year, Committee members are expected all meetings to attend, wherever possible. The Committee shall call an Annual General Meeting as one of the meetings to be held, open to all PLSA Thames Valley members within the region. Representatives of all members shall be eligible to attend and one representative of each member shall be eligible to vote at General Meetings.
- (b) A reasonable number of representatives of each member and their guests may attend meetings of the Group. PLSA members not in the Thames Valley region may attend meetings but are not eligible to vote for any motions/decisions to be made

## **8. Annual Report**

The Secretary shall, not less than fourteen days before the Annual General Meeting, circulate to all members a copy of the Chair's Report and the Accounts for the previous year (if applicable).

## **9. Representation On the Association's Councils**

If, under the Constitution of the Association, the Group is nominated with another Group or Groups to appoint a person to membership of each of any of the Association's policy-making councils in place from time to time, each such person, being a member or a representative of a member of the Association, shall be nominated by the Committee for appointment through the Groups concerned.

#### **10. Amendment to Rules**

The Rules may be amended by simple resolution at a General Meeting provided that not less than fourteen days' notice of the proposed change has been given to all members.

#### **11. Disputes**

The decision of the Committee on any matter shall be final.

#### **12. Funds**

In the event of the discontinuance of the Group, the disposal of any surplus funds shall be determined by the Committee in accordance with the objects of the Group.

**Last updated June 2024**