The Society of Radiographers

Constitution of the London Regional Committee

Date Approved: 18th November 2018

1. Name and Area

1.1. The name of the Regional Committee shall be the London Regional Committee (hereinafter called the 'Regional Committee') and the area it shall cover shall be determined by the United Kingdom Council of the Society of Radiographers (hereinafter called 'the UK Council').

2. Objects

2.1 The objects of the Regional Committee shall be to further the aims and objects of The Society of Radiographers (hereinafter called 'the Society'), so far as they are applicable within the area of the Regional Committee.

The pertinent objects are given below, as published in the Amended Memorandum and New Articles of the Society of Radiographers Limited:

The objects for which the Society is established are:

to promote and develop for the public benefit the science and practice of radiography and radiotherapeutic technology and allied subjects;

to promote, study and research work in radiography and radiotherapeutic technology and allied subjects and to publish the results of all such study and research;

to further public education therein;

to protect the honour and interests of persons engaged in the practice of radiography and radiotherapeutic technology and allied subjects including the regulation of relations between such persons and employers or employers' associations;

to further all such objects which a trade union may lawfully pursue in accordance with statute.

2.2 Additionally it shall be the responsibility of the Regional Committee to recruit and retain membership as defined below.

3. Membership

3.1 Membership of the London Committee shall be confined to members of the Society as defined in the Memorandum and Articles of Association having their addresses in the Register of Members of the Society and/or working, or if retired living within the area of the London Committee.

3.2 The London Committee will consist of an Executive and representatives from each constituency, with other members co-opted as required.

3.3 For the purposes of workplace representation the London Committee shall comprise constituencies in such divisions as the London Committee shall from time to time decide, subject to approval at a general meeting of the London Committee.

3.4 Each constituency shall elect a representative or representatives who shall be members of the London Committee.

3.5 The number of representatives who shall represent the constituency on the London Committee shall be that number decided from time to time by the London Committee, subject to approval at a general meeting of the London Committee.

4. Management

4.1 The Management of the Region shall be vested in an Annual General Meeting that shall be the governing body, a Regional Committee and the Regional Executive. At all times the Region shall operate within the objects and policies of the Society and be accountable to the UK Council. The Regional Committee and Executive shall also be accountable to the membership of the region at the AGM.

4.2 The Regional Committee shall comprise of the Regional Officers elected to form the Regional Executive (see rule 8.1) together with representatives from each constituency (see rule 11.1).

5. Annual General Meeting

5.1 The Annual General Meeting of the Region shall be held after 1 January each year but not later than the last date for timeous submission of motions and nominations to Annual Delegates Conference. The business of the meeting shall include the presentation of a financial report and audited accounts of the Regional Committee for the year preceding the 30th of September. The Annual General Meeting shall elect the Regional Executive, two Auditors who shall not be members of the Regional Committee, Regional Committee delegates to Conferences of the Society and delegates to those committees on which the Regional Committee is

entitled to be represented. All elected persons shall be fully paid up members of the Society.

5.2 Motions and Nominations for election at Annual Delegates Conference may be submitted for consideration at the AGM and shall proceed from the Regional Committee or members.

5.3 Nominations for members of the Regional Executive, Regional Committee Auditors and Delegates to National Conferences shall proceed only from members.

5.4 The Annual Report and Statement of Accounts of the Regional Committee and a notice convening the Annual General Meeting shall be circulated to members with registered addresses within the area of the Regional
Committee not less than 21 days prior to the meeting.

5.5 Motions and nominations for inclusion in the agenda of the Annual General Meeting shall be forwarded in writing to the Secretary of the Regional Committee not less than 14 days prior to the meeting. The agenda for the Annual General Meeting of the Regional Committee, which shall include details of all motions and nominations, shall be circulated to members not less than seven days prior to the meeting. Motions submitted after the closing date for the receipt of motions shall only be accepted for debate as motions of urgency at the discretion of the Chair. A quorum of twenty members shall be necessary at an Annual General Meeting.

5.6 All members of the Region attending the Annual General Meeting shall be entitled to one vote; in the case of the Chair this shall be a casting vote where there is an equality of votes shall be a casting vote. Voting shall be by a show of hands but may be taken by ballot of those present at the discretion of the Chair or at the request of five of the voting members present.

5.7 At the Annual General Meeting of the Region, motions for Delegate Conferences can be submitted by any London member of the SoR, for discussion by the committee.

6. Extraordinary General Meetings

6.1 The Regional Committee may call an Extraordinary General Meeting at any time and on the requisition of 20 members shall forthwith convene an Extraordinary General Meeting for a date not later than eight weeks after the receipt of the requisition.

7. Mandating Meeting

7.1 A meeting shall be convened by the Secretary to the Regional Committee for the purpose of mandating Regional delegates in regard to business to be transacted at Delegates Conferences of the

Society. A notice convening the meeting shall be circulated to members not less than 14 days prior to the meeting.

8. Regional Executive

8.1 Elections to the London Committee offices shall form the Regional Committee Executive (hereinafter called "the Executive"). Elections will take place at the Annual General Meeting of the London Committee. The Executive will be responsible for the management of the London Committee and will consist of a maximum of fifteen persons and two non-elected posts, namely the Regions Full Time Officer and Council Member

8.2 Roles for each committee member shall be assigned at the first meeting of The Executive after the AGM is held. The normal committee roles are set out in 8.3 however some may change for the period of one year at the discretion of the chair.

8.3 Either at the AGM or during the course of the year one student representing each Higher Education Institution (HEI) may be elected on to the committee, each of these positions may be a shared between more than one student.

8.4 The Roles of The Executive are as follows. Roles 1-3 must be assigned however roles 4-13 may go unfilled as the committee sees fit. ***Roles may be shared/split between elected members.*** In addition one member will also be assigned the role of vice-chair in addition to their assigned role. If a member does not wish to assume a specific role, they may apply to have no portfolio.

1. Chair
2. Secretary
3. Treasurer
4. Health and Safety Officer
5. Management Representative
6. Publicity officer
7. Social Media Officer
8. Industrial Relations Officer
9. Equality Officer
10. Diagnostic Officer
11. Therapeutic Officer
12. CPD/Professional Education Officer
13. Student Officer***(s) (up to one per HEI within the London Region)***
14. Universities Officer
15. Assistant Practitioner Representative
16. UK Council Members (Ex-Officio)
17. London Full time officer (Ex Officio)

9. Regional Executive Meetings

9.1 A meeting of the Regional Committee shall be deemed to be quroate if attended by at least two of the Chair, Secretary and Treasurer, and at least three other committee members.

9.2 The Regional Executive shall meet as required between meetings of the Regional Committee. All Executive members at such meetings shall be entitled to vote. Decisions of the Regional Executive shall be subject to ratification and endorsement by the Regional Committee and or the UK Council as appropriate.

10. Regional Committee

10.1 The Regional Committee shall comprise the Regional Executive and members who shall be Representatives elected in accordance with Rule 11. The total number of Officers and Regional Executive members elected at the AGM under Rule 8 shall be less than the total number of Representatives on the Regional Committee. All members of the Regional Committee shall be entitled to one vote; in the case of the Chair this shall be a casting vote where there is an equality of votes. A quorum at Regional Committee meetings shall consist of a majority of elected Regional Committee Members.

10.2 All elected members of the Regional Committee shall be entitled to all the rights and privileges of ordinary members of the Region. The Chair and Secretary of the Regional Committee shall have the right to attend the meetings of any committee that may be appointed by the Regional Committee.

10.3 The designated member of the UK Council will be entitled to attend meetings of the Regional Committee *ex-officio.*

10.4 At every meeting of the Regional Committee there shall be a number of standing agenda items as determined from time to time by the UK Council.

10.5 The Regional Committee shall meet at least four times annually.

10.6 The Regional Committee shall have the power to co-opt any member to fill any casual vacancy on the Regional Committee, providing that such a person shall retire at the next AGM following the appointment by co-option.

10.7 Membership of the Regional Committee shall be terminated automatically by absence, with or without apologies, from three consecutive meetings of the Regional Committee or its Executive save that absence shall be disregarded if caused by ill-health or has the prior approval of the Regional Committee.

10.8 A member who has had their membership terminated during the year, shall not be entitled to stand for election again in the year immediately following. They will then be able to stand again in subsequent years.

10.9 A record of attendance of Officers of the Regional Committee at Regional Committee Meetings shall be kept by the Secretary to the Regional Committee and shall be presented each year at the Annual Regional Meeting.

11. Constituency Representatives

11.1 For the purposes of representation the Region shall comprise constituencies in such divisions as the Regional Committee shall from time to time decide, subject to approval at a General Meeting of the Region. Each constituency shall elect representatives who shall become a member (or members) of the Regional Committee. The number of representatives to represent each particular constituency on the Regional Committee shall be that number decided from time to time by the Regional Committee, subject to approval at a general meeting of the Region.

12. Finance

12.1 The financial year of the Region shall correspond with the financial year of the Society.

12.2 The Treasurer of the Regional Committee shall take charge of all funds of the Region and shall be responsible for all legitimate disbursements made on behalf of the Regional Committee. At each meeting of the Regional Committee the Treasurer shall present for inspection accounts, bank books and any such documents as may be required by the Regional Committee. The Treasurer shall submit a report at least once a quarter and shall give up all books, documents, monies and property of the Society in the possession of the Regional Committee whenever called upon to do so by the UK Council or the Regional Committee.

12.3 A bank account shall be opened in the name of the Society and cheques thereon shall be signed by the Treasurer and one of two other honorary officers so authorised by the Regional Committee. The Regional Committee shall cause the accounts of the Region to be regularly entered in proper books and shall once a year before the 30th November, submit for audit by the duly elected auditors, the accounts up to 30th September of that year, with a general statement of the same and all necessary vouchers. A copy of the report and audited statement of accounts shall be forwarded to the Director of Finance of the Society not later than two months after the close of the financial year.

12.4 Each quarter the Chair of the Regional Committee shall sign a statement to the effect that the balance at bank and the Regional Committee bank book have been reconciled.

12.5 Expenses incurred by the officers, members, auditors or others when on Regional Committee business, where not otherwise met, shall be paid for out of Regional Committee funds. Subsistence and travelling expenses shall be paid up to the maximum of the current rates authorised by the Society.

12.6 The Regional Committee shall receive such financial assistance as the UK Council may consider necessary for the proper working of the Region; provided always that this regulation shall not be construed so as to prevent the Regional Committee from raising such additional funds as it may reasonably require (not involving the carrying on of any trade or business) in such a manner and to such an extent as the UK Council shall from time to time approve. The Regional Committee shall each year receive a statement of the UK Council's aims and objectives for the coming financial year and shall duly submit to the UK Council such bids as may appropriate to support the stated aims and objectives of the UK Council and to further the aims and objectives of the Regional Committee in support of its proper working.

13. Minutes

The Regional Committee shall cause minutes to be made in books provided for the purpose, of all appointments of honorary officers, the names of members present at each meeting of the Regional Committee and or its Executive and all resolutions and proceedings of the Regional Committee in general meetings and of the Executive.

14. Rules

Amendments to these Rules may be considered at the Annual General Meeting or an Extraordinary General Meeting of the Region convened for the purpose. A motion to amend the Rules must be supported by not less than two-thirds of the votes cast to become effective. All amendments to the Rules shall be subject to the approval of the UK Council and shall not be operative until ratified by that body.