NETWORKS - STANDING ORDERS

GENERAL NOTES

1. OPERATION OF THE UK ACCA REGIONAL AND SECTOR SPECIFIC NETWORKS

1.1 These standing orders shall govern the operation of the ACCA Regional Networks or Sector Specific Networks (network) and are made by Council in accordance with bye-law 31.

1.2 ACCA Council is the governing body of ACCA. It is Council's role to determine the long-term strategic and policy objectives of ACCA. Council has formed the networks to assist with the delivery of these strategic and policy objectives.

1.3 The network is an integral part of ACCA and is not a separate or independent entity. The network shall provide such services and activities for members in its locality or sector as shall have been agreed with Council.

1.4 The network shall be steered by a panel of elected members.

1.5 The implementation and operation of services and activities is delegated to staff, who report to the Director, ACCA UK.

2. MEMBERSHIP OF THE NETWORK

2.1 Only members of ACCA in good standing shall be eligible to enrol as members of the network.

2.2 Registered affiliates of ACCA shall be eligible to enrol in the network, but may not stand for election to the Committee.

2.3 Any person ceasing to be a member of ACCA shall cease to be a member of the network.

3. ELECTION OF THE PANEL

3.1 The network shall be steered by a panel of not more than nine elected members.

3.2 A member of the network shall be eligible for election (which shall include re-election) as a member of the panel, provided that:

a) on the closing of nominations and at the date at which the result of the election is to be announced, s/he will be actively employed or engaged in business. For employment-based members' network panels, s/he must be employed in the sector relevant to the particular panel

and

b) at the date of his/her nomination for election, or of his/her written notice of intention to offer himself/herself for re-election (as the case may be), he/she is by reason of mental disorder neither detained in a hospital nor subject to guardianship pursuant to Part II or Part III of the Mental Health Act 1983, nor subject to any similar supervision in any other jurisdiction

and

c) no disciplinary order (which for the purposes of this standing order shall be taken to include any order made pursuant to any joint disciplinary scheme operated by ACCA with any other bodies) excluding him/her from membership has ever been against him/her and become effective

and

d) within the period of five years immediately preceding the date of his/her nomination, no disciplinary order has been made against him/her and become effective.

3.3 Nominations must be made in writing and supported by a proposer and seconder (who must be ACCA members in good standing and who must sign the nomination form) and must indicate (by his/her signature) the written assent of the nominee to take part in the election. Nominations may be accompanied by an election statement of not more than 150 words. Election statements should not include references to e-mail addresses or Internet websites.

3.4 Elections to the panel shall take place by on-line ballot annually.

3.5 If an election is not contested, those candidates standing shall be deemed elected without need for a ballot.

3.6 In the event of an equality of votes between candidates, the successful candidate or candidates shall be chosen by lot in accordance with bye-law 19(j).

3.7 No individual may serve on, or offer himself or herself for election to, more than one regional network panel. It is possible to serve on both one regional and one sector specific panel.

3.8 Subject to the system of retirement in rotation described in standing order 3.9, panel members shall be elected for a term of three years.

3.9 One third of the elected places on the panel shall be made available for election each year through a system of retirement in rotation. For the first two years of the operation of the panel, retirement in rotation order shall be determined by the number of votes obtained in the initial election. Where there is an equality of votes or where the election was uncontested, the retirement in rotation order shall be determined by drawing lots at the first meeting of the panel. Panel members retiring in rotation shall be eligible to stand for re-election without re-nomination, providing they are eligible to stand in accordance with standing order 3.2.

3.10 No panel member shall serve for more than a maximum continuous period of nine years.

3.11 In the event of an election resulting in there being fewer than six members on a panel, Council shall have the right to appoint members to serve for the vacant terms or to suspend the panel's operation pending further elections being held.

4. OFFICERS

4.1 At its first meeting following an election, each panel shall elect a chairman/president from its number to serve until the commencement of the first meeting following the next election.

4.2 A member of a panel shall not serve as its chairman/president for more than three one-year terms, whether consecutively or in total.

4.3 In the event of a chairman/president resigning or otherwise ceasing to hold office, an election to fill the vacancy shall be held at the first ordinary meeting of the panel thereafter.

4.4 A panel is required only to elect a chairman/president. However, panels are free to appoint additional officers from among their number if they wish.

5. OPERATION OF THE PANEL

5.1 It is recommended that the panel shall meet up to four times per year (the year running from when elections are held).

5.2 All members of the panel shall be given seven days notice in writing of panel meetings. Non-receipt by a member of the panel of a notice shall not invalidate the proceedings of the meeting.

5.3 Each panel meeting shall be presided over by the chairman, or in his/her absence by a member of the panel elected by those present at the meeting.

5.4 The quorum for meetings of the panel shall be three members.

5.5 A majority of panel members shall determine any issue arising. In the event of an equality of votes, the chairman/president of the meeting shall have a second or casting vote. Staff are able to participate in proceedings of meetings but may not vote.

5.6 A member of a panel shall vacate his/her office automatically if s/he :

a) ceases to be a member of ACCA

or

b) is by reason of mental disorder either detained in a hospital or made subject to guardianship pursuant to Part II or Part III of the Mental Health Act 1983, or subject to any similar supervision in any other jurisdiction

or

c) has made against him/her a disciplinary order which becomes effective

or

d) fails to attend four consecutive meetings without the prior leave of the panel or without any other explanation which is acceptable to the panel

e) in the case of sector specific members' network panels, ceases to be employed in the sector relevant to the panel.

5.7 Any vacancy occurring on the panel, for whatever reason, shall be contested (for its remaining term of office) at the next scheduled election.

5.8 The panel shall not have the power to co-opt members.

5.9 The chairman shall be empowered to act for the panel on any matter that cannot be reasonably or safely held over to a subsequent meeting of the panel.

5.10 Members of ACCA with a particular interest in an aspect of the panel's work or a technical issue being discussed may be invited to attend panel meetings as observers. These individuals will not have voting rights.

6. ROLE OF THE PANEL

6.1 The role of the panel shall be to:

a) act as an ambassador for ACCA as a leading professional body which provides relevant qualifications and services to its stakeholders and employers

b) identify events and activities which will have public relations value and relevance to stakeholders

c) advise on the content of local or sector-specific meeting programmes

d) act as the 'eyes and ears' of ACCA on emerging local or sector-specific issues

and

e) provide channels for communicating the views of members to the UK International Assembly representatives, Council and *ACCA UK* staff

7. RESPONSIBILITIES OF INDIVIDUAL PANEL MEMBERS

7.1 All individuals have a duty in discharging their responsibilities as members of the panel to:

a) observe the highest standards of integrity, confidentiality and objectivity

b) exercise care and diligence in the conduct of the panel's business

c) contribute skills, expertise and experience to the work of the panel by attending panel meetings and network meetings

d) avoid conflicts of interest

e) ensure they do not use their service on a panel to promote private interests) ensure that they do not use ACCA's resources (including confidential information gained in the course of panel service) for personal gain or in other ways, such as for the advantage of the organisations for which they work or other bodies of which they are members, or in any way to the detriment of the ACCA

and

g) ensure in particular that, in their dealings with ACCA staff, they act with integrity and in a professional manner.

8. REMUNERATION

8.1 No officer or member of the panel shall be entitled to any remuneration related to network activities unless approved by Director, ACCA UK. Officers or panel members may, however, be paid for services provided to other bodies or departments of ACCA.

9. CONTRACTS

9.1 In no case, and under no circumstances, shall any network officer or panel member or network member have power to bind ACCA by contract or otherwise, or to impose any liability thereon, unless a resolution of Council shall authorise such liability to be created on behalf of the ACCA.

10. INTERPRETATION OF STANDING ORDERS

10.1 In the event of any dispute arising as to the interpretation of these standing orders, or in connection with any matter arising from the operation of regional networks, which is not provided for in these standing orders, such dispute shall be referred to Council, whose decision shall be final and binding upon all parties.

11. AMENDMENT OF THE STANDING ORDERS

11.1 Council shall have the power to suspend, waive, amend or add to any of these standing orders as it thinks fit and without notice. Such changes

shall not require the approval of members of the network or of its panel. The network shall not be entitled to suspend, waive, amend or add to any of these standing orders.

12. POWERS OF COUNCIL

12.1 Nothing in these standing orders shall be taken or construed as affecting in any way whatsoever the rights, duties and powers of Council or the delegation of any such rights, duties or powers.

13. DISSOLUTION OF THE NETWORK

13.1 Council reserves the right to suspend or dissolve the network if:

a) the network does not comply with these standing orders

or

b) the size of the membership of the network is such as, in the opinion of Council, to warrant dissolution

or

c) for any reason, Council deems it desirable in the interests of ACCA generally.

14. PROPERTY OF THE NETWORK

14.1 In the event of the dissolution of the network for whatever reason, all monies and any property whatsoever (including intellectual property rights) in the custody of the network's panel after the satisfaction of all its debts and liabilities shall be deemed always to have been the property of ACCA and shall be given and transferred to ACCA.