

## **INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH**

### **REGULATIONS : 15**

#### **REQUIRED BY BYELAW 18(2):**

#### **CONSTITUTION OF AND RULES APPLICABLE TO BRANCHES**

##### **Introduction**

1. In accordance with Byelaw 18(2), these Regulations set out the procedures for the formation and management of branches. Unless the context otherwise requires, words and expressions used in these Regulations shall have the meanings given to them in the Charter and Byelaws of the Institution.
2. Districts or sections of groups that are an integral part of the branch, may be formed to look after the needs of members.
3. A branch, district or section may only be established with the prior approval of the Board of Trustees, as advised by the Communications & International Committee. All branches, districts or sections are required formally to adopt these Regulations as the constitution of and rules applicable to the branch, district or section, to notify the Board of Trustees that they have done so, and to provide a copy of these Regulations as adopted to head office for record purposes.

##### **Aims and objectives**

4. The aims and objectives of the branch, district or section are to further the aims and objectives of the Institution as set out in its Charter.

##### **Activities**

5. Branches, districts or sections may engage in activities within the general framework of the Byelaws, and which involve expenditure, provided that the Board of Trustees has given general approval to the particular type of activity concerned, or has given special approval for the specific activity. General approval covers such things as hire of meeting rooms, postage and stationery costs. Special approval is required for the organisation of local conferences, training activities or exhibitions.

##### **Membership**

6. Membership of the branch, district or section is open to all categories of membership of the Institution.

##### **Branch executive committee**

7. The management of the branch shall be the responsibility of the branch executive committee. The branch executive committee shall consist of:

- (a) principal officers (elected in accordance with paragraphs 14, 15, 16 and 28)
  - Chairman - corporate member
  - Vice-chairman - corporate member
  - Secretary
  - Treasurer
- (b) committee members - not less than two other members of the branch, a majority of whom shall be corporate members, elected in accordance with paragraphs 14, 15, 16 and 28.
- (c) one member from each properly constituted section or district within the branch, elected in accordance with paragraphs 17 and 28.

### **Districts and specialist sections executive committees**

8. The management of each district or section shall be organised by a district or section executive committee, which shall report to the branch executive committee. Each district or section executive committee shall consist of a chairman and secretary and other committee members as approved by the branch executive committee.

### **Co-options**

9. Each executive committee shall have the power to co-opt members. Co-opted members, if they are Corporate Members, shall have the power to vote at meetings of the executive committee.

### **Vacancies**

10. Each executive committee shall, in the event of a casual vacancy occurring in its membership, appoint another member of the same class of membership of the Institution to serve the remainder of the term of office of the position vacated.

### **Ex-officio members of district and section executive committees**

11. The branch chairman and branch treasurer shall be ex-officio members of the district and section executive committees.

### **Voting**

12. An executive committee resolution shall be passed by a simple majority of the votes passed by those present at the meeting and entitled to vote. The Chairman of each executive committee shall have and exercise a second or casting vote in the event of an equality of votes.

### **Quorum**

13. A quorum shall be four members of an executive committee, at least one of whom must be a principal officer, and at least three of whom must be corporate members.

### **Nominations for office and elections**

14. Nominations shall be made with the consent of the nominee and be properly proposed and seconded by members of the branch. Nominations for the principal officers and executive committee members elected under paragraph 7(b) shall be given in writing to the branch secretary twenty eight days before the branch Annual General Meeting.
15. In the event of insufficient nominations being received twenty eight days before the Annual General Meeting, the branch chairman may, in his or her discretion, accept nominations up to the day before the meeting. If there are still insufficient nominations received, nominations may then be accepted at the Annual General Meeting.
16. The branch secretary shall verify as soon as possible after receiving each nomination if the nominee is in good standing with the Institution.
17. Districts and sections shall elect their own officers and executive committee members and their appointment must be confirmed by the branch executive committee. One district member shall be elected to represent each district and one section member shall be elected to represent each section on the branch executive committee. Elections shall be conducted in accordance with the procedure set out in paragraphs 14, 15 and 16.
18. Each district and section officer and executive committee member elected in accordance with paragraph 17, if not already a member of the branch executive committee, may also be co-opted to it and if a corporate member shall have the power to vote on the branch executive committee.
19. The member elected to represent each section on the branch executive committee shall also represent the section on the relevant district executive committee.

### **Auditors**

20. Two auditors shall be nominated and elected at the branch Annual General Meeting.

### **Terms of office**

21. Principal officers of the branch, district or section and auditors shall hold office for one year from the relevant Annual General Meeting and shall be eligible for re-election.
22. Other executive committee members shall hold office for a period of two years. One half of those members shall retire annually and they shall be eligible for re-election.
23. Principal officers or executive committee members other than the secretary or treasurer, shall not hold the same office for more than four consecutive years.

### **Sub-committees**

24. The branch executive committee shall have power to appoint sub-committees for such purposes and with such powers as they decide. The branch executive committee shall appoint a Corporate Member of the Institution as chairman of the sub-committee who shall, if not already a member of the sub-committee, be co-opted to it.

### **Finance**

25. The branch financial year and the financial year of any district or section shall correspond with the financial year of the Institution.
26. Each branch shall prepare budgets and keep such accounts as are directed by the Board of Trustees of the Institution. Where branches have districts and sections, the branch budget and accounts shall incorporate and clearly identify financial aspects of the operations of the district and/or section. All accounts shall be audited and submitted in a prescribed manner for approval by the Board of Trustees.

### **Ordinary meetings**

27. Ordinary branch, district and section meetings shall be held at such places and on such dates as approved by the relevant committee.

### **Annual General Meetings**

28. The branch and where appropriate district and section Annual General Meeting shall be held not later than two months after the end of the financial year. The business at the meeting shall be to elect the principal officers and committee members in accordance with paragraph 7; to receive the annual report of the relevant chairman; to approve the accounts; in the case of the branch Annual General Meeting, to elect the auditors; and to transact any other appropriate business.
29. District and section Annual General Meetings shall be held before the branch Annual General Meeting.
30. The dates of Ordinary and Annual General Meetings of districts and sections shall be notified to the branch secretary in sufficient time to be included in branch programmes.

### **Extraordinary General Meetings**

31. Secretaries shall convene an Extraordinary General Meeting at the request of their relevant chairman, or at the written request of ten members of the relevant branch, district or section. The notice of the meeting shall state the purpose of the meeting and no other business shall be transacted at the meeting.

### **Notice of general meetings**

32. Secretaries shall send to all members entitled to receive them, notices of all general meetings. They shall be sent through the post, or by email, at least

twenty-one days before the meeting, stating the business to be transacted at the meeting.

### **Voting at general meetings**

33. Each corporate member whose name appears in the branch membership list and who is in good standing with the Institution shall have one vote. A members' resolution shall be passed by a simple majority of the votes passed by those present at the meeting and entitled to vote. The chairman shall have and exercise a second or casting vote in the event of an equality of votes.
34. Voting shall be by secret ballot or by show of hands as may be agreed by those present. In the event that those present fail to agree, the method of voting shall be determined by the Chairman.

### **Quorum at general meetings**

35. A quorum shall be at least ten members of the branch, district or section of whom at least one shall be a principal officer and at least six shall be Corporate Members of the Institution.