



## THE DILAPIDATIONS ASSOCIATION - CONSTITUTION

### 1. Name

The name of the association shall be The Dilapidations Association.

### 2. Address

The address of the Association shall be that of the administrator of the Association for the time being.

### 3. Nature of the Association

The Association shall be a Members' Club. It shall be non-profit making and neither its Officers nor any member shall receive any remuneration or other money from the Association's funds. Any surplus over expenditure shall be placed in reserve for furtherance of the aims and objects of the Association provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any Officer or Servant of the Association or to any member of the Association in return for any service actually rendered to the Association nor prevent the payment of any interest at a reasonable and proper rate on money lent by any member of to the Association.

### 4. Object

The object of the Association shall be to promote, maintain, improve and advance the education of members in matters relating to dilapidations and allied subjects.

In furtherance of its object the Association shall have power:

- To enter into agreements with authors and speakers to prepare and present learned papers at venues suitable for meetings.
- To invest any moneys not immediately required for its purposes in or upon such investments or securities as may be thought fit by the Main Committee
- To encourage and assist in the creation of regional branches echoing the principal objective and the manner and administration of the Association

### 5. Qualifications for membership

5.1 Any professional or academically qualified person involved in dilapidations or such other persons as shall be specifically approved by the Main Committee shall be eligible for membership. The Main Committee shall reserve the right to refuse membership of any applicant where it considers that such refusal would be in the best interests of the Association.

5.2 Honorary members may be admitted to membership at the invitation of the Main Committee. The retiring Chair of the Main Committee shall be invited to accept honorary membership thereafter.

## **6. Proposal of candidates**

- 6.1 Every candidate for admission as an ordinary member must be proposed by one member and seconded by another, both of whom, must vouch for the fitness of the candidate from their personal knowledge.
- 6.2 A candidate must be proposed by submitting an application in the Association's approved format to the Association's Administration Office who shall forward the application as soon as reasonably possible to the Main Committee.
- 6.3 All applications for membership shall be considered by at least two serving members of the Main Committee one of who shall be Chair or Vice Chair.
- 6.4 In exceptional circumstances. The Main Committee will consider and, if appropriate, grant applications for membership to it direct by a candidate in the absence of a proposer and seconder.
- 6.5 The admission of a candidate for membership of the Association shall be entirely at the discretion of the Association who may decline any proposal for a member without assigning a reason therefore.

## **7. Procedure after election**

- 7.1 Immediately a candidate is elected he/she must:
- a) be given notice of his/her election, and
  - b) be furnished with a copy of these rules.
- 7.2 On election to membership a candidate becomes a member of the Association until 31 December in the year of election and is entitled to all the benefits and privileges of membership and agrees to be bound by these rules and by the Association's Protocol.

## **8. Renewal of membership**

- 8.1 The Association may renew a member's membership if:
- a) the Association invites the member to renew his/her membership: and
  - b) the member accepts the Association's invitation by completing and returning the Association's invitation form together with the requisite fee
- 8.2 Invitations for renewal of membership shall be in the absolute discretion of the Association which may decline to offer an invitation without assigning any reason therefor.

## **9. Fees**

- 9.1 The membership fee shall be payable to the Association and shall be for such sum as the Main Committee determines from time to time.
- 9.2 All membership fees are payable on the 1st March in each year.
- 9.3 Without prejudice to any other provisions of these Rules, no person may remain a member of the Association whose subscription has not been paid by 31<sup>st</sup> January in any year.

## **10. Honorary members**

10.1 The Main Committee may invite any person to become an honorary member of the Association

10.2 Honorary members do not pay any membership fee

## **11. Resignation of members**

11.1 Any member may resign his/her membership by giving notice in writing to that effect to the Main Committee

11.2 Every such notice must, unless otherwise expressed, be deemed to take effect twenty-eight days following its receipt.

11.3 No refunds of membership fee shall be made on resignation

## **12. Main Committee**

12.1 The management of the Association (except as otherwise provided by these Rules) is deputed to a Main Committee.

12.2 The Main Committee shall have exclusive authority to determine matters relating to:

12.2.1 Protocol

12.2.2 Criteria for membership

12.2.3 Disciplinary policy

12.2.4 Design of regalia and stationery

12.2.5 Financial and accounting policies

12.2.6 Matters of national policy

12.2.7 The content of any publications bearing the name of the Association and financial matters relating thereto

12.3 No business shall be conducted at a Main Committee meeting unless a quorum is present at the time when the meeting proceeds to business.

12.3.1 A quorum shall be one third of voting members of the Main Committee

12.3.2 Where attendance at a Main Committee meeting is close to the required quorum the Chair shall have the discretion to defer significant policy decisions for further discussion at a future date.

## **13. Election and appointment of members of the Main Committee**

13.1 The Main Committee shall appoint a Chair, Vice Chair, Treasurer and secretary who shall hold office from the conclusion of the Council meeting at which he/she is appointed until the Main Committee shall appoint another in his/her place.

#### **14. General Meetings of the Association**

14.1 The Annual General Meeting of the Association shall be held in every calendar year and at not more than 15-month intervals at such place and time as the Main Committee shall appoint.

14.2 Any member entitled to attend and vote at a general meeting may summon such a meeting, or require one to be summoned at any time on twenty-eight days' notice, if one fifth of the total of members so entitled do so

14.3 All members shall be entitled to attend and vote at general meetings. Any member may appoint a proxy to attend and vote in his/her place.

14.4 General meetings shall be called by at least twenty-eight days' notice in writing.

14.5 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any member entitled to receive notice shall not invalidate the proceedings at that meeting.

#### **15. Proceedings at General Meetings**

15.1 No business shall be conducted at a general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum shall be 10 or one fifth of the membership, whichever is fewer.

15.2 If within 30 minutes there is no quorum at a meeting convened upon the requisition of members the meeting will be dissolved. In any other case it shall be adjourned to an alternative date and time as the committee decide. If no quorum exists after half an hour of the re-convened date then the members present shall be a quorum.

15.3 The Chair of the Main Committee shall be the Chair at any general meeting. If there is no such chair or he/she is unwilling, the members present will elect a Chair from one of their number.

15.4 Should a general meeting be adjourned at the decision of the Chair then no business other than that scheduled for the adjourned meeting will be transacted at the re-arranged meeting. If the time lapse is more than 30 days new notice to members must be given.

#### **16. Amendment of Rules**

These Rules may be added to, repealed or amended by a resolution passed at any annual or special general meeting of the Association by a majority of at least two thirds of those members who vote on it.

#### **17. Accounts and Auditors**

17.1 The Main Committee shall cause proper books of account to be kept to show a true and fair view of the state of the Association's affairs. The accounting year shall be 1 April to 31 March.

17.2 An accountant, or accountants, shall be appointed at the annual general meeting.

#### **18 Logo**

No member of the Association is allowed to use the logo without the express written authority of the Main Committee.

## **19 Notices**

Notice may be given personally, by post or by email. Personal service shall be deemed effective immediately, postal service shall be deemed effective forty-eight hours after posting to the address last notified by the member to the Association in writing and service by email shall be deemed to be effective twenty-four hours after despatch to the email address last notified by the member to the Association in writing. For the avoidance of doubt email will be considered to be in writing.

## **20 Discrimination**

In the conduct of its affairs the Association shall not exercise any unlawful or unreasonable discrimination.

@ March 2018