

ACCA IRELAND MEMBERS' NETWORKS - STANDING ORDERS

GENERAL NOTES

1. OPERATION AND SCOPE OF THE ACCA MEMBERS' NETWORKS

- 1.1 These standing orders shall govern the operation of the ACCA Members' Networks and are made by Council in accordance with bye-law 31.
- 1.2 ACCA's Council is the governing body of ACCA. It is Council's role to determine the long-term strategic and policy objectives of ACCA. The networks have been formed to assist with the delivery of these strategic and policy objectives.
- 1.3 ACCA Ireland's Committee is responsible for advising on ACCA policy as it relates to Ireland. It also works closely with the management of ACCA Ireland in taking forward ideas and policies as they impact on members in Ireland.
- 1.4 Members' networks are an integral part of ACCA and are not a separate or independent entity. Each network shall provide such services and activities for members in its locality or sector as agreed.
- 1.5 Each network shall be represented by a panel of elected members.
- 1.6 The implementation and operation of services and activities agreed by the Networks is delegated to staff, who report to the Head of ACCA Ireland.

2. MEMBERSHIP OF THE NETWORK

- 2.1 Only members of ACCA in shall be eligible to enrol as members of the network.
- 2.2 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 should be steered by a panel of not more than nine directly elected members. The panel, at its discretion, may co-opt up to three additional members onto the panel bringing the maximum number to 12. Each co-opted member must resign from the panel at the end of each calendar year. Such members are eligible for election/ co-option to the panel in subsequent years subject to the normal rules.
- 3.2 All members of the network will be eligible for election or re-election as a member of the panel, provided that they are not subject to disciplinary proceedings.
- 3.3 Nominations must be made in writing and supported by a proposer and seconder (who must be ACCA members 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.
- 3.4 Elections to the panel shall take place annually.
- 3.5 If an election is not contested, those candidates standing shall be deemed elected without need for a ballot.
- 3.6 No individual may serve on, or offer himself or herself for election to, more than one members' network panel or forum at the same time.
- 3.7 Subject to the system of retirement in rotation described in standing order 3.8, panel members shall be elected for a term of three years.
- 3.8 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.
- 3.9 No panel member shall serve for more than a maximum period of nine years, including service prior to the adoption of these standing orders on any committee or panel which existed under the arrangements previously in force under the terms of the ACCA – Irish Region constitution.
- 3.10 In the event of an election resulting in there being fewer than six members on a panel, the Head of ACCA Ireland 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 each year or following an election, each panel shall elect a chairman who will set measurable objectives and targets for the year.
- 4.2 A member of a panel should not serve as its chairman for more than one two year term, whether consecutively or in total.
- 4.3 In the event of a chairman 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. However, panels are free to appoint additional officers (vice chairman, secretary) from among their number if they wish.

5. APPOINTMENT OF AN ACCA IRELAND COMMITTEE MEMBER AS AN EX OFFICIO MEMBER OF THE PANEL

- 5.1 The ACCA Ireland Committee may nominate one of its members to serve as an ex-officio member of the panel. This nominee shall have voting rights at panel meetings.

6. OPERATION OF THE PANEL

- 6.1 It is recommended that the panel shall meet at least three times per year. However, this number can be increased where the Head of ACCA Ireland feels that additional meetings are necessary.
- 6.2 All members of the panel shall be given seven days notice of panel meetings. Non-receipt by a member of the panel of a notice shall not invalidate the proceedings of the meeting.
- 6.3 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.
- 6.4 The quorum for meetings of the panel shall be three members.
- 6.5 A majority of panel members shall determine any issue arising. In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote. Staff shall be able to contribute to discussions but may not vote.

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

- a) ceases to be a member of ACCA
- or
- b) has made against him/her a disciplinary order which becomes effective
- or
- c) fails to attend three consecutive meetings without the prior leave of the panel or without any other explanation which is acceptable to the panel
- d) in the case of employment-based members' network panels, ceases to be employed in the sector relevant to the panel.

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

6.8 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.

7. ROLE OF THE PANEL

7.1 The role of the panel shall be to:

- a) act as ambassador for ACCA as a leading professional body which provides modern, flexible 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) inform ACCA Ireland of emerging local and sector specific issues which may have national or profession- wide relevance;
 - e) ensure that Network events are supported by Panel members;
- and

- f) provide channels for communicating the views of members to the ACCA Ireland Committee, International Assembly representatives, Council and ACCA Ireland staff.

8. RESPONSIBILITIES OF INDIVIDUAL PANEL MEMBERS

8.1 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;
 - d) avoid conflicts of interest;
 - e) ensure they do not use their service on a panel to promote private interests;
 - f) 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.

8.2 No officer or member of the panel shall be entitled to any remuneration out of the funds of the network for any services except as shall have been previously approved. 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 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 Members' networks, which is not provided for in these standing orders, such dispute shall be referred to the ACCA Ireland Committee and then 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.