



**Report and recommendations to Annual General Meeting – 17th November 2023
Follow up to ACES Council 26th April 2024**

ACES Constitution Amendments

The ACES Constitution was last reviewed and updated in 2018. Changes in working practices and financial regulations have meant that a refresh of the Constitution is required to ensure that it continues to provide the rules and regulations that members and the association need to adhere to.

The report from National Treasurer (Council 21st April 2023) and report from Senior Vice President (Council 15th July 2022) set out further background to the proposed changes. The Constitution requires that any changes to the Constitution are approved at the Annual General Meeting.

This report therefore consolidates all the proposed changes and recommends approval of the changes.

The main changes are summarised below.

Throughout –

- “Secretary” and “Assistant Secretary” have been amended to “National Secretary” and “Assistant National Secretary” to distinguish between branch secretaries.
- “Honorary Treasurer” and “Assistant Honorary Treasurer” have been amended to National Treasurer to distinguish from branch treasurers and “Honorary” members.

Section

1. Included to reference common use of “ACES”
- 3.3 Introducing requirements for Business Plan
- 4.1 Providing for membership classes to be amended with Council approval (ie to introduce a FACES or new entrant class of membership)
- 4.7 Providing examples of why someone may be eligible for Full Membership.
- 4.8 To reflect current practice (4.1 – states Full Council shall approve Full members, but in effect this has been determined by President, Senior VP and Branch Secretary for a number of years.
- 4.22 Introducing Fellowships
- 5.2 Have removed bar on Presidents re-applying for for Presidency in immediate following year. There is no rationale behind stopping people applying – if Council do not wish for a President to continue in post then they can vote against appointment – but equally there may be circumstances where it is deemed beneficial for the President to continue in post beyond the first year (ie resignation of Senior VP, or continuation of a project).
- 7 Introduces Core Management Team and broadly defines duties.
- 8 Finance changes
 - Clarify that ACES Council can approve different Membership Fee invoicing dates (renewal dates)
 - Clarify that branches can set their own Membership Fees
 - Clarify the banking arrangements for the national Association and the branches
 - Clarify the arrangements for maintaining financial records and reporting financial performance for the national Association and the branches
 - Clarify the arrangements for auditing the financial records of the national Association and the branches and recognising that this is actually an Independent Examination

undertaken for the Member's rather than a formal audit undertaken for any other purpose.

The proposed amendments provide greater clarity on some existing matters and also strengthen the governance relating to the operation of the Association's bank accounts

- 9. Allows for virtual meetings
- 11. Clarifies that branches are part of not separate to the Association

Attached :

Clean version – Proposed Constitution

2018 Original version

Compare / tracked changes document.

When reviewing the documents there are a number of areas that could benefit from a further review – eg the eligibility of types of members to be become Officers; the requirement for / remit of Honorary Secretary / Treasurer / Consultant Secretary etc. The eligibility for Associate Member criteria and the distinction between a “Branch associate” and an Associate Member who belongs to a particular branch.

This review has only considered the main changes necessary to account for the changes to the financial accounting and to add in Core Management Team and current ways of practice.

It is recommended that the Association accept the proposed changes and the Constitution is amended with effect from 26th April 2024

It is also recommended that following the Membership Review that a further / indepth review of the constitution is undertaken to identify any areas of inconsistency or confusing terminology.

H Stubbs

ACES Immediate Past President

22/04/24

C Hewitt

ACES National Treasurer

22/04/24

