



## **Constitution of the Society of Construction and Quantity Surveyors**

Agreed by the Annual General Meeting held on 30<sup>th</sup> October 2003.

### **1.00 Declaration**

1. Members of the Society of Chief Quantity Surveyors in Local Government agree under their constitution to form a new society representing Chief Quantity Surveyors in Local Government in England, Northern Ireland, Scotland and Wales and Associated Public Bodies as covered by the Local Government Goods and Services Act, hereinafter referred to as "The Society".
2. Members of the Society agreed at their Annual General meeting held on 30<sup>th</sup> October 2003 that henceforth the Society should be known as The Society of Construction and Quantity Surveyors.

### **2.00 Objects**

2.01 To promote discussion on professional, administrative, technical and other matters affecting the local authorities and other approved Public Sector Bodies served by members of the Society and to afford help and advice to members in the execution of their duties.

2.02 To arrange for the interchange and collation of information concerning such quantity surveying and allied matters and to provide a means whereby the knowledge, experience and views of members of the Society can be made available to the body of membership and, where appropriate, to their employing Public Sector Bodies and Authorities, Professional Institutions, Central Government and such other Institutions as may be approved and agreed from time to time by the Society.

### **3.00 Title**

3.01 The title of the Society shall be **The Society of Construction and Quantity Surveyors in the Public Sector**. The style of the Society shall be Society of Construction and Quantity Surveyors.



#### **4.00 Membership**

4.01 There shall be four classes of membership to be known as: Member of the Society, Associate Member of the Society, Honorary Life Member of the Society and Retired Member of the Society. Throughout this document the word member or membership excludes Associate Members, Honorary Life Members and Retired Members except where otherwise stated or qualified by the word all.

4.02 It shall be a condition of membership of the Society that all members shall conform to the Constitution and undertake to furnish all information called for and within their power to give, and shall disclose any financial interest they may have in matters discussed by the Society, in like manner to the provisions of the Local Government Act, 1963.

4.03 Membership of the Society shall in the first instance, and prior to the 1<sup>st</sup> April 1974, be open to all current members of the existing Society of Chief Quantity Surveyors of County Councils, Society of County Borough Chief Quantity Surveyors, and the Association of London Borough Quantity Surveyors being members approved in accordance with the respective constitutions of these three bodies.

Thereafter and upon due establishment of the Government proposals for reorganisation of Local Government in England and Wales, and formation of the new counties, metropolitan counties and districts, and districts under the Local Government Act 1972, with effect from first April 1974, and the continuation of the existing London Boroughs under the Local Government Act 1963, membership shall be in accordance with 4.04 below.

Membership shall also be open, in accordance with 4.04 below, to Authorities established following the reorganisation of Local Government under the Local Government Acts 1984, 1992, the Local Government (Wales) Act 1993 and the Local Government (Scotland) Act 1994.

The Chief Quantity Surveyors of the Isle of Man Local Government Board and the Northern Ireland Housing Executive shall also be eligible for Membership of the Society.



4.04 All chartered surveyors occupying the principal established post concerning Quantity Surveying, Property Cost Consultancy, Procurement or other related functions in Local Government and other Public Sector Bodies as defined in the "Local Government Goods and Services Act" and any subsequent amendment of same, which shall include both client and consultant posts, also those who have so previously qualified and have since been appointed to other posts in Local Government shall be eligible to be members of the Society.

Chief Officers or Deputy Chief Officers of Authorities or Public Sector Bodies which have a responsibility which includes quantity surveying or project/property management services and are chartered surveyors shall be eligible to be members of the Society

A Member ceasing to hold an appointment which qualifies him or her for membership of the Society, shall automatically cease to be a member of the Society. The Council may, however, elect him or her as an Associate Member, Honorary Life Member or Retired Member.

All chartered surveyors occupying positions of de facto deputies to the holders of the principal established posts concerning Quantity Surveying Property Cost Consultancy, Procurement or other related functions in Local Government or Public Sector Bodies shall be eligible for Associate Membership of the Society, subject to the consent of the holder of the principal established post, in writing.

All persons, who are not chartered surveyors and are occupying the principal established post concerning Quantity Surveying, Property Cost Consultancy, Procurement or other related functions in Local Government and other Public Sector Bodies as defined in the "Local Government Goods and Services Act" and any subsequent amendment of same, which shall include both client and consultant posts, shall be eligible to be Associate Members of the Society

A chartered surveyor who was a member of the Society, by virtue of his or her post occupied in a public sector organisation and being transferred to a similar post in the private sector and continues to carry out the same duties for the public sector organisation shall be eligible to be an Associate Member of the Society subject to the regional meeting of the Society giving prior approval before being presented to Council.



Associate Members shall not hold the offices of President, Senior Vice President or Junior Vice President, nor shall they be eligible for election to the Council. Associate Members may be co-opted by Council to serve upon Council. Associate Members shall not have the power to vote at other than Regional Meetings, where voting rights are at the discretion of the Regional Officers, except as provided for under Clause 6.08.

An Associate Member ceasing to hold an appointment which qualifies them for Associate Membership of the Society shall automatically cease to be an Associate Member of the Society. Council may, however, elect them as a Member, Honorary Life Member or Retired Member, should the conditions for membership of these classes be met.

4.05 Honorary Life Membership shall be awarded by the Council of the Society to such persons who on the opinion of the Council have given loyal and exceptional service to the Society. Honorary Life Members shall not hold the office of President, Senior Vice President or Junior Vice President nor have the power to vote, except as provided in Clause 6.08.

Retired Members shall be former Members or former Associate Members of the Society who are no longer practising the function of Quantity Surveying and do not hold a post of this or a related nature within the private sector.

Retired Members shall not hold the office of President, Senior Vice President, Junior Vice President or Committee Chairmen nor have the power to vote, except as provided in clause 6.08, and their membership shall be subject to annual renewal by the Society. Election to retired membership shall be decided by the Council.

4.06 Admission to membership and associate membership shall be by the unanimous agreement of the President, Honorary Secretary and Honorary Treasurer; otherwise by the Council of the Society. Honorary Life Membership shall be decided by the Council of the Society.

4.07 Honorary Life Members shall only be entitled to attend meetings of the Society by invitation and shall only remain in membership as long as their professional duties do not conflict with the objectives of the Society.

4.08 The Council of the Society shall have discretion to elect to membership applicants who do not fulfil the entry qualifications of the Society.



## **5.00 Meetings of the Society**

5.01 The Society shall meet in ordinary general meeting in the autumn of each year. Such meeting shall be the Annual General Meeting. The Society may also meet in ordinary general meetings at other times of the year as approved by the Council.

5.02 The President or his or her nominee shall act as chairperson for all meetings of the Society.

5.03 The Honorary Secretary or his or her nominee shall send out to all Members, Associate Members, Honorary Life Members and Retired Members a notice of the meetings accompanied by an agenda of business to be discussed, at least 21 days before the due date of the meeting.

5.04 An extraordinary general meeting of the Society may be convened by the Honorary Secretary on the instructions of a General Meeting of the Society, or by the President of the Society acting in consultation with the Senior Vice President and Honorary Secretary or on the instructions of the Council, or on the presentation to the Honorary Secretary of a written request signed by thirty members, and notice of such meeting must be issued to all members at least 21 days before such meeting is due to be held.

5.05 Any Members shall be at liberty to submit any resolution, within the terms of the objects of the Society, for consideration at the next ensuing general meeting, provided the wording of such resolution shall have been communicated to the Honorary Secretary in writing at least 28 days in advance of the meeting. Resolutions so communicated shall be included in the agenda for the meeting but shall not take precedence over other business unless the meeting shall determine otherwise.

## **6.00 The Society and Its Council**

6.01 The Society shall be organised on the basis of the following duly constituted Regions, namely:

Scotland  
Northern England and the Midlands  
Southern England  
Wales and the Marches



6.02 Each Region shall elect from amongst its members, four persons to be Members of the Council who shall serve for two years. One half of each Region representation shall retire on the date of the Annual General Meeting of the Society but shall be eligible for re-election. In addition, the immediate past President of the Society shall be a Member of Council for the year following his or her term as President.

6.03 The Society shall be governed by a Council of sixteen elected members, plus the immediate past President, who shall appoint annually from amongst the *members* a President, Senior Vice President, Junior Vice President, Honorary Secretary, Honorary Treasurer and Chief Executive subject to confirmation by the Annual General Meeting of the Society.

6.04 The position of the Chief Executive shall be confirmed by the Council of the Society.

6.05 The President, Senior Vice President, Junior Vice President, Honorary Secretary and Honorary Treasurer shall upon election to office become full Members of Council and cease to be representatives of Regions whilst holding such office.

6.06 In the event of the President being unable to act, the Senior Vice President shall act for him or her. In the event of a vacancy arising through death or other cause during the year in office of any of the Officers, the members of the Council of the Society shall forthwith nominate and elect a member of the Council to assume the position and undertake the duties for the remainder of the term of office. The Honorary Secretary shall notify the membership of any such changes to the elected office bearers.

6.07 Election and nomination for membership of the Council shall be arranged and made by each Region prior to the Annual General Meeting of the Society.

6.08 The Council shall be entitled to co-opt not more than six additional members of the Council to be selected from all members of the Society. Associate Members, Honorary Life Members or Retired Members co-opted by Council may be appointed to carry out such functions as the Council may decide where it considers that such members have a particular knowledge or expertise which would be of value to the Council in the execution of its business except such members may not be appointed Chairmen of committees, Directorships of Joint Ventures or joint boards. Members co-opted to Council shall be entitled to vote on matters before Council.



6.09 Should the period of office of any member of the council elected by a Region under Clause 6.02 be terminated by any cause, the Council shall call upon the appropriate Region to appoint a replacement member for the remaining portion of the term of office.

6.10 The Council shall have power to act in the name of the Society in all matters concerning the interests, activities and business of the Society excepting matters concerning amendment to this constitution or alteration to the subscription when a ballot of the Society in General Meeting shall decide the matters.

6.11 The Council of the Society shall meet before each Annual or Ordinary General Meeting of the Society. The President shall have power, in consultation with the Senior Vice President and the Honorary Secretary to summon additional meetings of the Council as may be considered necessary.

6.12 The proceedings of the Council shall be reported to the Society in writing by the Honorary Secretary or his nominee at each General meeting, such reports to be circulated by the Chief Executive with the agenda and papers for the meeting at least twenty-one days before the meetings.

## **7.00 Committees and Working Parties**

7.01 The Council may appoint such committees and working parties as it considers appropriate for the execution of its business.

7.02 The terms of reference of all committees shall be set out, and reviewed as may be necessary, by the Council and reported to the Society in the General Meeting of the Society.

7.03 All Chairmen of committees shall be appointed from members of the committee and shall be noted to the Annual General Meeting of the Society. The Chairmen of all committees shall report to each meeting of the Council.

7.04 The President and Senior Vice President of the Society shall be ex-officio members of all committees and joint boards.

7.05 Working parties may be established from time to time to consider in detail specific matters and shall report to each meeting of Council during their continuation .





7.06 Associate Members, Retired Members, and Honorary Life Members may be co-opted onto committees and working parties at the discretion of the Council.

## **8.00 Voting**

8.01 Every question in the Council shall be decided by a majority of at least two thirds of the members present. Every question in a general meeting of the Society shall be similarly decided.

8.02 At the discretion of the Council, or upon the request of any 10 members of the Society, matters of urgency or special importance may be circulated to members of the Society and decided by postal ballot, and reported to the next ensuing General Meeting, in such cases two-thirds majority of those participating in the ballot shall be required. A postal ballot in which less than 20% of the membership participates shall be declared void and the issue shall be determined by the Council.

8.03 No resolution of the Society shall be rescinded at any subsequent meeting unless three calendar months notice of the intention to propose such rescission shall have been given in writing to the Honorary Secretary and signed by 30 members of the Society.

## **9.00 Finance**

9.01 The financial year shall date from 1<sup>st</sup> April to the following 31<sup>st</sup> March and at the Annual General Meeting of the Society in the Autumn following, the Honorary Treasurer shall submit a statement of the Regions' and Society's accounts as at the year ending 31<sup>st</sup> March, previously audited by two members of the Society appointed annually at the Annual General Meeting.

9.02 The annual subscriptions payable by Members, Associate Members and Retired Members of the Society shall be decided at the Annual General Meeting of the Society and the agreed subscription shall be payable by each member of the Society on the 1<sup>st</sup> April following. Honorary **Life** Members are not required to pay an annual subscription.

9.03 In the event of a Member or Associate Member ceasing to hold an appointment and thereby ceasing to be a Member or Associate Member of the Society, his or her successor in appointment shall be entitled to become a Member or Associate Member in his or her stead without payment of additional subscription for the remainder of the Society's financial year.





9.04 The Council shall allocate funds annually to each Region for the execution of its business and each Region shall account for the same to the Council.

#### **10.00 Miscellany**

10.01 For a General Meeting of the Society a quorum shall consist of 20 Members and/or Associate Members of the Society. For a meeting of the Council a quorum shall consist of 8 Elected Members of the Council.

10.02 The Honorary Secretary shall take the decision of the President or in the President's absence, the Senior Vice President, or in his absence, the Junior Vice President, if there be one, as to the admissibility of any matter to be included on an agenda for a meeting of the Society or of the Council.

10.03 Minutes shall be kept of all meetings of the Society, Council and Committees and shall be received and, subject to any corrections, shall be formally approved and signed by the President at the next ensuing meeting.

10.04 The ruling of the President on a point of order or procedure at any meeting of the Society, Council or committee shall be final and conclusive.

10.05 Nomination to serve on other bodies shall be made as necessary by the Council and shall be notified to the next General meeting of the Society.

#### **11.00 Regions**

11.01 Each Region shall follow generally the procedures and intentions of the Constitution of the Society and shall not act in conflict therewith.

#### **12.00 Amendments to the Constitution**

12.01 This constitution may only be amended at the Annual General Meeting of the Society.

12.02 Any proposed amendments must be presented to and ratified by a meeting of the Council of the Society and be circulated to all members for ratification at regional meetings prior to presentation at the Annual General Meeting.

AC Sansom BSc FRICS, Honorary Secretary