



CONSTITUTION OF THE INFORMATION AND RECORDS MANAGEMENT SOCIETY

ARTICLE I – NAME

The name of this Society shall be the Information and Records Management Society.

ARTICLE II - OBJECTS

The objects of the Society are to:

- a) further knowledge of the management and administration of information and records, in whatever media, created during the course of the business activities of any organisation
- b) to promote fellowship and co-operation amongst individuals working in this field
- c) promote the professional development of members of the Society
- d) develop and promote the profession of Information and Records management.

The Society shall be a non-profit-making organisation and shall be inclusive of all Information and Records Management practitioners irrespective of role or level or income.

ARTICLE III – MEMBERSHIP

SECTION 1 – Categories of Membership

The Society shall have two categories of members:

- a) **Individual Members:** Types and qualifications for Individual Members shall be determined by the Executive Committee of the Society with advice from the Accreditation Committee. Changes in types and qualifications of Individual Members shall be effective only after approval by a General Meeting of the Society
- b) **Corporate Members:** Types and qualifications for Corporate Members and the rights of Corporate Members, shall be determined by the Executive Committee of the Society. Changes in types and qualifications and rights of membership for Corporate Members shall be effective only after approval by a General Meeting of the Society.

SECTION 2 – Rights of Membership

- a) Individual members have the right to vote at General Meetings and in ballots, are eligible to propose or second other Members for election, to themselves stand for election and be elected for any of the Society's offices and to be invited to sit on, and vote in, any of the committees approved by the Executive Committee
- b) Honorary and Affiliate Members are not eligible to vote or to hold office
- c) Individuals employed by or otherwise supported by an organisation with Corporate Membership may hold office.

SECTION 3 - Annual Subscription

The Annual Subscriptions for types of member shall be determined by the Executive Committee of the Society.

SECTION 4 – Termination of Membership

- a) Members who are in arrears in the payment of their subscription may be excluded from the Society by the Executive Committee after being given fair and reasonable opportunity to arrange payment.
- b) The Executive will have the right to exclude from the Society any person, who, in its view, brings the name of the Profession and/or the Society into disrepute
- c) Members may choose to terminate their membership from the end of the current financial year. This must be in writing to the Secretary.
- d) No refund will be due to any member whose membership is terminated.
- e) Members that terminate their membership or that are excluded from the Society will remain liable for all and any monies owed to the Society.

ARTICLE IV - EXECUTIVE COMMITTEE

SECTION 1 - Membership

- a) Between General Meetings, the affairs of the Society shall be managed by an Executive Committee
- b) The Executive membership of the Executive Committee shall comprise of:
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - v. Five other elected members
 - vi. The Immediate Past Chair may remain a non-voting member of the Executive Committee for one year after leaving office
- c) The Executive Committee may appoint up to three “co-opted” members who may, but are not required to, attend Executive Committee meetings
- d) The Chair shall preside at meetings
- e) of the Executive Committee
- f) A quorum shall consist of four members of the Committee including one of the Chair, Vice Chair, Secretary and Treasurer
- g) All members of the Executive Committee shall attend all formal meetings of the Executive Committee. Any member who misses three meetings in any one year or two consecutive meetings without providing apologies and their reasons to the Secretary may be removed from the Committee by its remaining members.

SECTION 2 – Periods of Office

- a) The Chair and Vice-Chair shall be elected annually from the membership of the Society
- b) The Secretary, Treasurer and the five elected members shall be elected biannually from the membership of the Society
- c) The period of office shall begin at the conclusion of the Annual General Meeting (AGM)
- d) Where a vacancy arises between AGMs, the Executive Committee members shall determine the most appropriate way to fill the vacancy until the next AGM.

SECTION 3 – Elections

- a) Not less than 12 weeks prior to the AGM, nominations shall be sought from the membership of the Society for the posts becoming vacant at that AGM

- b) Nominations for appointment must also be seconded and must be supported by the nominee. Self-nominations are permitted if seconded
- c) Nominations must be received eight weeks prior to the AGM
- d) All proposals shall then be communicated to the membership asking members to vote; appointment shall be by way of simple majority, where there is a contest
- e) If no nominations are received for a post, the Executive Committee may appoint a member to that post or to undertake duties of that post.

SECTION 4 - Duties of the Chair

The Chair shall be the presiding officer at all meetings of the Society and shall serve as Chair of the Executive Committee. The Chair shall submit a report on the activities of the Society during the previous year to the Annual General Meeting.

SECTION 5 - Duties of the Vice-Chair

The Vice-Chair shall assume the duties of the Chair in the case of vacancy in that office from any cause, and in case of absence or disability of the Chair.

SECTION 6 - Duties of the Secretary

In addition to the duties prescribed elsewhere in the Constitution, the Secretary shall be responsible for recording and keeping the minutes of all meetings as directed by the Chair or Vice-Chair. The Secretary shall maintain a current membership list.

SECTION 7 - Duties of the Treasurer

- a) The Treasurer shall receive all subscriptions and other funds of the Society, and shall disburse them under the direction of the Executive Committee
- b) The Treasurer shall keep accounts of all such transactions and present them to the Accountants of the Society
- c) The Treasurer shall submit a report and audited accounts covering the receipts and disbursements during the previous financial year of the Society, and a balance sheet showing the financial status of the Society, to the Annual General Meeting.

SECTION 8 - Duties of other members of the Executive Committee

The duties of the other members of the Executive Committee will be determined by the Executive Committee.

ARTICLE V – GENERAL MEETINGS

- a) The General Meetings of the Society shall be held at a time and place designated by the Executive Committee
- b) The Annual General Meeting of the Society will be held annually
- c) An Extraordinary General Meeting may be called at any time by the Executive Committee or upon written request to the Secretary by at least 30 members of the Society stating the purpose of the meeting
- d) The quorum shall be 20 including at least one of the Chair, Vice Chair, Secretary and Treasurer
- e) The Secretary shall give notice to Members of the day, time and place of General Meetings not less than one calendar month before their commencement.

ARTICLE VI - SUB-COMMITTEES

SECTION 1 – Appointment

The Executive Committee shall establish subcommittees as are deemed necessary and determine their Terms of Reference.

SECTION 2 – Membership

- a) The Executive Committee shall appoint a Chair and may appoint other members
- b) The sub-committee may appoint additional members.

ARTICLE VII - OFFICERS

- a) The Executive Committee may appoint, or elect using the above procedures, Officers to operate under its authority in specific named areas.
- b) Officers will not be members of the Executive Committee.

ARTICLE VIII - GROUPS

SECTION 1 – Types of Group

There shall be two types of Group recognised by the Society:

- a) IRMS Groups
- b) Affiliate Groups

SECTION 2 – IRMS Groups

- a) IRMS Groups shall be considered part of the Society and its structure
- b) The Society shall provide financial support as determined by the Executive Committee
- c) Proposals for the formation of IRMS Groups shall be submitted to the Executive Committee for its approval.
- d) The Executive Committee shall approve the Constitution of any proposed IRMS Group
- e) Membership of IRMS Groups shall be confined to Members of the Society
- f) If an IRMS Group is formally dissolved or is deemed to be dissolved because no meeting has been held during a financial year, its records and any funds standing to its credit shall revert to the Society and shall be forwarded to the Secretary and Treasurer respectively.

SECTION 3 – Affiliate Groups

- a) Affiliate Groups, while not part of the Society, shall be recognised, endorsed and supported by the Society.
- b) Affiliation shall be agreed by the Executive Committee and shall be dependent on the constitution of the proposed Affiliate Group not being in conflict with that of the Society
- c) The Executive Committee and any Affiliate Group may agree for that Group to act on the Society's behalf or to represent the Society in a particular area or field
- d) No funding shall be automatically made available to these Groups for their operation however submissions for funding for specific projects may be submitted to the Executive for consideration.

ARTICLE IX- FINANCIAL YEAR

The financial year of the Society shall begin on the first day of January and annual membership subscriptions shall be due on this date.

ARTICLE X – ACCOUNTANTS

An Accountant or Accountants shall be appointed at the Annual General Meeting.

ARTICLE XI – CONSTITUTIONAL AMENDMENTS

Updated: May 2018

Previous Version: February 2012

Amendments to the Constitution may be approved by a two-thirds majority of those members voting in a ballot, held either electronically or at a General Meeting.

Amendments may be proposed by the Executive Committee or by a member with a seconder and supported by not less than five other members. Notice of such proposed amendments shall be circulated in the form of resolutions not less than four weeks before the closing date of the ballot.

ARTICLE XII- DISSOLUTION OF THE SOCIETY

In the event of the dissolution of the Society, the Executive Committee shall, where possible, arrange for the distribution of the funds remaining for the advancement of information and records management or the academic training of information and records managers.

The Information and Records Management Society was the Records Management Society from its creation in 1983 until the name was adopted on 1st September 2010 after a ballot of the membership of the Society.

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