

Appendix F Part 1 – Regional Member Network Rules

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(Created December 2003)

Regional Member Networks are an essential part of CILIP's value to its members and are fundamental in creating a vibrant sense of community within the profession. They are strong advocates and are the voice of CILIP at a local level. They provide CILIP Board and staff with knowledge of the concerns and needs of members and with expert advice on policy and developments in the different parts of the profession.

Regional Member Networks provide excellent opportunities for members to engage in continuing professional development and to get involved in professional activities. Being active in Regional Member Networks is key to growing future leaders in the profession.

Rules governing the Regional Member Networks of CILIP in England

1. The activities and procedures of each Regional Member Network and any sub-regions shall be governed by the CILIP Charter, Byelaws, General Regulations, Regional Member Network Rules and any guidance issued to accompany them.
2. These Regional Member Network Rules are supplementary to the General Regulations of CILIP and can only be amended by agreement of CILIP Board.

Name of Regional Member Network

3. The name of each Regional Member Network shall be confirmed by CILIP Board. The geographic boundaries of each Regional Member Network shall be determined by CILIP Board.

Memorandum of Understanding

4. The Memorandum of Understanding is an agreement which sets out the key responsibilities of a Regional Member Network and CILIP staff. A copy of this can be found at Appendix 1. Each year, Regional Member Networks agree to these responsibilities as part of the annual business planning process.

Core offer

5. Each Regional Member Network shall further the aims of CILIP by delivering a core offer to members, within available resources, which is to:

- Identify and meet the needs for local members; providing support for members in their continuing professional development throughout their career
- Support those that are undertaking professional registration
- Develop a sense of community amongst members in the region
- Support CILIP membership recruitment and retention
- Ensure that CILIP has a presence at a local level

Delivery of core offer

5.1. The core offer shall be delivered through:

- Effective governance and management
- Developing plans which support overall organisational aims and objectives
- Up-to-date information on the CILIP website
- Regular communications (newsletter, e-bulletin, web, social media)
- Programme of training and events; ensuring these are advertised via the CILIP website
- Links with Special Interest Groups
- Candidate Support
- Mentor Support
- New professionals support
- Being advocates for CILIP and the profession at a local level
- Contributing to policy development where appropriate
- Offers and activities aimed at member recruitment at a local level

5.2. Where capacity allows, Regional Member Networks shall also be encouraged to:

- Make use of CILIP's Virtual Learning Environment to increase the reach of their offer and widen member participation
- Make links with the Continuing Professional Development Forum
- Make links with local accredited learning providers to encourage students to become active within the profession and Regional Member Network

Business plan

6. The officers of the committee of the Regional Member Network shall deliver a business plan on the proposed work of the Regional Member Network each year.

- 6.1. The business plan shall be submitted to CILIP Head Office according to the agreed timetable and be no longer than four sides of A4.
7. Payment of capitation to a Regional Member Network is dependent upon the receipt of the annual business plan of the Regional Member Network.

Annual report

8. The officers of the committee of each Regional Member Network shall submit an annual report to CILIP Head Office on the work of that Regional Member Network according to the agreed timetable.

Sub-regions

9. Subject to approval by CILIP Board, a Regional Member Network committee may create and dissolve sub-regions to facilitate provision of services to members.
 - 9.1. Each Regional Member Network shall follow any guidance issued by CILIP head office regarding sub-regions.
 - 9.2. Each Regional Member Network committee shall take full responsibility for any sub-regions
 - 9.3. The Regional Member Network committee shall be accountable for the governance, activities and finances of any such sub-region or sub-regions and for adequate reporting by sub-regions to the parent Regional Member Network committee.
 - 9.4. The Regional Member Network committee shall ensure that appropriate CILIP staff are given up-to-date information about any sub-region or sub-regions.

Governance

10. The governance year for each Regional Member Network shall be the calendar year; beginning on 1st January each year.

Finance

11. Each Regional Member Network shall use the official banking institution and follow the financial procedures set out in the Member Networks Treasurers' Guidelines document.
12. The annual accounts of the Regional Member Network shall be prepared by the Treasurer on a calendar year basis according to the agreed timetable.
 - 12.1. The annual accounts shall be inspected by CILIP's Finance Department.

Contracts

13. The committee cannot enter any contractual agreement (beyond the routine programme of Regional Member Network activities) which carries risk for CILIP or be in receipt of grants, without the prior approval of the CILIP Chief Executive or a member of CILIP staff to whom this matter has been delegated by the Chief Executive.
14. Any contracts for services worth a total of £500-£2000 shall be sent to CILIP Head Office for record.
15. Any contracts for services worth a total of £2,000 or more shall be sent to CILIP Head Office and Head Office should be a co-signatory on the contract.
16. Regional Member Networks shall not offer any contracts of employment.
17. Advice, guidance and approval shall be provided by CILIP Head Office to a Regional Member Network considering setting up a contractual agreement.

Accountability

- 17.1. CILIP is accountable for the actions of its Regional Member Networks and sub-regions. Regional Member Networks are therefore required to comply with the requirements of charity governance which regulate CILIP. These require Regional Member Networks and any sub-regions to demonstrate
 - 17.2. Conformity with best practice in charity governance
 - 17.3. Compliance with CILIP's requirements for financial governance
 - 17.4. Activity which is in the public interest and for public benefit.

Reporting

18. Each Regional Member Network committee shall provide appropriate CILIP staff each year with:
 - 18.1. The governance of the Regional Member Network including the provision of AGM minutes
 - 18.2. Up-to-date details of committee members
 - 18.3. Financial information
 - 18.4. Business plan and report on activities

Membership of a Regional Member Network

19. Each member of CILIP shall be a member of one Regional Member Network as determined by the preferred postal address provided by the member.

19.1. In the event of a change of preferred address a member may request to remain in membership of the Regional Member Network of their previous address by notifying CILIP.

Corresponding members

20. Any member of CILIP may become a corresponding member of any Regional Member Network or Regional Member Networks, in addition to the Regional Member Network of which that member is a member, by notifying CILIP and paying any fee determined by CILIP Board. A corresponding member is entitled to all privileges of Regional Member Network membership but may not vote in Regional Member Network proceedings or become a member of the Regional Member Network committee. Corresponding members do not count in the calculation of Regional Member Network capitation.

CILIP website

21. The website for each Regional Member Network shall be delivered using the CILIP website. This shall be the primary source for CILIP members and non-members to find information about the Regional Member Network and its activities.

Regional Member Network Committee

22. The affairs of each Regional Member Network shall be conducted by a Regional Member Network committee.

Essential committee roles

23. The committee shall appoint a Chair, Secretary, Treasurer, Mentor Support Officer (or lead Mentor Support Officer) and Candidate Support Officer (or lead Candidate Support Officer) by a process of nomination and, if required, secret ballot. These roles are essential for the management of the Regional Member Network.

Role of Chair

24. The Chair is the lead officer of the Regional Member Network and is responsible for coordinating activities, ensuring that the core offer and annual priorities as set out in the business plan are met and acting as key spokesperson for the Regional Member Network.

Role of Secretary

25. The Secretary of the Regional Member Network is responsible for non-financial governance and administration.

Role of Treasurer

26. The Treasurer of the Regional Member Network is responsible for financial governance and administration.

Committee members

27. The committee may appoint from the members of the Committee a Vice Chair if it is necessary for the effective conduct of business.

28. The committee shall have no more than 20 members and be composed of:

- The appointed officers of the Regional Member Network: Chair, Secretary and Treasurer
- The appointed Candidate Support Officer (or lead Candidate Support Officer) and Mentor Support Officer (or lead Mentor Support Officer)
- A number of appointed members of the Regional Member Network; the number to be approved by the Regional Member Network in General Meeting (generally not fewer than 4 and not more than 15)
- Other co-opted committee members as the committee deems appropriate

Appointment procedure

29. The committee shall have a transparent procedure for the appointment of its new members and is responsible for:

- Overseeing succession planning
- Reviewing and making recommendations of the composition of the committee
- Making recommendations on a person specification for the person being sought
- Seeking out and making recommendations on new members

30. Officers and members of the committee are appointed for a period of two years but may be re-appointed.

Length of service

31. No officer or committee member should serve on the committee for longer than a period of six consecutive years. A gap in service of at least one year is required before that member can serve again on the committee.

- 31.1. In an exceptional situation, on request from an officer on the committee, CILIP may grant a temporary waiver of the time limits on the length of service of a committee officer or member, in order to ensure the continuation of Regional Member Network activities.

Absence from meetings

32. A member of the committee absent without good reason for three consecutive meetings of the committee may have membership of the committee terminated by the committee.

Number of committee meetings

33. The committee may meet together as many times as they deem necessary for the dispatch of business and adjourn or otherwise regulate their meetings as they think fit and may hold meetings in person or by suitable electronic means.

Procedure at committee meetings

34. Each Regional Member Network is required to run effective meetings and take a reasonable and responsible approach to procedural propriety.
 - 34.1. Adequate notice should be given of the meeting and its agenda.
 - 34.2. The Chair of the Regional Member Network shall chair the meeting. Otherwise the meeting shall elect a chair from persons present.
 - 34.3. General meetings and committee meetings are deemed to be open meetings unless there is a valid reason for an item or items to be taken in private as reserved business.
 - 34.4. The quorum necessary for decisions to be made at meetings of the committee shall be one third plus one member of the committee present in person or by electronic means.
 - 34.5. The Regional Member Network committee may establish Task & Finish Groups as required for the effective conduct of Regional Member Network business.

Voting

35. Voting at committee meetings shall be determined by a majority of the votes of committee members present in person or by electronic means by a show of hands or secret ballot as appropriate. If there is an equality of votes, the Chair shall have a second or casting vote.

Annual General Meetings

36. The Annual General Meeting (AGM) of each Regional Member Network shall be held once in every year at such place and at such time as the Regional Member Network committee may determine, provided that no more than sixteen months shall elapse between such meetings.

37. AGMs may also be held online for which CILIP will provide guidance.

38. The quorum for a Regional Member Network AGM shall be half the number of serving Regional Member Network committee members plus one.

39. 28 days' notice in writing at the least of every AGM shall be given to all members of the Regional Member Network specifying the place, the day and the hour of the meeting. The notice is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given. Notice in writing includes email notifications or newsletters and notices in CILIP Update.

40. The business of the AGM shall be to:

- Confirm the minutes of the preceding AGM
- Receive the Annual Report of the Regional Member Network committee
- Receive the Regional Member Network accounts
- Receive the names of the Regional Member Network officers
- Consider any motions put to the AGM

41. Voting at an AGM shall be by members present and not by proxy.

General meetings

42. The Regional Member Network membership may also require a General Meeting of the Regional Member Network to be convened.

43. On receipt of a requisition signed by 5% or 25 members of the Regional Member Network, whichever figure is lower, and stating clearly the purpose of the

meeting, the Regional Member Network committee must convene the General Meeting not later than 10 weeks after receipt of the requisition.

44. General Meetings may also be held online for which CILIP will provide guidance.
45. The quorum for any other General Meeting of the Regional Member Network shall be 5% or 25 members of the Regional Member Network, whichever figure is lower.
46. Notice of such a General Meeting, whether convened by the Regional Member Network committee or required by the Regional Member Network membership, shall be given to all members of the Regional Member Network at least 21 days before the date fixed for the meeting. This is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given.
47. If the Regional Member Network committee fails to act on a requisition from the Regional Member Network membership, then the Regional Member Network members making the requisition may require CILIP staff to convene a General Meeting of the Regional Member Network.
48. Voting at a General Meeting shall be by members present and not by proxy.
49. Any resolution put to the meeting shall be decided on a simple majority by a show of hands or secret ballot as appropriate. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.
50. Corresponding members of the Regional Member Network may attend General Meetings of the Regional Member Network but may not vote.

Raising issues

51. Each Regional Member Network is encouraged to raise any issue with CILIP Board. If a Regional Member Network wishes to raise a matter with CILIP Board, the first approach generally should be by one of the officers to an appropriate member of CILIP staff.

Corporate branding

52. Each Regional Member Network must include an appropriate CILIP logo, in addition to any Regional Member Network logo, on any Regional Member Network materials.
53. All Regional Member Networks shall comply with CILIP's corporate branding policy, including use of logos, issued by appropriate CILIP staff.

Partnership

54. Each Regional Member Network shall work in partnership with appropriate CILIP staff.
55. Activists in Regional Member Networks shall work in partnership with the relevant CILIP staff on all matters that have significance at national (that is, England or UK-wide) levels.
56. Regional Member Network activists are asked not to initiate activity of a national nature without first consulting CILIP staff who will respond to such requests in a timely manner. This helps to ensure that CILIP presents a co-ordinated and coherent face to the world.
57. CILIP staff including staff in Scotland, Wales and Northern Ireland as well as staff at Head Office will work in partnership with Regional Member Network activists on all matters that have a regional significance. CILIP staff will notify the relevant Regional Member Network where there are plans or activities which have an impact on their region.

Creation, merger and dissolution of Regional Member Networks

58. The creation, merger and dissolution of Regional Member Networks shall be determined by CILIP Board.
59. Regional Member Networks shall follow the procedures regarding creation, merger and dissolution set out in any guidance issued by CILIP.

Creation

60. The power to establish a new Regional Member Network shall be vested in CILIP Board and shall not be exercised unless CILIP Board is of the opinion that there are a substantial number of members and potential members normally resident within a district whose needs, interests or convenience are not adequately met by the activities of the existing Regional Member Networks.
61. Constitutions of Regional Member Networks shall be in line with the objects CILIP.
62. In the exercise of its power to establish a new Regional Member Network or otherwise CILIP Board may, from time to time, redefine the district in respect of which an existing Regional Member Network is established in discussion with the existing Regional Member Network.

Dissolution

63. A Regional Member Network may be dissolved and the district in respect of

which it was established (including its assets) may be allocated to other Regional Member Networks where CILIP Board is of the opinion that:

- 63.1. The number of members in a Regional Member Network no longer justifies the existence of that Regional Member Network.
- 63.2. The needs, interests or convenience of the members of a Regional Member Network would be met more adequately (as evidenced by discussion with the Members of that Regional Member Network) by the activities of an existing Regional Member Network or by the establishment of a new Regional Member Network.
- 63.3. It is the wish of the Members of a Regional Member Network.
- 63.4. A Regional Member Network wishes to take over, with agreement, the operation of another Regional Member Network.

Appendix 1

Memorandum of Understanding between CILIP and CILIP's Member Networks (Regional Member Networks and Special Interest Groups)



CILIP has a wide range of Member Networks; comprising Regional Member Networks and Special Interest Groups.

The memorandum of understanding sets out the responsibilities of the Member Network and the responsibilities of CILIP Head Office to that Member Network. Each year, Member Networks agree to these responsibilities as part of the annual business planning process.

IT IS AGREED:

1. Responsibilities of CILIP

- 1.1 **General:** CILIP will work with and support Member Networks to enable them to deliver core offers to their members.
- 1.2 **Development Officer (Member Networks):** The Development Officer (Member Networks) will provide support, guidance and information to Member Network committee members. S/he will raise issues on behalf of the Member Networks, where appropriate, to other CILIP staff. S/he will also endeavour to attend one committee meeting or event of each Member Network per year.
- 1.3 **Induction support:** CILIP will provide support and advice and develop induction materials for all incoming committee members
- 1.4 **Member Networks Toolshed:** CILIP will maintain and develop the Member Networks Toolshed on CILIP's Virtual Learning Environment in order to provide a place for the key documents, guidance, support and tools for members working on behalf of the Member Networks.
- 1.5 **Capitation:** CILIP will provide annual capitation to Member Networks, as long as that Member Network satisfies the finance conditions, has a CILIP Unity Trust Bank account, and has submitted its annual business plan.
- 1.6 **Finance support:** CILIP's Finance Department will provide help and guidance in relation to the financial administration of Member Networks

and their annual financial return. CILIP's Finance department will carry out the year-end independent examination for all Member Networks.

- 1.7 **Membership support:** CILIP will provide information, membership data and support in using *Communicator* to assist Member Networks in the delivery of communications and activities to members.
- 1.8 **Website:** CILIP will host a content management system and appropriate web functionality for the provision of the Member Network website. CILIP shall also provide appropriate support through the Online Information Manager, Development Officer (Member Networks) and IT Team.
- 1.9 **Member Networks Forum:** CILIP shall provide two meetings a year for a representative (usually an officer) of each Member Network to come together with other Member Networks to discuss issues and network.
- 1.10 **Accountability:** CILIP, as a charity and professional body, will work for members and for the public good. CILIP will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance. CILIP will be accountable for the actions of all Member Networks.
- 1.11 **Partnership:** CILIP staff will work in partnership with Member Networks on all matters that have a regional or special interest significance. CILIP staff will notify Member Networks where there are plans or activities which have an impact on their sphere of interest or region.
- 1.12 **Conduct:** CILIP Head Office staff will act reasonably and with care to all members involved in the activities of Member Networks. CILIP will show respect and value the members of Member Networks who freely give their time to be active participants and will be mindful that they have other demands on their time.

2. Responsibilities of the Member Network

- 2.1 **Regulations:** Member Networks will act in accordance with the Charter, Bye-Laws, General Regulations and any guidance notes issued to accompany them.
- 2.2 **Member Offer:** Member Networks will further the aims of CILIP by delivering a core offer to their members, within available resources.
- 2.3 **Business Plan:** Member Networks will produce an annual business plan and submit it to CILIP Head Office as a requirement to receive capitation.

- 2.4 **Report on activities:** Member Networks will report annually on its activities either by completing the 'outcome' column on the business plan and resubmitting it or by ensuring that CILIP Head Office receives an annual report with a summary of activities and achievements.
- 2.5 **Finance:** The Treasurer, working with other officers, will undertake financial administration and produce and submit the annual year-end return.
- 2.6 **Membership support:** Member Networks will comply with CILIP's data protection protocol and any committee members or activists who handle data will sign CILIP's Member Networks' Data Protection Agreement.
- 2.7 **Governance:** Member Networks will provide key governance information including AGM minutes and up-to-date details of committee members.
- 2.8 **Accountability:** Member Networks will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance, compliance with CILIP's requirements for financial governance and activity which is in the public interest and for public benefit.
- 2.9 **Partnership:** Member Networks will work in partnership with appropriate CILIP staff on all matters that have significance at national levels.
- 2.10 **Conduct:** Committee Members will act reasonably and with care in all matters relating to CILIP and must always bear in mind the interests of CILIP and its objectives.