

APCOM

Association of Print and Communication Managers

Public Sector Rules of Constitution

Updated 22 May 2009

1. NAME

The collective name shall be the Association of Print and Communication Managers (Public Sector). The abbreviation, 'APCOM', is acceptable in all correspondence.

2. CONSTITUTION AND MEMBERSHIP

The following shall be eligible for membership of the Association.

APCOM Member

- i. It is required that all members of the Association of Print and Communication Managers shall be employees of Local or Police Authorities, other Public Bodies, including Emergency Services, Schools, Universities and Central Government, or an individual within a private organisation responsible for delivering the service to the formerly listed public organisations, which it is wholly contracted by the organisation to deliver the in-plant service.
- ii. Members will be expected to have specific managerial responsibilities, in part or as a whole, for their organisation's Design, Printing, Reprographics and Communications services.
- iii. Application forms for membership of the Association are obtainable from the National Secretary or from the association's web site.
- iv. The National Secretary shall forward all applications for membership of the Association to the Executive Committee for approval by a majority decision.
- v. Membership of 'APCOM' does not restrict members from joining any other association of their choosing.
- vi. Where a public body has contracted with a private organisation to wholly deliver print or communications related services, the individual from the service section within the private organisation may stand as an APCOM Member. The Member will have equal voting rights at the AGM but due to potential conflicting interests, will be unable to hold the position of President or Vice President within the Executive Committee.
- vii. A Member from a private organisation, could be restricted to attendance with regards to Supplier/Sponsor organised or hosted events, where a conflict of interest may rise. In this case the Executive Committee will consider the issues and make a majority decision. No restrictions will be placed on attendance of an APCOM organised event or attendance at the conference or AGM.

- viii. Membership is granted on the understanding that all APCOM material and documentation available on the web site or delivered at meetings or events is subject to confidentiality restrictions. This may be accessed and held at a local level and can be made available to the parent public body. However, it cannot be passed to the core private organisation. The Executive Committee reserves the right to suspend access to this documentation or the web site where any member breaks these rules.
- ix. The executive committee has the power to request a replacement nominee from the parent public body by a majority decision.

Retired Members

- x. Retired membership is free of charge.
- xi. Retired Members will receive APCOM newsletters and invitations to conferences and other events, however a fee will apply for each event.
- xii. Retired members do not have any voting rights and cannot stand on the Executive Committee.
- xiii. Only former full APCOM members are eligible for Retired Membership.

3. OBJECTS

The objective of the Association is to share the knowledge and experiences of individual Members, for the benefit of all Members.

4. OFFICERS

The ten Officers of the Association being the *National Executive* shall comprise:

President	2 year term
Vice-President	2 year term
National Secretary	2 year term
Asst. National Secretary	2 year term
National Treasurer	2 year term
Past President	2 year term
Four Officers	2 year term

Election of Officers will take place at the AGM. The National Secretary will circulate nomination/election papers six weeks before the AGM. If a post on the National Executive becomes unexpectedly vacant mid-term, then the Executive has the option to co-opt an Association Member onto the Executive before the next AGM.

Each member standing for election shall present a written application to the *National Executive* along with a proposer and a seconder.

Serving members are expected to attend at least 50% of all meetings.

President and Vice President positions must be filled from sitting members of the Executive and nominated as such.

Where a public body has contracted with a private organisation, the Member will have equal voting rights at the AGM but due to potential conflicting interests, will be unable to hold the position of President or Vice President within the Executive Committee.

5. DUTIES OF NATIONAL SECRETARY

The National Secretary shall:

- i. Convene all meetings and keep minutes thereof.
- ii. Prepare and submit to the *National Executive* a draft annual Secretary's report of the activities of the Association containing the audited statement of Accounts.
- iii. Generally, transact the administrative business of the Association.
- iv. Ensure voting papers for the election of Officers to the Executive is sent out before the AGM and in good time. A summary of proposed candidates must be prepared for inclusion in the agenda of the AGM.

6. DUTIES OF THE NATIONAL TREASURER

The National Treasurer shall:

- i. Receive and pay all monies due to and from the Association and keep the accounts of the Association.
- ii. Keep banking accounts in the name of the Association at a Bank approved by the *National Executive*.
- iii. Prepare annually a detailed statement of accounts made up to 31st March for submission to the External Auditors upon their appointment at the AGM.
- iv. Prepare and submit a statement of accounts to the *National Executive* when required by them.

7. MEETINGS

There shall be at least four executive meetings each year comprising:

- i. The Annual General Meeting of the Association, to transact business as may be necessary under rule 11.
- ii. Other events that may include (but not limited to) National or Supplier events relevant to the interests of the members of the association.
- iii. All meetings will be quorate (four members of the Executive attending).

8. RIGHTS OF INDIVIDUAL MEMBERS

Members have the right to tender their resignation in writing to the National Secretary.

9. VOTING RIGHTS

Voting is based on a majority decision with voting limited to a single vote per member. Any member in arrears with their subscriptions shall forfeit their right to vote.

Retired members do not have voting rights.

In the event of a postal or web based vote, the member may pass on proxy voting rights to the President. This will be indicated on the appropriate voting material.

10. SUBSCRIPTIONS

Subscription to the Association is payable annually in advance on the first day of April each year. The sum per annum is determined at the Annual General Meeting.

Subscriptions are paid per individual member of the association.

11. AGM BUSINESS SHALL INCLUDE

- i. President's report
- ii. Secretary's report
- iii. Treasurer's report (including annual accounts)
- iv. Election of officers
- v. Notice of motions
- vi. Annual subscription rate
- vii. Venue for the next AGM

12. HONORARY AUDITORS

At the AGM, the Association will appoint for the forthcoming year, an external auditor. The National Treasurer will submit the statement of the accounts to the external auditor upon their appointment. The Auditors are required to prepare an audited report of the Annual Accounts for submission to the National Executive.

13. AMENDMENTS TO THE CONSTITUTION

Will generally be made by a notice of motion to the Annual General Meeting.

In 'exceptional' circumstances changes to the constitution can be made by a notice of motion to the membership and a general membership vote.

14. APCOM SEMINARS AND SUPPLIER VISITS

Generally these will be offered free of charge to members. However in some circumstances a fee will be charged and this will clearly be stated before the event. Members in arrears with subscriptions will not be entitled to free attendance.

Guests may attend these events at an additional charge.

Where charges are incurred by the association, sponsor or supplier for non attendance of an event by a member who has previously committed to this event, a fee will apply. This will clearly be stated before the booking is confirmed.

15. OTHER MATTERS

The National Executive shall deal with any matters not covered by these rules.

