

**BRANCH AND SECTION REGULATIONS**  
**OF**  
**THE CHARTERED TRADING STANDARDS INSTITUTE**

**1. INTRODUCTION**

- 1.1 These Branch and Section Regulations are made in accordance with Byelaw 6 of the Byelaws for the purposes of dealing with the Branches and Sections of the Chartered Trading Standards Institute.

**2. DEFINITIONS AND INTERPRETATION**

- 2.1 In the event of any inconsistency between the provisions of the Byelaws and the provisions of these Regulations, the provisions of the Byelaws shall prevail.

- 2.2 In these Regulations unless the context otherwise requires words shall have the following meanings:

**Affiliate Member:** has the meaning given in the Membership Regulations.

**Associate Member:** has the meaning given in the Membership Regulations.

**Board:** the board of directors of the Institute.

**Branch:** a division of the Institute covering a specified geographical area conducted for the benefit of Members living or working in that geographical area.

**Byelaws:** the byelaws of the Institute.

**Charter:** the charter of the Institute.

**Chair of the Council:** has the meaning given in the Board and Council Regulations.

**Chief Executive (Officer):** the person appointed to act as a chief executive (officer) of the Institute by the Board.

**Council:** the elected members of the Council for the time being of the Institute.

**Institute:** the Chartered Trading Standards Institute.

**Laws of the Institute:** the Charter, Byelaws and Regulations and all and any standing orders, rules, codes of conduct, operating procedures, professional or ethical guidance or similar material published from time to time for the conduct of the Institute and/or the observance by the Members.

**Member:** a member of the Institute in any grade and **membership** should be construed accordingly.

**Regulation(s):** any regulations of the Institute made in accordance with the Byelaws, including (but not limited to) the Board and Council Regulations, the Membership Regulations and the Branch and Section Regulations.

**Second Vice Chair of the Council:** the Second Vice Chair of the Council appointed in accordance with the Board and Council Regulations.

**Secretary of the Institute:** such person appointed to perform the duties of the Company Secretary of the Institute for the time being.

**secretary:** such person appointed to perform the duties of the secretary of the Branch or the Section (as applicable) for the time being.

**Section:** a special interest group which has interests aligned with the Institute and a majority of its members being Members.

**Student Member:** shall have the meaning given in the Membership Regulations.

**Vice Chair of the Council:** the Vice Chair of the Council appointed in accordance with the Board and Council Regulations.

2.3 In these Regulations, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) words importing one gender only shall include all genders;
- (c) words importing persons shall include corporations and other legal entities;
- (d) references to any legislation includes any statutory modification or re-enactment thereof;
- (e) a reference to 'in writing' includes fax and email;
- (f) headings are for convenience only and shall not affect the interpretation of these Regulations.

### 3. NOTICES

- 3.1 Where a notice is sent by post, service of the notice is deemed to be effective by properly addressing, prepaying and posting a letter containing the notice, and to have been effected 72 hours after posting or, in the case of a notice contained in an electronic communication, 48 hours after the time it was sent.
- 3.2 Notice of every general meeting of a Branch or Section shall be given to each member of that Branch or Section, except those members of the Branch or Section who have not provided the secretary of the Branch or Section with an address.
- 3.3 Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

#### **4. BRANCHES**

- 4.1 Each of the several districts of the Institute recognised as such by the Institute shall be constituted a Branch of the Institute as from the date as may appear from letters of accreditation already issued, provided that no Branch shall exercise or be entitled to exercise any of the rights and privileges of a Branch unless letters of accreditation have been issued to the Branch by the Secretary of the Institute on the application of the Members of the Branch.
- 4.2 Unless already issued, letters of accreditation shall not be granted until the Members of the Branch have by resolution at a general meeting of the Branch undertaken to observe and conform to the requirements of the Laws of the Institute. A copy of such resolution, together with a list of the names and addresses of the Members of the Branch at the date thereof shall accompany the application for letters of accreditation.
- 4.3 Letters of accreditation shall not be granted to any Branch having less than twenty Members (other than Associate, Affiliate and Student Members) unless the Council or an annual general meeting of the Institute otherwise determine for good and sufficient reason.
- 4.4 Letters of accreditation may be suspended by the Council and withdrawn by resolution of an annual general meeting of the Institute if any Branch fails to comply with any requirement of the Laws of the Institute or if the membership of the Branch falls below twenty members who are also Members (other than Associate, Affiliate and Student Members). During any period of suspension of its letters of accreditation the Branch shall not exercise or be entitled to exercise any of the rights and privileges of a Branch and any member of the Council elected as a Council Member (including title of Branch or Section) of that Branch shall cease to be a member of the Council for the period of such suspension or withdrawal.
- 4.5 If the letters of accreditation be refused or withdrawn by resolution of an annual general meeting of the Institute, the Branch shall forthwith be wound up and dissolved and it shall be the duty of the officers of such a Branch, after paying the due and proper debts of the Branch, to forward as soon as possible all surplus monies and other property of the Branch together with a statement of account to the Secretary of the Institute.
- 4.6 Any Branch may, subject to Regulation 4.7 below, by resolution adopted at an annual general meeting thereof and supported by at least two-thirds of the members present and voting, petition the Institute to grant a variation of the geographical area of the Branch.
- 4.7 No Branch may petition the Institute under Regulation 4.6 above unless any other Branch whose area may be varied by such a petition has, by resolution adopted at a general meeting thereof and supported by at least two-thirds of the Members present and voting, approved the contents of the petition.

- 4.8 Notwithstanding Regulations 4.6 and 4.7 above, the Council may from time to time make proposals for the variation of the geographical area of any Branch.
- 4.9 No variation of the geographical area of any Branch shall be effective unless the same shall be approved by the Institute at an annual general meeting.
- 4.10 A proposal to form a new Branch of the Institute may be made by the Council or by not less than twenty Members (other than Associate, Affiliate and Student Members) working or living in a contiguous geographical area, but no such new Branch shall be formed unless and until the proposal has been approved by an annual general meeting of the Institute on the recommendation of the Council. The foregoing provisions in relation to letters of accreditation in these Regulations shall apply to all new Branches constituted under Regulation 4.1 above.
- 4.11 Each Branch shall hold an annual general meeting and shall thereat elect a Chair of the Branch and a Secretary of the Branch, who must be Members. The annual general meeting of the Branch shall be held within fifteen months after the date of the last previous annual general meeting. A Branch may hold such other meetings as the members there of decide and at one of these meetings elect a Branch representative and a Deputy to the Council in time to notify the Secretary of the Institute of such person's names before the Institute's annual general meeting each year.
- 4.12 A Branch may make rules for the management and conduct of the Branch, but such rules shall not be inconsistent with the Laws of the Institute and shall not come into operation until they have been approved by the Council.
- 4.13 No Branch or any officers or members of a Branch shall charge the Institute with any expenses, or pledge the credit of the Institute, and the Institute shall have no liability whatsoever for any debts incurred by or on behalf of a Branch.
- 4.14 A meeting of a Branch shall not under any circumstances be, or be considered to be, a general meeting of the Institute.
- 4.15 A Branch may elect committees from among its own members and may delegate to such committees such powers and duties within the capacity of the Branch as the members thereof may determine, whether by rules or otherwise.
- 4.16 Any person elected to membership of the Institute shall also be automatically elected to membership of one of the established Branches in the same category of membership, provided that the selected Branch has a right of refusal of any Member. Such right of refusal must not be exercised unreasonably or unlawfully. The selection of the specific Branch shall be made by the applicant at the time of and on the original application for Institute

membership. A Member shall be free to select and transfer to another Branch at any time, provided that the selected Branch formally accepts that Member. Members shall pay any Branch subscription with the Institute subscription and the Branch proportion (if any) of that subscription shall be refunded to the Branch annually. No person shall be a Member of more than one Branch unless under specific circumstances agreed by the Board or otherwise provided for elsewhere in the Regulations.

- 4.17 The Chair of the Council, Vice Chair of the Council, Second Vice Chair of the Council, Chief Executive Officer and Secretary of the Institute shall be ex officio members of each Branch. Any other officer of the Institute or member of the Council shall be entitled to be present at any meeting of a Branch but shall not be entitled to vote on any question thereat unless they are a member of the Branch and shall not be entitled to speak thereat unless by permission of the chair of the Branch.
- 4.18 The minutes of every meeting of a Branch, together with copies of any papers presented at the meeting, shall be forwarded to the Secretary of the Institute within one month from the date of the meeting.
- 4.19 A Branch shall not, either by way of interview or otherwise, communicate any matter involving a question of policy with a government department or with any other body or person other than its members or another Branch of the Institute unless and until the written consent of the Council thereto has been granted, provided that nothing in this Regulation shall prevent a Branch from communicating with any body or person in connection with its internal organisation or the arrangement of its meetings.
- 4.20 A Branch shall ensure that an annual report, statement of income and expenditure and balance sheet be prepared, audited and submitted to its members at the annual meeting of the Branch and shall forward a copy thereof, together with a copy of any resolution of such annual meeting thereon, to the Secretary of the Institute within one month of the date of such annual meeting.
- 4.21 The secretary of each Branch shall forward to the Secretary of the Institute before 31<sup>st</sup> March in each year a list of the names of the officers and of the members of the Branch as at 31<sup>st</sup> January in that year.
- 4.22 As soon as may be after the commencement of each financial year, there shall be paid out of the funds of the Institute to a branch in respect of any member of that Branch who was a Member during the previous financial year, and whose subscription to the Institute for the year was not in arrears as at 31<sup>st</sup> December in that year, a sum equal to ten per cent of the annual subscription for the Member.

**5. SECTIONS OF THE INSTITUTE**

- 5.1 Any organisation or body that consists of a majority of members of the Institute that has similar aims and objectives to the Institute shall be allowed to form a Section of the Institute after receipt of a written constitution and statement of intent and after due consideration and agreement by the Council.
  
- 5.2 The Chair of the Council, Vice Chair of the Council, Second Vice Chair of the Council, Chief Executive Officer and Secretary of the Institute shall be ex officio members of each Section.