



C O N S T I T U T I O N

Reviewed 16 April 2015

The object of the Association is to encourage amongst its members the exchange of ideas regarding their statutory duties; to record results of discussions on all subjects brought before its meetings; to promote consistency in the operation of the Valuation, Council Tax and Electoral Registration legislation; to act as a consultative and advisory body; engage in partnership work both internally and externally with organisations and public bodies; and to represent the collective interests of its members in carrying out their duties

Note: Throughout this document use of the male gender implies use of the female gender also.

ARTICLES OF ASSOCIATION

1 TITLE

The Association shall be called the "*Scottish Assessors' Association*".

2 MEMBERSHIP

2.1 Classes

Membership of the Association shall be in the following classes:

- (a) Assessor Members
- (b) Ordinary Members
- (c) Associate Members

An Assessor member shall be an Assessor appointed under section 27(2) of the Local Government etc (Scotland) Act 1994.

An ordinary member must hold an appointment as a Depute Assessor, or possess that status for the purposes of the aforementioned section 27(2).

An Associate member is any other member of staff employed by an Assessor who is not recognised by the relevant authority as having section 27(2) status.

2.2 Commencement of representation

An Assessor shall be a member as of right upon taking office. Ordinary and Associate members shall be nominated by the Assessor for the valuation authority by which they are employed and shall take up membership following approval by the Association.

2.3 Termination

Membership will automatically be terminated if the member ceases to be employed by the valuation authority for which he was originally appointed to membership, or if for any reason he ceases to be qualified under sub article 2.1.

2.4 Representation

Subject to the approval of the relevant Assessor, all persons qualified in terms of 2.1 above are eligible to participate in the workings of the Association without restriction on numbers or representation being placed upon any valuation authority.

2.5 Change of representation

The membership of an Ordinary or Associate member, once begun, will normally endure for the remainder of his employment by the particular valuation authority, but it may on the intimation of the relevant Assessor be terminated sooner.

3 ORGANISATION

3.1 Office bearers

The office bearers, who must be Assessor members, shall be the President, Vice President and Secretary. The Secretary may nominate a member to be his Minute Secretary and assistant who shall also carry out the duties of Treasurer.

3.2 Appointment of office bearers

Office bearers will be appointed by the Assessors' Committee, and announced at the annual general meeting or where necessary at an ordinary meeting.

Nomination of office bearers may be made in writing to the secretary by any two Assessor members at least six weeks prior to the commencement of an annual general meeting or relevant ordinary meeting. The Executive Committee through the President may also make nominations by giving notice to the secretary at least six weeks prior to an annual general meeting or relevant ordinary meeting where necessitated. The President will call an Assessors' Committee meeting not less than 21 days prior to the commencement of an annual general meeting or relevant ordinary meeting to consider any nominations.

In normal circumstances there will be a succession from the post of Secretary to Vice President and from Vice President to President.

Vacation of office

The office bearers shall retire annually, but shall be eligible for re-appointment. Normally, no post may be held by the same person for more than two consecutive years.

In the event that an office bearer ceases to be eligible as an Assessor member or otherwise suffers incapacity, the normal succession will generally prevail and the Association will seek to fill the vacant post of Secretary at an ordinary or extraordinary meeting of the Association when the nomination procedure herein will apply. It is expected that the Vice President will attend to the duties of the Secretary until such times as a new Secretary is appointed/elected.

Termination of office

In the event that an office bearer loses the confidence of at least two thirds of Assessor members present at a specifically convened meeting of the Assessors Committee, the appointment will be terminated with immediate effect. The Secretary shall give reasonable notice of such a meeting.

3.3 Executive Committee

There shall be an Executive Committee, the members of which shall be the office bearers together with the immediate Past President, whom failing, an Assessor Member elected by the Assessors' Committee. The Executive Committee has power to determine that any matter of business shall be decided by the Assessors' Committee and not by the Association. It shall transact all matters of business deemed to be so urgent that they cannot await presentation at a meeting of the Assessors' Committee or of the Association, and such matters as may be referred to them by the Association.

The minutes of any formal meeting of the Executive Committee dealing with business which has originated within the Committee shall be sent to the Assessors' Committee or reported to the Association at the Executive Committee's discretion. Minutes dealing with matters

referred to it shall be provided to the Assessors' Committee or to the Association, according to the origin of the reference.

3.4 Assessors' Committee

There shall be an Assessors' Committee of which all members shall be Assessors. Any Assessor may authorise the attendance of a substitute who will be an ordinary member and will have full voting rights. It shall transact such business as may be referred by the Executive Committee or by the Association. Minutes (or draft minutes, as the case may be), together with the minutes submitted by the Executive Committee will be presented for information at the next meeting of the Association, except that, by a simple majority of those present and voting, it may be resolved that a particular minute shall not be presented. In such a case, the Association shall be advised of the subject matter.

Any three Assessor members may requisition a meeting of the Assessors' Committee, of which reasonable notice shall be given by the Secretary.

3.5 Electoral Registration Committee

The Association shall appoint a standing committee from within its membership to deal with all matters of electoral registration. Membership of the committee shall be extended by invitation to EROs (or their nominated representatives) who are not SAA members. The Chairman and Vice Chairman of the committee shall be Assessor members. This Committee shall appoint from within its membership a secretary.

The Committee shall have executive authority, to act in the name of the Association in day-to-day matters, and shall minute its meetings and report to the plenary sessions of the Association. In any matter which goes or appears likely to extend beyond the limits of electoral registration, into the wider sphere of the Association's activities, the Chairman or Vice Chairman of the committee shall consult the Executive Committee, Assessors' Committee or the Association in plenary session.

3.6 Other committees

The Association shall appoint standing committees, or working groups, as it deems necessary, and may delegate to such those powers which it deems necessary. Appointment to Chair and membership of standing committees shall be reviewed or renewed as necessary by the Assessors' Committee.

4 MEETINGS

4.1 Business

The Association will meet in plenary sessions at an annual general meeting at such time as the Executive Committee may decide, and may hold such other plenary sessions as the Executive Committee may from time to time resolve. Without prejudice to the terms of sub articles 3.3 to 3.5, the business of the Association will be transacted at its annual general meeting and ordinary meetings.

4.2 Attendance at the annual general meeting and ordinary meetings

Attendance at the annual general meeting of the Association, and at ordinary meetings shall be restricted to Assessor and any other Association members nominated by the Assessor to attend.

4.3 Voting at meetings of the association

Except in relation to amendments to this constitution and these articles, and subject to the immediately following paragraph, all Assessor and ordinary members may vote at any meeting of the Association.

Where there is a division of opinion, the Chairman may put the matter to a vote. The Chairman of the meeting shall have a deliberative and casting vote. The outcome of a vote must be clearly stated and quantified in the minute of the meeting. On the motion of two Assessor members any decision made at an AGM or ordinary meeting shall be referred to the next Assessors' Committee for further consideration and final decision. Notwithstanding the terms of sub-article 3.4, the minute recording such business must be reported to the Association.

4.4 Voting at meetings of standing committees

All members of committees shall be allowed to vote within the deliberations of the committee. Where there is a division of opinion, the Chairman may put the matter to a vote. The outcome of a vote must be clearly stated and quantified in the committee's report to the Association, with the reasons for the division set out. On the motion of any Assessor or ordinary member, any such matter may be discussed and voted upon again under the normal rules of voting in the Association's plenary sessions.

4.5 Chair

The President, whom failing, the Vice President, whom failing, an Assessor member appointed from their number, shall be chairman at plenary Mmeetings and at meetings of the Executive and Assessors' Committees.

Secretaries of standing committees, working group chairmen and working group secretaries will be appointed by the standing committee Chairman in consultation with the relevant employing Assessor.

4.6 Convening of Meetings

Meetings of committees shall be held as directed by the Association, or as instructed by the President, or by the Chairman of the committee.

4.7 *Ex officio* Membership of Committees

The office bearers of the Association shall be *ex officio* members of all committees and working parties.

5 FINANCE

5.1 Subscription

The annual subscription shall be such sum as the Association shall determine at the AGM which may differ for each grade of membership, and shall be payable on demand. The amount will be regulated to meet estimated expenditure and such reasonable contingency funds as the Executive Committee may authorise.

The Association may levy any other amounts, on a valuation authority basis, to cover the cost of any other permitted expenditure undertaken.

5.2 Application of Funds

The funds of the Association shall be applied to meet the expenses of meetings and such other expenses as the Executive Committee or the Association may authorise. With the exception of a reasonable contingency fund, the Association shall not accumulate a surplus.

6 CODE OF PRACTICE ON ASSOCIATION REPORTS

Committee practice notes and reports will progress through a standard approval route where they shall be considered by the relevant committee and approved by the Assessors Committee or at plenary meetings.

The Association may also provide guidelines to ensure the consistency of such practice notes or reports in terms of layout, content particularly for publication on the Scottish Assessors website. Members shall undertake to adhere to such guidelines except under the following condition:

When any member intends to make any significant departure from or more than minimal adaptation of any Association practice note or guideline, he shall notify the Association.

7 EXCHANGE OF INFORMATION

When called upon by a colleague Assessor or by the Association, or on discovering fact delivered to be of value to the Association or colleague Assessors, Assessors shall endeavour to provide as full and accurate information as possible, and, subject to discussion and considerations of confidentiality, should be prepared to facilitate the use of such information as evidence before a Valuation Appeal Committee of another area or the Lands Tribunal.

Similarly, all members shall undertake the necessary research timeously and accurately to reply to all such requests for information.

8 SHARING OF INCOME AND EXPENDITURE

This document cannot subvert the authority of individual Assessors in terms of their own budgetary matters and financial controls. The Association may facilitate arrangements whereby Assessors might collaborate from time to time on the sharing of costs or disbursement of income arising from joint working as envisaged in the foreword to this document.

9 AMENDMENT TO THE CONSTITUTION

Amendments to this constitution and to these articles may be made at a meeting of the Assessors' Committee specially convened for that purpose, and if carried, by the votes of at least two thirds of all Assessor members. Any proposal for such an amendment must be made in writing to the Secretary by any two Assessor members.

Amendments to this constitution and these articles should be notified to the next plenary meeting. No changes may be made to the constitution or Articles 6 weeks prior to the AGM.