

## Commonwealth Association of Planners

### CAP CONSTITUTION

At the Meeting of Delegates held at the Royal Town Planning Institute in London on 23 September 1970, a 'Provisional Constitution for a Commonwealth Association of Planners' was agreed, subject to ratification by the constituent organizations. A year later, at the meeting of the CAP Executive Committee, October 1971, in Accra Ghana, the following resolution was approved:

'Having regard to resolution 1 (ie. That the Commonwealth Association of Planners be formed in September 1971, provided that a majority of organizations shall have ratified the Constitution and agreed to join) passed by the Conference of Commonwealth Planners in September 1970, a majority of organizations there represented having expressed their readiness to join a Commonwealth Association of Planners, and their general agreement with the terms of the draft Constitution, this meeting resolves that the Commonwealth Association of Planners be now formally established, with membership from societies in being, or in formation.'

The draft Constitution, with some minor amendments in the interest of clarification, was presented to, and ratified by, the CAP Inaugural Conference, New Delhi, India, in March 1973. This Constitution, given below, remains unchanged to this day.

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#### 1 NAME:

The Association shall be known as the Commonwealth Association of Planners.

#### 2 OBJECTS:

The objects of the Association shall be:

- (a) To promote co-operation between member organizations and between individuals in the Commonwealth, in order to achieve the most effective contribution by planners to the well-being of society, and the creation of a satisfactory environment.
- (b) To support the countries of member organizations in the achievement of the scale and quality of planning service that they require.
- (c) To encourage the establishment of professional planning societies in countries where none exists, and the support by planners of inter-professional societies and professional centres where appropriate.
- (d) To maintain contact with individuals and groups of planners in countries where their small numbers would not justify the formation of a separate organization.
- (e) To encourage the development of adequate of educational facilities and research, and the establishment of appropriate standards, with the aim of promoting free movement of planners, co-ordinating rights of professional practice, and of facilitating reciprocity of qualifications.

- (f) To promote and sustain appropriate standards of professional conduct.
- (g) To assist in the exchange of professional, educational, research and technical information in planning and related fields.
- (h) To promote collaboration between planners and those contributing to planning from other professionals.
- (i) To encourage liaison or collaboration with Commonwealth and international bodies.

### **3 MEMBERSHIP:**

Conditions of membership are as follows:

- (a) Membership shall be open to professional planning organizations in Commonwealth countries together with such other relevant organizations or representative groups of planners as may apply, and be accepted on the recommendation of the Executive Committee, constituted according to Section 4 (b).
- (b) A member organization may leave the Association on giving three months notice of intention to resign.
- (c) A member organization may be excluded from membership by a decision of the Association in Conference, arrived at by not less than a four-fifths majority of votes cast.
- (d) Organizations referred to in Article 3(a) shall be those covering professional activities in national, regional and local planning, as well as in related educational and research fields.

### **4 ADMINISTRATION:**

The Association shall be administered as follows:

- (a) The Association shall be governed by a Conference of delegates from member organizations and members of the Executive Committee, meeting at intervals of not longer than four years. Such conferences shall be held at such places and times as the Conference shall decide, on the recommendation of the Executive Committee.
- (b) The management of the affairs of the Association shall rest with an Executive Committee of seven members, consisting of the President and one representative from Africa, the Americas, Europe, SE Asia, SW Asia and SW Pacific, elected at a Conference of the Association, and holding office for the intervals between elections at Conferences. Any vacancy occurring between Conferences shall be filled by the Executive Committee, after such consultation with member organizations as the committee shall consider necessary and reasonable.
- (c) The President and other members of the Executive Committee shall be elected by the conference. The members of the Executive Committee representing the six regions shall be nominated by the representatives of member organizations within the respective regions.
- (d) The Executive Committee shall meet between and at Conferences.

- (e) Voting at Conferences and the Executive Committee shall be by simple majority of those present and entitled to vote. Each member organization shall have one delegate who shall be entitled to vote at a Conference. Each member of the Executive Committee shall be entitled to vote at a Conference, unless s/he shall have been nominated as a delegate by a member organization. The President may additionally exercise a casting vote.
- (f) The Executive Committee shall appoint a Vice-President, and such honorary officers as it shall from time to time decide. The Executive Committee shall appoint a Secretary, and such other permanent or temporary staff as it shall deem necessary, and may authorize appropriate remuneration.
- (g) Observers without voting powers may attend a Conference, according to limitations decided by the Executive Committee for such a Conference.

## **5 FINANCES:**

- (a) The funds of the Association shall consist of annual subscriptions of member organizations, as regulated by periodic Conferences, and such grants, contributions, bequests and other forms of income as the Association may from time to time receive. Subscriptions shall be due on 1st January of each year, and payable annually by the 31st March to the Secretary of the Association.
- (b) The funds of the Association shall be applied exclusively to the purposes of the Association, in accordance with the directions of the Executive Committee.
- (c) The Executive Committee shall present audited statements of accounts to each conference. The auditors shall be appointed by the Conference.

## **6 AMENDMENT OF ARTICLES:**

- (a) The articles of association may be amended by the Conference by a majority of not less than two-thirds of the votes cast, subject to notice of motion so to amend being given by the Secretary to member organizations not less than six months prior to that conference.
- (b) Any member organization wishing to propose an amendment shall give notice to the Secretary not less than nine months prior to the date fixed for the Conference, and the Executive Committee shall report on the proposal to the Conference.

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