

Commonwealth Association of Planners

CONSTITUTION

1. NAME

The name of the Association is the Commonwealth Association of Planners.

2. INTERPRETATION

In these Articles –

“Association” means the Association established by these Articles of Association;

“Committee” means the Executive Committee constituted pursuant to Article 5.2(a);

“Commonwealth” includes any country recognised as a member of the Commonwealth by the Commonwealth Secretariat;

“Conference” means a Conference of Delegates convened pursuant to Article 5.1(a);

“Delegate” means a representative of a member organisation accredited to a Conference pursuant to Article 5.1(d).

3. OBJECTS

The objects of the Association shall be the advancement of planning throughout the Commonwealth and the promotion and acquisition of knowledge of the various arts and sciences connected therewith and in furtherance thereof: –

- (a) promote co-operation between member organisations 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 more sustainable settlements and adequate shelter for all;
- (b) foster, in the countries of member organisations, a planning service that has the professional knowledge, skills and attitudes to make a positive contribution to creating more sustainable settlements and adequate shelter for all;

- (c) 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) provide a point of contact for individuals and groups of planners in countries where their small numbers would not justify the formation of a separate organisation;
- (e) encourage the development of internationally recognised educational facilities and research, and the establishment of appropriate standards, with the aim of promoting free movement of planners, coordinating rights of professional practice, and of facilitating reciprocity of qualifications;
- (f) promote and sustain ethical standards of professional conduct;
- (g) assist in the exchange of professional, educational, research and technical information in planning and related fields and the dissemination of good practice;
- (h) promote collaboration between planners other professionals seeking to achieve sustainable settlements and adequate shelter for all; and
- (i) encourage liaison or collaboration with relevant national, Commonwealth and international governmental and non-governmental organisations.

4. MEMBERSHIP

4.1 Classes of Members

- (a) Full membership of the Association is open to: –
 - (i) national organisations of professional planners in Commonwealth countries; and
 - (ii) international organisations of individual professional planners in Commonwealth countries where no national organisation of professional planners exists.
- (b) Affiliate membership of the Association is open to: -
 - (i) organisations from Commonwealth countries involved in professional activities in national, regional and local planning; and
 - (ii) organisations from Commonwealth countries involved in planning education and research.

- (c) For the avoidance of doubt, it is hereby declared that an organisation, membership of which is open to organisations that qualify in their own right for membership of the Association, is not eligible for full membership of the Association.

4.2 Admission to Membership

- (a) An application for membership of the Association must be made in writing to the President of the Association in the form specified by the Committee, if any, and must be accompanied by such documentation concerning the legal status, membership, objects and purposes of the applicant organisation as the Committee may require.
- (b) The Committee, sitting as an Admissions Board to decide for which class of membership, if any, an applicant organisation is eligible, must make a recommendation on any application for membership of the Association.
- (c) Admission of a new member organisation to the Association is subject to ratification by the Conference of the recommendation made by the Committee at the Conference next following consideration of the application by the Admissions Board.

4.3 Cessation of Membership

- (a) A member organisation may leave the Association on giving three months notice of intention to resign.
- (b) A member organisation may be suspended or expelled from membership by a decision of the Association in Conference, arrived at by not less than a four-fifths majority of the members present and voting.
- (c) A member organisation is deemed to be suspended from membership, without prejudice to its indebtedness to the Association, if its membership fees remain unpaid for a period of more than one year.
- (d) A member organisation is deemed to have resigned from membership of the Association if its membership fees remain unpaid for a period of two consecutive years.

5. ADMINISTRATION

5.1 Conference of Delegates

- (a) The Association is governed by a Conference of Delegates from member organisations meeting at intervals of not longer than two years, at such places and such times as the Committee shall decide.
- (b) The Secretary General must advise member organisations of the date on and place at which any Conference is to be held no less than six months before it is convened.
- (c) Each full and affiliate member organisation of the Association in good financial standing has one vote in a Conference, to be cast by the accredited Delegate or Alternate Delegate of that member organisation.
- (d) A member organisation which is entitled to vote in a Conference must submit, to the Secretary General of the Association, a duly signed and sealed instrument of accreditation naming the Delegate and, if needs be, Alternate Delegate, of that member organisation to that Conference, not less than two weeks before the date set for the Conference.
- (e) Except where otherwise provided, voting at Conferences is by simple majority of those Delegates present and entitled to vote.
- (f) Subject to any limitations set by the Committee, any number of representatives of member organisations without voting powers or observers may attend a Conference.
- (g) Notwithstanding any other provision of this Article, a member organisation which, being entitled to vote in a Conference, is not represented at the Conference by an accredited Delegate, may appoint a proxy to attend and act for and vote on its behalf by submitting to the Secretary General, at least two weeks before the date of the Conference, a duly signed and sealed proxy in the form specified in the First Schedule.
- (h) Subject to the provisions of this Article, the Conference has the power to regulate its own proceedings.

5.2 Executive Committee

- (a) The management of the affairs of the Association rests with an Executive Committee, elected by the Conference and continuing in office until the next such election, consisting of: –

- (i) the President;
 - (ii) one representative Vice President from each of the Regions mentioned in the first column of the Second Schedule, comprising the Commonwealth countries mentioned on the same line of the second column of the Second Schedule; and
 - (iii) such other members as the Conference sees fit.
- (b) The President is the Chief Executive Officer of the Association and is: –
- (i) responsible to the member organisations for the orderly and proper conduct of all the affairs of the Association; and
 - (ii) required, if present, to preside over Conferences and meetings of the Committee.
- (c) Each Vice President is: –
- (i) responsible to member organisations within the region for soliciting their inputs into, furthering their interests in and reporting to them on the conduct of the affairs of the Association; and
 - (ii) required to provide a point of contact for and, in particular, to convene meetings of member organisations in the region.
- (d) Only Delegates accredited by organisations that are full members of the Association are eligible for election to the offices of President and Vice President of the Association.
- (e) The Vice President for any region must be elected by the Delegates of member organisations from that region.
- (f) Any vacancy occurring in the office of President between Conferences must be filled by the Committee from amongst the members of the Committee, after such consultation with member organisations as the Committee considers necessary and reasonable.
- (g) Any vacancy occurring in the office of Vice President between Conferences, whether by reason of ascension of a Vice President to the office of President or otherwise, must be filled by the Committee, after notice is given to and nominations are solicited from member organisations in the region to which the vacancy relates, and after such consultation with those member organisations as the Committee considers necessary and reasonable.

- (h) The Committee may meet between and at Conferences, in person or in teleconference or in an electronic forum; provided that: –
 - (i) if the Committee proposes to meet in person, one months notice is given to each member of the Committee;
 - (ii) if the Committee proposes to meet other than in person, seven days notice of the proposed meeting is given to each member of the Committee; and
 - (iii) any decision of the Committee assented to by telephone or electronic mail transmission is subsequently authenticated by the signatures of the members assenting to it.
- (i) Voting at meetings of the Committee is by simple majority of those present and entitled to vote; provided that whenever there is an equality of votes on any matter on which the Committee has voted, the President has a casting as well as an original vote.
- (j) The Committee must appoint a Secretary General, and may appoint such other permanent or temporary staff as it deems necessary and may authorise appropriate remuneration.
- (k) The Secretary General is: –
 - (i) responsible to the Association for the orderly and proper maintenance of the accounts and records and the administration of the affairs of the Association, in accordance with the directions of the Committee; and
 - (ii) required to ensure that minutes are made in proper form of every meeting of the Conference and of the Committee and to disseminate the minutes of all meetings to member organisations, by such means as is effective and convenient.

6. FINANCES

- (a) The Funds of the Association consist of annual subscriptions of member organisations, as regulated by periodic Conferences, and such grants, contributions, bequests and other forms of income as the Association may from time to time receive.

- (b) Subscriptions are due on 1st January of each year and are payable annually by the 31st March to the Secretary General of the Association.
- (c) The funds of the Association may be applied exclusively to the purposes of the Association, in accordance with the directions of the Committee.
- (d) The Secretary General must keep accounts of the transactions of the Association and present statements of accounts audited annually by an auditor appointed by the Committee to each Conference.
- (e) The Conference may, at any time, appoint independent auditors to examine the accounts of the Association and to report thereon.

7. AMENDMENT OF ARTICLES

- (a) The Articles of Association, including the provisions of the Schedules, may be amended by the Conference by a majority of not less than two-thirds of the Delegates entitled to vote.
- (b) Any member organisation proposing an amendment to the Articles of Association must give notice to the Secretary General not less than three months prior to the date fixed for the Conference.
- (c) The Secretary General must give notice of a motion to amend the Articles of Association to member organisations not less than two months prior to the Conference.
- (d) The Committee must report to the Conference on any proposal to amend the Articles of Association.
- (e) The Committee undertakes to inform Inland Revenue (Charities), or any other body which has jurisdiction over the recognition of Scottish Charities, of any change of its secretariat address including country of location.

8 DISSOLUTION OF THE ASSOCIATION

In the event of the dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall be paid to or distributed among the member associations that are recognised charitable associations in their own right. The final distribution of any surplus revenues shall be based upon the same proportional basis as the annual subscriptions.

FIRST SCHEDULE
Form of Proxy

The Secretary General
The Commonwealth Association of Planners

The [*name of member organisation*] hereby appoints [*name of proxy*] to attend and act for and vote on its behalf at the Conference of Delegates of the Commonwealth Association of Planners to be held at [*venue*] on [*date*], and any adjournment or adjournments thereof in the same manner, to the same extent and with the same powers as if its accredited Delegate were present at the said meeting or such adjournment or adjournments thereof.

Dated the [*day*] of [*month*], [*year*].

[SEAL]

Signed by [*name/s of authorised signatory*]
For and on behalf of [*name of member organisation*]

SECOND SCHEDULE

Regions of the Commonwealth Appertaining to The Commonwealth Association of Planners

REGION	CONSTITUENT COUNTRIES
Americas	Barbados; Bermuda; Canada; Jamaica; Trinidad & Tobago; The Bahamas; Belize; Dominica; Grenada; Guyana; St Kitts and Nevis; St Lucia; St Vincent and Grenadines
East Africa	Kenya; Uganda; Tanzania
West Africa	Nigeria; Cameroon; Ghana; Sierra Leone; The Gambia
Southern Africa	South Africa; Zimbabwe; Namibia; Botswana; Zambia; Mozambique; Malawi; Lesotho; Swaziland; Mauritius
Europe	Cyprus; Malta; United Kingdom
South East Asia	Malaysia; Singapore; Brunei Darussalam
South West Asia	Bangladesh; India; Pakistan (suspended from the Councils of the Commonwealth in 1999); Sri Lanka; The Maldives
South West Pacific	Australia; Fiji Islands; Kiribati; Nauru; New Zealand; Papua New Guinea; Samoa; Solomon Islands; Tonga; Tuvalu; Vanuatu