

# **PA Association Constitution 2023**

## **Name**

The name of the organisation is the “PA Association” (hereinafter referred to as the “Association”).

## **Objectives of the Association**

The main objectives of the Association are to:

- Facilitate social contact and communication among people who have spent a significant part of their career in PA. Whilst the Association is based in UK, it will seek to maintain contacts throughout the world.
- Foster a positive relationship between the community of former members of PA, the firm and the PA Foundation.

## **Membership of the Association**

Membership of the Association is open to anyone who has retired from PA Consulting Group and/or spent a significant part of their career (normally at least three years) in the firm.

## **Committee**

The committee administers the affairs of the Association and acts as the representative for the Association as a whole.

The committee is composed of not more than 15 members of the Association.

The normal term of membership on the committee is three years. At the end of July each year, those committee members who have served their three-year term retire. Retiring committee members may offer themselves for re-election, together with any further nominations from the Association’s membership. Self-nomination is encouraged. The closing date for nominations will be four weeks before the Annual Meeting (see below). If there are more nominations than vacancies, a ballot will be held at the Annual Meeting. Proxy votes will be accepted from those unable to attend.

Each year the committee elects officers from the current members of the committee. These will include:

- Chairman
- Secretary
- Treasurer

- Data Protection Officer

and other posts, which may include:

- Membership Secretary
- Membership Coordinator
- Social Events Secretary
- PASS newsletter editor.

A quorum of the committee consists of at least one third of the current members of the committee.

Due to the logistical difficulties of members who are not based in UK joining the committee, a local contact representative may be appointed in any country where there is a significant number of members. The purpose of this is to provide a focal point for communication and representation.

## **Joining Fee and Subscriptions**

The joining fee and subscription for different categories of membership will be determined by the committee. Whilst the period of subscription is usually annual, this may be extended or suspended to reduce administration.

## **General Meetings**

An Annual Meeting is held each year, normally in early July in the London area or virtually.

Special Meetings may be called as appropriate to consider important and urgent issues.

Any proposal for extraordinary expenditure of greater than £2,000 unless needed for the normal operation of the Association must be approved by a General Meeting.

A minimum of twenty-one calendar days' notice of a general meeting will be given.

## **Responsibilities of the Committee**

The responsibilities of the committee are to pursue the objectives of the Association on behalf of its members, in accordance with the policies and processes set out above. Specific responsibilities include:

- To inform members of:

- the progress of any issues
- the main outcomes of general meetings
- other points of interest

through the circulation of a periodic newsletter and other media

- To encourage the organisation of local meetings of members
- To appoint the officers of the Association
- To ensure proper minutes and books of account are maintained
- To incur such expenditure as is required for Association business, ensuring that all items of expenditure are properly recorded
- To maintain a bank account in the name of the PA Association, to be operated by the Treasurer, with appropriate controls over payments
- To prepare annual accounts to 31 December each year, circulate them to all members of the Association whose subscriptions have been paid for the year to which such accounts refer, and ensure that such annual accounts are reviewed by a suitably qualified person who is not a member of the Association.