

## **UNITED KINGDOM ASSOCIATION OF CHIEF EXECUTIVES – CONSTITUTION**

### **AS APPROVED AT 2018 ACE ANNUAL GENERAL MEETING**

#### **1. Title**

1.1 The Association shall be known as the United Kingdom ACE Association.

#### **2. Remit**

2.1 The Association shall:

- a) Advance work within government to achieve the highest standard of service to every customer;
- b) Promote the work done by delivery bodies within government and more widely; and
- c) Provide opportunities for networking and support the personal development of current and future Chief Executives.

#### **3. Activities of the Association**

3.1 The Association will seek to:

- i. generate the opportunity for networking on the basis of an up to date database of contact details and specialisms;
- ii. promote and share good practice, experience and knowledge by producing regular newsletters and other appropriate material for the purpose;
- iii. hold an annual ACE Conference;
- iv. hold no fewer than two events a year which:
  - a) address priority areas of interest for ACE members; and
  - b) offer specific opportunities for networking, including across the public and private sector.
- v. provide a point of contact between the Civil Service Management Board and the Association and its members;
- vi. provide input to relevant governmental initiatives where this is appropriate and of value.

3.2 In undertaking the above, the Association will not seek to involve itself in representative lobbying. Neither will the Association have the power to make decisions that would bind one, any or all of the members.

#### **4. Members**

4.1 There shall be the following categories of members:

- i. Chief Executive members – these members shall be Chief Executives of arm’s length operational delivery organisations within the public services of England, Scotland, Wales and Northern Ireland, including but not limited to Civil Service organisations, Executive Agencies, Trading Funds, non-Ministerial Departments and non-Departmental Public Bodies.
- ii. Senior Manager members – these shall be Senior Managers who report directly to any of the Chief Executives listed in (i) above.

4.2 The ACE Board may restrict certain Association events to Chief Executive members only.

4.3 Approval of membership applications will be a matter for the ACE Board, which will ensure that applications meet the criteria set out in 4.1 above.

4.4 The ACE Board may grant the status of Associate Member to individuals from organisations outside those which have right of membership who the Board believes can in this role further the aims of the Association.

4.5 Membership or Associate Membership shall cease by resignation, by expulsion by the ACE Board, or if an individual becomes ineligible for membership under the criteria set out in 4.1/ 4.4 above.

4.6 The Association may grant the status of Honorary Life Member to individuals who have provided exceptional service to the Association. Honorary Life Members will not have voting rights within the Association but will be invited by the Board to appropriate Association events.

## **5. Membership Fees**

5.1 The ACE Board shall set levels of fees on an annual basis, with new fees coming into effect on 1 April of each year. Honorary Life Members will not be subject to an annual fee.

5.2 Each Member and Associate Member’s annual fee will become payable on 1 April each year. Once paid, a membership fee will not be refunded in whole or in part.

5.3 The ACE Board shall have powers to expel Members or Associate Members whose fees are in arrears.

## **6. Administration of the Association**

6.1 The business of the Association shall be managed by an ACE Board elected from Members of the Association at the Annual Meeting.

6.2 The membership of the Board shall be:

- a) Chair
- b) Vice Chair
- c) Honorary Treasurer
- d) No more than seven other Board members

6.3 The Chair and Vice Chair shall be Chief Executive Members of the Association, as shall no fewer than five other Board members. The Vice Chair will in normal circumstances be expected to become the next Chair of the Association.

6.4 The terms of office of the Chair and Vice Chair shall be one year. The terms of office of all other Board members shall be two years, with half of the positions to be filled at each Annual Meeting. There are no limitations on the number of terms of office that an individual can complete. All terms of office shall start and end at the conclusion of an Annual Meeting.

6.5 If there are vacancies on the Board after an Annual Meeting, or if a Board member is unable to complete their term of office, the Board shall have the power to fill the vacancies for the period until the following Annual Meeting.

6.6 In the event of a tie in a vote of the Board, the Chair shall have an additional casting vote.

6.7 The Board shall have the power to co-opt additional, non-voting Board members:

- i. To ensure an appropriate skills base in the Board;
- ii. To ensure appropriate sectoral or regional representation.

The terms of office of all co-opted members of the Board will cease at the conclusion of each Annual Meeting.

6.8 The financial year of the Association shall run from 1 April to 31 March.

6.9 Appropriate administrative assistance shall be secured by the Board to support and promote the work of the Association, to convene meetings, to conduct business on its behalf and to act as Secretary to the Board of the Association. The Board shall be responsible for making arrangements to ensure that the Association is effectively serviced to achieve the activities set out in Section 3.

## **7. Governance of the Association**

7.1 There shall be an Annual General Meeting of the Association every year, provided that not more than 13 months shall elapse between each meeting.

7.2 A Special Meeting of the Association may be requisitioned by five or more Members by giving notice in writing of the purpose of the Special Meeting to the Secretary to the Board.

7.3 Not less than seven days' notice shall be given to Members and Associate Members of the time and place of an Annual Meeting or Special Meeting and of the business to be considered.

7.4 The quorum for an Annual Meeting or Special Meeting shall be ten Members.

7.5 The business of the Annual Meeting shall include:

- i. to receive a report on the work of the Association in the preceding year;
- ii. to adopt the accounts of the Association for the preceding year;
- iii. to ensuring a person undertakes an independent review of the accounts on an annual basis;
- iv. to elect members of the ACE Board;
- v. to consider and approve any amendments to the ACE Association constitution; and
- vi. to consider any other business of which 21 clear days written notice has been given to the Secretary to the Board.

7.6 Each Member attending an Annual Meeting or Special Meeting shall have one vote. All decisions shall be made by simple majority vote, except amendments to the Association's constitution, which shall require a two-thirds majority of those voting.

7.7 Elections to Board positions shall take place in the order listed in 6.2. Candidates for all Board positions shall be self-nominating and candidates shall be required to provide a 100 word election statement 21 days before the Annual Meeting for circulation to all Members with the papers for the Annual Meeting. The ACE Board shall be empowered to decide any voting procedures that

may be necessary at each Annual Meeting. If insufficient nominations are received in advance of the Annual Meeting, additional nominations may be taken from the floor of the meeting to fill any remaining vacancies.

## **8. Liquidation**

8.1 The decision to liquidate the Association can only be taken by a two-thirds majority of those voting at an Annual Meeting or Special Meeting.

8.2 Assets or liabilities which become available or realised on liquidation shall be transferred to the Cabinet Office.

## **UK ACE Association**

Amendment to part 7.5 iii agreed at ACE AGM 20 October 2017