



IBRG LAMBETH

IRISH IN BRITAIN REPRESENTATION GROUP

RE: ATTACHED CONSTITUTION.

In proposing the attached amendments and alterations to the existing IBRG Constitution there is no intention on the part of Lambeth Branch to set up an unwieldy, bureaucratic structure. There is a recognition however of a number of problems and issues which have arisen during the last 12 months and which were aggravated through the lack of clear, unambiguous Standing Orders.

We anticipate a steady and eventually large growth in our movement over the next few years and we recognise that our organisational structure must be capable of meeting the needs, growth and development of this future membership as well as meeting the demands of our present membership.

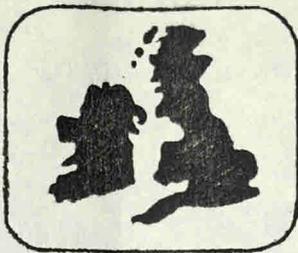
Our proposals therefore are intended to ensure -

- a) the protection of the policies and decisions of the movement from misrepresentation etc;
- b) that any leadership is accountable to, and aware of the desires of, the membership;
- c) that no individual, group of individuals or cartel can control, stifle or otherwise unfairly or undemocratically affect the development of the movement;
- d) that no single region purely by nature of its geographical make-up can gain an unfair advantage over the rest of the organisation (bearing in mind that at the moment there is only one region, London);
- e) that no individual IBRG member can be expelled or face victimisation without right of appeal to his/her peers;
- f) that provision is made for financial growth at national level.

We obviously recognise that, as the Organisation grows, its needs will change and we therefore anticipate that some proposals may require alteration in the future e.g. every branch being represented on the NEC. These decisions however should rest with a future membership and it should be our responsibility today to organise along lines most suitable to our current needs.

Please note that in Part One the amendments or additions are indicated on the attached document through the use of BLOCK CAPITALS. Part Two is a complete addition and the alterations in Part Three are shown by the use of an 'X'.

Go n-éiri linn !



IBRG

IRISH IN BRITAIN REPRESENTATION GROUP CONSTITUTION.

THE CONSTITUTION OF THE IBRG CONTAINED HEREIN SHALL, UPON ACCEPTANCE BY NO LESS THAN TWO-THIRDS OF DELEGATES PRESENT AND VOTING AT A PROPERLY CONVENED AGM OF THE ORGANISATION, BE BINDING UPON ALL MEMBERS OF THE IBRG AND APPLICATION FOR MEMBERSHIP SHALL BE DEEMED TO BE ACCEPTANCE OF THE TERMS, CONDITION AND RULES CONTAINED HEREIN.

PART 1. STANDING ORDERS

1. The AGM of the IBRG shall take place at the end of March rotating between regions.
 2. IN ADDITION, THERE SHALL BE A POLICY MAKING NATIONAL CONFERENCE HELD IN OCTOBER TO REVIEW THE ACTIVITIES AND DECISIONS OF THE IBRG DURING THE PREVIOUS SIX MONTHS AND TO PROVIDE GUIDANCE FOR THE NEC DURING THE SECOND HALF OF THE YEAR.
 3. The AGM shall elect the officers of the NEC who, TOGETHER WITH ONE ELECTED REPRESENTATIVE FROM EACH REGISTERED IBRG BRANCH, shall form the NEC of IBRG FOR THE FOLLOWING YEAR.
 4. Each REGISTERED IBRG branch shall be entitled to send two (2) delegates (each with voting rights) plus a maximum of ten (10) observers (non-voting) to BOTH the AGM AND THE HALF-YEARLY POLICY MAKING CONFERENCE.
 5. OFFICERS AND NOMINATED BRANCH REPRESENTATIVES ON THE NEC SHALL BE ELECTED FOR A PERIOD OF TWELVE (12) MONTHS MAXIMUM.
 6. The order of business OF THE AGM shall be as follows:
 - a) APOLOGIES
 - b) MINUTES OF PREVIOUS AGM
 - c) REPORTS FROM CHAIR, PRESIDENT, SECRETARY, TREASURER, INTERNAL CO-ORDINATOR AND EDUCATION OFFICER
 - d) ADOPTION OF STANDING ORDERS
 - e) ELECTION OF TELLERS (2)
 - f) Election of Chair: Vice-Chair: President: Secretary:
Treasurer: Internal Co-Ordinator: Membership Sec:
Public Relations Officer: Education Officer:
Legal Officer: Two Auditors (non-voting)
 - g) NOTIFICATION BY BRANCHES OF THEIR NOMINATED NEC DELEGATES
 7. All elections for National Office must take place at the AGM and nominations from Branches must be supplied to the NEC SECRETARY no later than three (3) months prior to the AGM for inclusion on the Agenda.
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- 8a. The NEC shall comprise of those officers elected at the AGM PLUS ONE DELEGATE FROM EACH REGISTERED IBRG BRANCH NOTIFIED AT THE AGM (AND IN ADDITION TO OFFICERS).
 - 8b. NEC MEMBERS SHALL NOT HAVE A VOTE AT THE AGM OR HALF-YEARLY CONFERENCE UNLESS THEY ARE DELEGATED BY BRANCHES TO ATTEND

IN ADDITION TO THEIR POSITIONS AS OFFICERS.

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- 9a) The NEC shall have the right to co-opt on to the NEC WITHOUT VOTING RIGHTS such IBRG MEMBERS as it deems necessary TO FURTHER THE AIMS AND OBJECTIVES OF THE ORGANISATION, BUT SUCH CO-OPTION SHALL TAKE PLACE ONLY IN EXCEPTIONAL CIRCUMSTANCES, FOR SPECIFIC PURPOSES AND FOR A SPECIFIED PERIOD.
- 9b) THE FUNCTIONS OF THE NEC SHALL BE:
- i) TO MEET NOT LESS THAN ONCE PER MONTH
 - ii) TO DEAL WITH ALL EMERGENCIES
 - iii) TO RECEIVE WRITTEN REPORTS NOT LESS THAN ONCE PER QUARTER FROM ANY SUB-COMMITTEES FORMED BY CONFERENCE OR THE NEC
 - iv) TO SUBMIT A REPORT ON ITS ACTIVITIES TO THE AGM AND HALF-YEARLY CONFERENCE
 - v) TO FILL CASUAL VACANCIES ARISING WITHIN THE NEC THROUGHOUT THE HALF-YEAR
 - vi) TO CONSIDER AND DEAL WITH ALL MATTERS OF ORDINARY CURRENT ADMINISTRATION AND URGENT MATTERS AFFECTING THE INTERESTS OF IBRG WHETHER OR NOT RAISED BY MEMBERS THEREOF.
- 9c) A DULY AUDITED FINANCIAL STATEMENT SHALL BE SUBMITTED TO THE AGM AND A COPY SHALL BE FORWARDED TO EACH BRANCH AT LEAST FOUR (4) WEEKS PRIOR TO THE AGM.
- 9d) THE NEC SHALL SET UP A RESOURCES COMMITTEE (AS A SUB-COMMITTEE OF THE NEC) TO INVESTIGATE AND REPORT ON PROPOSALS FOR THE RAISING OF FUNDS AND, WITH THE APPROVAL OF THE NEC, TO INITIATE SUCH PROPOSALS.
THE COMPOSITION OF THE RESOURCES COMMITTEE SHALL BE AT THE DISCRETION OF THE NEC AND IT SHALL HAVE THE AUTHORITY TO LIAISE WITH BRANCHES AND REGIONAL ORGANISING COUNCILS WHERE APPROPRIATE TO FURTHER THE OBJECTIVE OF FUNDING FOR THE NEC.
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- 10a) ANY IBRG BRANCH WITH A GRIEVANCE, DIFFICULTY OR DISPUTE SHALL HAVE THE RIGHT TO ATTEND THE FIRST AVAILABLE NEC MEETING PROVIDED THAT:
- i) AT LEAST THREE (3) WEEKS NOTICE OF THE REQUIREMENT TO ATTEND HAS BEEN SUPPLIED IN WRITING TO THE NEC SECRETARY (WHO SHALL NOTIFY EACH INDIVIDUAL NEC MEMBER PRIOR TO THE MEETING).
 - ii) ONLY TWO (2) DELEGATES FROM THE AGGRIEVED BRANCH, TOGETHER WITH ONE (1) ADDITIONAL OBSERVER SHALL BE ALLOWED TO ATTEND.
 - iii) ANY DOCUMENTS, DETAILS OR DISCUSSION PAPERS HAVE BEEN SUPPLIED IN CONJUNCTION WITH SUB-SECTION 10a)i) ABOVE FOR CIRCULATION BY THE NATIONAL SECRETARY THROUGHOUT THE NEC IN ADVANCE OF THE MEETING.
- 10b) The NEC shall set up an Appeals Committee (as a Sub-Committee of the NEC) to resolve internal disputes AND THE SUB-COMMITTEE SHALL DRAW ITS MEMBERSHIP 50% NEC MEMBERS and 50% non-NEC members.
- 10c) WHERE THE NEC CANNOT RESOLVE A DISPUTE OR WHERE A BRANCH IS DISSATISFIED WITH THE RULING OF THE NEC THE MATTER SHALL BE REFERRED INITIALLY TO THE APPEALS SUB-COMMITTEE. IF THIS SUB-COMMITTEE CANNOT RESOLVE THE MATTER IT SHALL BE REFERRED TO NATIONAL CONFERENCE UNDER RULE 16b.
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- 11) All business of IBRG shall be conducted in accordance with normal rules of debate. WHERE THERE IS CONFLICT BETWEEN IBRG STANDING ORDERS AND NORMAL RULES OF DEBATE STANDING

ORDERS SHALL TAKE PRECEDENCE.

12. An extraordinary meeting of National Conference shall be convened by the NEC WHERE TWO THIRDS OF ITS MEMBERS CONSIDER IT APPROPRIATE OR WHERE 5 OR MORE BRANCHES SO REQUEST TO THE NATIONAL SECRETARY IN WRITING (SUCH REQUEST STATING THE EXACT NATURE OF THE REQUIREMENT(S) WHICH SHALL BECOME THE SOLE ITEM ON THE AGENDA OF THE EXTRAORDINARY MEETING). 14 DAYS WRITTEN NOTICE OF SUCH MEETING SHALL BE SUPPLIED BY THE NATIONAL SECRETARY TO EACH BRANCH. SUCH EXTRAORDINARY MEETING SHALL BE CONVENED NO LATER THAN 4 WEEKS FROM RECEIPT OF WRITTEN REQUEST.
- 13a) DEFERENCE SHALL AT ALL TIMES BE PAID TO THE AUTHORITY OF THE CHAIR WHO SHALL DECIDE ON ALL MATTERS OF ORDER, RELEVANCY AND COMPETANCY AND HIS/HER RULING SHALL BE FINAL AND BINDING AND SHALL NOT BE DISCUSSED.
- 13b) The Chair shall have the right IN THE EVENT OF CONTINUED DISREGARD OF STANDING ORDERS OR OF ANY GRAVE DISORDER to declare the meeting adjourned or suspended AND LEAVE THE CHAIR. IN SUCH CASE THE MEETING IS IMMEDIATELY ADJOURNED OR SUSPENDED AND NO BUSINESS SUBSEQUENTLY TRANSACTED IS VALID.
- 14a) The Chair shall have a single casting vote and no other.
- 14b) IN ORDER TO TAKE PART IN DEBATE THE CHAIR SHALL VACATE THE POSITION IN FAVOUR OF THE VICE-CHAIR UNTIL SUCH TIME AS THE MATTER UNDER DISCUSSION HAS BEEN DISPOSED OF.
15. Any member guilty of grave disorder OR CONTINUED DISREGARD OF STANDING ORDERS AND WHO, AFTER THIRD REQUEST BY THE CHAIR, CONTINUES IN SUCH ACTION SHALL BE EJECTED FROM THE MEETING WHICH SHALL BE ADJOURNED/SUSPENDED AS UNDER 13b UNTIL SUCH MEMBER DEPARTS.
- 16a) ANY MEMBER WHO THROUGH DELIBERATE ACTION BRINGS THE IBRG INTO DISREPUTE SHALL, FOLLOWING DETAILED INVESTIGATION BY THE NEC BE LIABLE TO EXPULSION FROM MEMBERSHIP OF IBRG. SUCH MEMBER SHALL BE FURNISHED BY THE NEC WITH A STATEMENT IN WRITING OF THE CHARGES MADE AGAINST HIM/HER AND SHALL BE AFFORDED AN OPPORTUNITY OF ANSWERING THEM EITHER VERBALLY OR IN WRITING. IF WITHIN 28 DAYS OF SUCH WRITTEN STATEMENT HAVING BEEN FURNISHED NO EXPLANATION IS GIVEN OR IF IN THE OPINION OF NOT LESS THAN TWO THIRDS OF THE NEC PRESENT AND VOTING AT A MEETING CALLED FOR THAT PURPOSE THE EXPLANATION IS UNSATISFACTORY THE NEC MAY, BY A SIMILAR MAJORITY, DECIDE TO EXPEL THE MEMBER WHEREUPON THE MEMBER SHALL BE IMMEDIATELY NOTIFIED IN WRITING OF SUCH DECISION AND OF HIS/HER RIGHT OF APPEAL TO THE NEXT AVAILABLE NATIONAL CONFERENCE.
- 16b) THE DECISION OF THE NEC SHALL BE EFFECTIVE IF, AFTER 28 DAYS OF HAVING BEEN FURNISHED WITH THE DETAILS OF THE DECISION, THE MEMBER DOES NOT INDICATE IN WRITING HIS/HER INTENTION TO APPEAL IF S/HE DOES DECIDE TO APPEAL, WRITTEN INTIMATION TO THAT EFFECT MUST BE FURNISHED TO THE NATIONAL SECRETARY WHO SHALL THEREUPON INCLUDE SUCH ITEM ON THE AGENDA OF THE NEXT AVAILLABLE NATIONAL CONFERENCE. SUCH BUSINESS SHALL TAKE PRECEDENCE AT THE CONFERENCE AND THE NOTICE CONVENING CONFERENCE SHALL SET OUT THE GROUNDS UPON WHICH THE DECISION OF THE NEC IS BASED AND THE MEMBER SHALL BE GIVEN THE OPPORTUNITY AND ASSISTANCE TO STATE HIS/HER CASE EITHER VERBALLY AND/OR THROUGH WRITTEN STATEMENT. THE DECISION OF THE NEC SHALL BE UPHELD IF NOT LESS THAN TWO THIRDS OF THE DELEGATES PRESENT AND VOTING SO DECIDE WHEREUPON THE MEMBER SHALL HAVE HIS/HER EXPULSION CONFIRMED IN WRITING. DECISION OF CONFERENCE SHALL BE BINDING.

17. BRINGING IBRG INTO DISREPUTE SHALL INCLUDE THE FOLLOWING:
FAILURE TO LEAVE A MEETING WHEN REQUESTED TO DO SO BY THE CHAIR AND FOLLOWING GRAVE DISORDER OR CONTINUED DISREGARD OF STANDING ORDERS, ABUSIVE OR THREATENING OR IMPROPER BEHAVIOUR TOWARD IBRG MEMBERS AND WHEN DEALING WITH IBRG BUSINESS, DELIBERATE OBSTRUCTION OF CONFERENCE BUSINESS, CAUSING THROUGH DELIBERATE ACTION PUBLICATION OF INFORMATION WHICH IS IN CONTRADICTION WITH THE STATED AIMS AND POLICIES OF IBRG.
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18. Decisions taken by National Conference shall remain the policy of IBRG until revoked or amended by subsequent Conference decision. In extreme or exceptional circumstances the NEC may SUSPEND this standing order but all such ALTERATIONS TO POLICY MUST BE REPORTED to the FOLLOWING National Conference UNLESS THE NEC FEEL IT APPROPRIATE TO INVOKE STANDING ORDER 12.
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- 19a) WHERE REQUESTED BY TWO THIRDS OF IBRG BRANCHES WITHIN AN ACCEPTABLE GEOGRAPHICAL AREA A REGIONAL COUNCIL SHALL BE FORMED. ACCEPTABLE GEOGRAPHICAL AREAS SHALL BE CLARIFIED BY THE NEC AS A MATTER OF PRIORITY AND WHERE CONTESTED SHALL BE CLARIFIED BY THE FIRST AVAILABLE NATIONAL CONFERENCE.
- 19b) REGIONAL COUNCILS SHALL BE FORMED FOR ORGANISATIONAL PURPOSES ONLY. REGIONAL COUNCILS SHALL HAVE NO JURISDICTION OR CONTROL OVER INDIVIDUAL IBRG BRANCHES.
- 19c) THE CHAIR OF EACH REGIONAL COUNCIL SHALL BE CO-OPTED, WITHOUT VOTING RIGHTS, ONTO THE NEC. IT SHALL BE HIS/HER RESPONSIBILITY TO NOTIFY THE NEC OF DECISIONS TAKEN AT REGIONAL COUNCIL, ENSURE THAT THOSE DECISIONS ARE IN KEEPING WITH THE POLICIES AND AIMS OF IBRG AND CONVEY ANY REQUIRED RESPONSES FROM THE NEC TO THE REGIONAL COUNCIL.
- 19d) THE AGM OF THE REGIONAL COUNCIL SHALL ELECT OFFICERS, ADOPT STANDING ORDERS AND MONITOR ANY FINANCIAL LIABILITIES ETC INCURRED.
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20. The quorum for National Conference shall be TWO THIRDS OF THOSE IBRG BRANCHES REGISTERED WITH THE MEMBERSHIP SECRETARY ⁴ WEEKS PRIOR TO THE DATE OF THE CONFERENCE. IN THE ABSENCE OF QUORUM the meeting shall adjourn and the Chair SHALL CONVENE A SECOND CONFERENCE WITHIN 6 WEEKS.
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21. The Agenda of ordinary Conference meetings shall include the following:
- a) In the absence of the Chair and Vice Chair to choose a delegate to preside
 - b) APOLOGIES FROM BRANCHES
 - c) Minutes of previous Conference
 - d) MATTERS ARISING
 - e) Chairs/Presidents speech
 - f) Reports, Minutes and Recommendations from sub committees
 - g) Motions
 - h) ANY OTHER BUSINESS
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- 22a) Applications for membership shall be processed via branches to the National Membership Secretary for registration and the issue of membership cards. WHERE INDIVIDUAL APPLICATIONS ARE IN AREAS WITHOUT REGISTERED BRANCHES THOSE MEMBERS SHALL BE TEMPORARILY ALLOCATED TO THE NEAREST REGISTERED IBRG BRANCH AND THEIR MEMBERSHIP CARDS SHALL BE FORWARDED TO THEM VIA SUCH BRANCH.
- 22b) New branches must be registered and ratified by the NEC VIA THE MEMBERSHIP SECRETARY BY
- a) supplying a list of Officers AND MEMBERS
 - b) supplying a copy of each MEETINGS minutes to the Internal Co-Ordinator
 - c) MEETING NO LESS THAN ONCE PER MONTH

- d) NOTIFYING THE NEC VIA THE NATIONAL MEMBERSHIP SECRETARY OF ANY ALTERATIONS IN BRANCH OFFICERSHIP.
- 22c) FAILURE IN ANY OF THE ABOVE WITHIN A THREE MONTH PERIOD SHALL RENDER THE OFFENDING BRANCH LIABLE TO BE STRUCK FROM THE REGISTER.
- 22d) IN ORDER TO BE REPRESENTED ON THE NEC OR AT NATIONAL CONFERENCE A BRANCH MUST BE ORGANISED ON A GEOGRAPHICAL BASIS AND THAT GEOGRAPHICAL BASIS SHALL, SO FAR AS PRACTICABLE, FOLLOW NORMAL LOCAL GOVERNMENT PARAMETERS WITHIN METROPOLITAN AREAS I.E. BOROUGH OR SIMILAR STRUCTURE. A COMPATIBLE ARRANGEMENT SHALL BE ESTABLISHED BY THE NEC FOR SHIRE OR COUNTY AREAS. WHERE THE RULING OF THE NEC IN THIS MATTER IS DISPUTED IT SHALL BE REFERRED TO THE NEXT AVAILABLE CONFERENCE FOR DECISION.
THE NEC MAY APPROVE THE CREATION OF WORKPLACE BRANCHES BUT THEY SHALL BE FOR ORGANISATIONAL PURPOSES ONLY. THEY SHALL NOT BE REPRESENTED AT NEC, CONFERENCE OR REGIONAL LEVEL OTHER THAN BY THOSE WHO ARE DELEGATES FROM GEOGRAPHICALLY ORGANISED BRANCHES.
MEMBERSHIP OF IBRG SHALL BE BY SINGLE GEOGRAPHICAL BRANCH BASIS ONLY. MEMBERS MAY IN ADDITION BE PART OF A WORKPLACE BRANCH BUT MAY NOT BE MEMBERS OF MORE THAN ONE GEOGRAPHICAL BRANCH.
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23. Membership of IBRG shall be renewed annually on 1st January AND THE MEMBERSHIP FEE SHALL BE SET BY THE PRECEDING NATIONAL CONFERENCE.
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24. All broadcasts and publications on behalf of the IBRG must be IN KEEPING WITH THE POLICIES AND AIMS OF THE ORGANISATION AND FAILURE TO COMPLY WITH THIS SHALL RENDER THE OFFENDING BRANCH OR INDIVIDUAL LIABLE TO EXPULSION AS UNDER STANDING ORDER 17. ADVICE AND GUIDANCE ON IBRG POLICY MAY BE OBTAINED FROM THE NATIONAL P.R.O.
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25. Members of the NEC shall have the right to attend any properly convened branch or other meeting of the IBRG.
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26. The MOVEMENT MAY be dissolved by A VOTE OF NO LESS THAN five sixths of FULLY PAID UP members ATTENDING A MEETING PROPERLY CONVENED FOR THE PURPOSE AND WHERE NOTIFICATION OF SUCH MOTION HAS BEEN GIVEN TO BRANCHES AT LEAST 28 DAYS IN ADVANCE OF THE DATE SET FOR SUCH MEETING.
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- 27a) THESE RULES SHALL NOT BE ALTERED OR RESCINDED EXCEPT WITH THE CONSENT OF AT LEAST TWO THIRDS OF THE MEMBERS PRESENT AND VOTING AT A PROPERLY CONVENED AGM OR AT A SPECIAL MEETING CONVENED UNDER STANDING ORDER 12 AND THE NOTICE CONVENING THE MEETING SHALL SET FORTH THE TERMS OF THE PROPOSED ALTERATIONS. A WRITTEN NOTICE SHALL BE GIVEN TO EACH BRANCH OF ANY MEETING CONVENED FOR THE CONSIDERATION OF ANY PROPOSED ALTERATION OF THESE RULES AT LEAST 28 DAYS PRIOR TO THE DATE FIXED FOR SUCH MEETING AND THE NOTICE CONVENING THE MEETING SHALL SET FORTH THE TERMS OF THE PROPOSED ALTERATIONS.
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- 27b) A STANDING ORDER MAY BE SUSPENDED ONLY ON A VOTE OF NO LESS THAN TWO THIRDS OF THOSE MEMBERS PRESENT AND VOTING AT A MEETING AND THE MOTION PROPOSING SUSPENSION SHALL SPECIFY THE STANDING ORDER IN QUESTION, THE PURPOSE OF SUSPENSION AND THE DURATION OF PROPOSED SUSPENSION. SUSPENSION OF A STANDING ORDER SHALL BE FOR NO MORE THAN THE DURATION OF THE MEETING ACCEPTING SUCH MOTION.

CHAIR

1. To uphold the Rules and Constitution of the IBRG.
2. To ensure that Standing Orders and normal rules of debate are complied with.
3. In conjunction with the Secretary, to draw up an Agenda for meetings. To read said Agenda at commencement of meetings.
4. To ensure that a quorum is in existence throughout meetings.
5. To ensure that meetings are conducted fairly, impartially and in a proper manner at all times.
6. To attend all meetings of the NEC and of Conference.
7. To decide on all matters of order, competency and relevancy.
8. To adjourn or suspend any meeting in the event of continued disregard of Standing Orders or of any grave disorder.
9. To represent the NEC at national meetings or delegations with the prior approval of an NEC meeting.

VICE-CHAIR

1. To attend all meetings of the NEC and of Conference.
2. To deputise for the Chair in his/her absence and fulfil all or part of the Chair's function according to circumstances.

SECRETARY

1. To convene, attend and minute all meetings.
2. To conduct the correspondence of the NEC and keep the Executive informed of all such correspondence.
3. To ensure that all NEC Minutes, etc., are circulated to NEC members at least two week prior to NEC meetings.
4. To comply with the requirements of Standing Order 10a with regard to internal disputes; to comply with the requirements of Standing Order 12 with regard to extraordinary meetings of Conference; to comply with the requirements of Standing Order 16 with regard to the grievance/appeals procedure.
5. To ensure that all Conference Agenda, Minutes, etc., are circulated to Branches at least four weeks prior to the date set for Conference.
6. In conjunction with the Chair, to draw up Agenda for meetings.
7. To act on all occasions under the direction of the NEC.

TREASURER

1. The funds of the movement to be kept in a Bank approved by an NEC meeting and no financial liabilities to be incurred or payments made except under a special or general authorisation of an NEC meeting.
2. To receive all monies payable to the movement and issue receipts accordingly.
3. To pay all liabilities of the movement as directed by an NEC meeting.
4. To keep a debtor and creditor account and submit a written financial report to each NEC meeting and a Financial Statement to the Conference.
5. To investigate any claims or liabilities incurred by any member of the NEC and receive such information or explanation as to enable him/her to make recommendations to the NEC with regard to payment.

PUBLIC RELATIONS OFFICER

1. To act on all occasions under the direction of the NEC.
2. To ensure that any statements issued on behalf of the movement are in accordance with the Rules, Constitution and policies of the IBRG.
3. To accomplish No. 2 above, attend delegations, meetings, etc., as directed by the NEC.
4. To communicate with the media on behalf of the movement and with the authorisation of the NEC.
5. To publicise decisions, events and activities, etc., of the movement both within and without the organisation and with the agreement of an NEC meeting.
6. To obtain information on IBRG activities by liaising with other officers of the NEC and, where appropriate and requested, to publicise according to No 5 above.

INTERNAL CO-ORDINATOR

1. To co-ordinate IBRG activity with regard to formation of new Branches within Britain.
2. In accordance with the above to contact neighboring IBRG Branches to arrange support of inaugural meetings.
3. In accordance with the above to liaise with the PRO to ensure adequate publicity of inaugural meetings.
4. In conjunction with the PRO to supply new Branches at the first meeting following their inaugural meeting with copies of the IBRG Constitution, Rules, policies, etc., and advise them regarding IBRG structure.
5. To liaise with the National Membership Secretary to ensure that individual IBRG members are allocated to relevant Branches.
6. To receive minutes of all meetings of all IBRG Branches, & where appropriate, to circulate information obtained in this way via NEC minutes throughout the IBRG.
7. To notify the NEC where, within a three month period, a Branch has failed to supply minutes or conform to Standing Order No 22b. Notify Branch of impending suspension as under Standing Order No 22c.

MEMBERSHIP SECRETARY

1. To process all applications for membership received from Branch secretaries by registering and issuing membership cards.
2. To process all applications received from individuals as under 1 above, but to forward such membership cards via the nearest registered IBRG Branch.
3. To notify the Internal Co-ordinator when sufficient individual applications have been received from a geographical area to warrant the formation of a new IBRG Branch.
4. To notify the NEC, in conjunction with the Int. Co-Ord. of any request from new Branches for registration.
5. To maintain an up to date list of officers and members of each IBRG Branch.
6. To notify Branches of individual IBRG members with outstanding subscriptions. In the absence of renewal to inform the member of his/her termination of membership.

- X 1. The branch will abide by the policies, aims and Constitution of the IBRG.
- X 2. The time of opening and closure of meetings and the maximum duration of meetings should be specified.
- X 3. The frequency of meetings should be no less than once per month.
- X 4. The order of business should include the following-
 - a) In the absence of the Chair and Vice-Chair, to choose a member to preside.
 - b) to agree an agenda for the meeting.
 - c) to approve as a correct record the minutes of the previous meeting.
 - d) to accept new member applications.
 - e) Motions.
 - f) Any other business.
- X 5. The duties of the Branch Chair and the Branch Secretary should be defined and should be in keeping with those defined in the National Constitution.
 - 6. The quorum for meetings should be specified.
 - 7. The method of submitting motions to meetings should be specified.
 - 8. The method of voting should be by simple majority show of hands of those members present at a meeting. The procedure for challenging a vote should be specified.
- X 9. The Chair should not have a vote apart from a casting vote.
- 10. When Standing Orders touch upon the commonly accepted rules of debate then Standing Orders shall take preference.
- 11. The Treasurer should submit a detailed report to a branch meeting at least every quarter.
- X 12. The AGM should be held once per year, spaced no more than 12 months apart. It should receive reports from the Chair, Vice-Chair, Secretary and Treasurer and it should elect all Officer posts for the following 12 months.
- X 13. A Standing Order should be suspended only on a vote of no less than two thirds of those members present and voting at a meeting and the Motion proposing suspension should specify the Standing Order in question, the purpose of suspension and the duration of proposed suspension. Suspension of a Standing Order should be for no more than the duration of the meeting accepting such motion.

LRC STANDING ORDERS.

1. The LRC should comprise of two delegates (with voting rights) plus one observer (non-voting) from each branch. Branches unable to be represented at a LRC meeting should ensure that apologies are submitted to the LRC Secretary.
2. Delegates should be nominated by branches initially for a period of not less than six months subject to the right of branches to withdraw or extend their mandate.
3. Nominated delegates who are unable to attend a LRC meeting should submit their apologies to the LRC Secretary. Branches have the right to nominate a substitute delegate for that meeting.
4. Motions proposed, seconded and adopted as Resolutions by Branch meetings may be put to LRC meetings without the need of having a seconder.
5. Motions must be submitted by branches and not by individuals.
6. The minutes of the previous LRC meeting, agenda for the following meeting and all relevant discussion papers should be circulated by the LRC Secretary to Branch Secretaries at least two weeks prior to the date of the next LRC meeting.
7. The Officers of the LRC should include Chair, Vice-Chair, Secretary, Treasurer, PRO and Organiser/Membership Sec. Officers to be elected from among the delegates for a period not exceeding six months.
8. Branches should submit copies of their meeting minutes to the LRC Secretary for inclusion under Branch reports.
9. The agenda of LRC meetings should include the following:
 - a) Apologies
 - b) Minutes of previous meeting
 - c) Matters arising
 - d) Correspondence
 - e) Reports - Officers
 - Branch
 - Delegation
 - NEC
 - f) Motions
 - g) Any other business
10. Delegations from the LRC to official bodies etc should be debated and approved by an LRC meeting. Delegates should be nominated by their Branches and their names forwarded to the LRC Secretary. An agenda of items to be discussed should be approved by the LRC meeting and should be adhered to by the delegation. Where possible, a written statement should be formulated by the LRC to be presented by the delegation. A full report should be given to the following LRC meeting.
11. The quorum for an LRC meeting is one third of all London branches.
12. A written report should be submitted by the Treasurer to each meeting.
13. Officers failing to attend three consecutive meetings and not giving acceptable reasons for non-attendance should be deemed to have forfeited their appointment.
14. In order to be recognised for attendance at LRC meetings Branches must hold meetings at least once per month.
15. It shall be the responsibility of each LRC meeting to instruct the Secretary as to the date to convene the following meeting.
16. The AGM of the LRC shall be *3rd Sunday of November* and the order of business shall be as follows- a) Apologies; b) Minutes of previous AGM; c) Adoption of standing Orders; d) Election of Officers, Chair, Vice Chair, Secretary, Treasurer, PRO, Organiser/Membership Sec.