



## ICCM Branch Rules

January 2026

### 1. Powers of the Board of Directors

- a. The Board of Directors are empowered to establish branches and make rules as to their conduct by Article 32 of the Institute's Articles of Association. The Board of Directors also has the power to dissolve branches, and may also prescribe, alter and repeal branch rules and other regulations for the formation of branches, their management, administration and conduct of business.
- b. The Memorandum, Articles of Association, Bylaws and Financial Regulations of the Institute shall apply to each branch and its members, and to any committee, working party, forum or other group established by the branch. In addition, the following rules made by the Board of Directors shall apply to branches, and shall remain in force until replaced by amended rules approved by the Directors.

### 2. Purpose of Branches

- a. To provide a forum for Institute members to meet for the purposes of education, training, promotion of the Institute, discussion of relevant industry issues, or for any other purpose authorised by the Board of Directors.

### 3. Definition of Branches

- a. A branch must meet the following criteria in order for it to be authorised by and registered by the Board of Directors:
  - i. The purpose of the branch must be as defined at 2.a above
  - ii. Attendance at the branch must not be limited to members within a geographical area, but must be open to any member of the Institute
  - iii. The branch must ensure that its activities represent the best interests of the Institute
  - iv. The Board of Directors shall have a discretion to refuse or to remove the registration of any branch if it cannot demonstrate that not less than ten Institute members regularly attend its meetings.
- b. Any meeting of the Institute members not conforming to the above criteria will not be recognised as a bona fide branch.

### 4. Meetings

- a. Branches must hold at least two meetings a year. Attendance at meetings will be open to any Institute members and their guests.
- b. Apart from the provision in clause 4.a above, the conduct and frequency of meetings are at the discretion of the branch (subject to Clause 3.a.i - 3.a.iv above).
- c. Branches, at their meeting, may elect such officers as they think fit.
- d. Branches must keep an attendance register of their meetings, which includes signatures of all attendees, and minutes of the meetings. Such records must be submitted to the Company Secretary or the Board of Directors on request.
- e. Where branch meetings are to be held online, the detail in 4.d branches will still be required to keep an attendance register of their meetings and associated minutes, but it is understood that

signatures will not be required in these circumstances. Such records must be submitted to the Company Secretary or the Board of Directors on request.

## **5. Resolutions**

- a. Bona fide branches authorised by and registered by the Board of Directors shall have the right to forward resolutions to the Board of Directors, who shall consider such resolutions at their next available meeting, provided that a copy of such resolution has been forwarded to the Company Secretary not less than 14 days before the meeting (Article 34 refers).

## **6. Finances**

- a. The Board of Directors shall from time to time determine the allocation of funding to each branch.
- b. Branches will only receive guaranteed funding for agendas; meetings held in accordance with clause 4 above and for the following meeting expenses only:
  - i. Hire of meeting room
  - ii. Photocopying of agenda, other handouts (only if more economical than photocopying being carried out by the Company Secretary)
  - iii. Postage for invites to official speakers, guests of honour etc or any correspondence pertaining to the organisation of the meeting (e.g. room booking confirmation etc).
  - iv. In all instances incorporating clauses 6.b.i -6.b.iii, electronic transmission of documents should be the default method of material distribution wherever possible.

Any additional expenses will be subject to the approval of the Finance and IT Manager.

- c. Branches should, where appropriate, seek sponsorship for any meetings, and must keep all costs as low as possible.
- d. Branches will receive funding for meeting costs incurred by way of an imprest system, i.e. all expenses incurred in holding a meeting will be reimbursed on submission of the appropriate receipts, and confirmation that the meeting attracted a minimum of ten Institute members (provided that the Finance and IT Manager shall have a discretion, in exceptional circumstances, to reimburse expenses incurred in holding a meeting, notwithstanding that less than 10 members attended). The Finance and IT Manager shall have a discretion to refuse to reimburse meeting expenses where they are considered to be excessive.
- e. Branches may notify their members of meetings and distribute information to members relating to their branch. However, branches should give consideration to the use of The Journal and distribution of publicity material with the ICCM eNews Service in order to contain costs.  
Headed paper bearing the Institute's logo and details are available from the Company Secretary.
- f. Once a branch meeting date has been agreed, notice of the meeting should be provided to the designated ICCM Technical Services Officer no less than 28 days prior to the meeting taking place.
- g. Should a branch wish to be granted additional funding, it will be required to submit a detailed request to the Board of Directors, justifying need, benefit and cost. The request should be sent to the Company Secretary with a copy to the Finance and IT Manager not less than 14 days prior to the date of the meeting of the Board of Directors at which it is to be considered.
- h. No branch shall hold money in the name of the Institute or pledge the credit of the Institute.
- i. Any disputes between the branch and the Finance and IT Manager concerning the reimbursement of meeting expenses shall be referred to the Board of Directors.