

Constitution of the British-Irish Parliamentary Reporting Association (BIPRA)

NAME

The organisation shall be known as the “British-Irish Parliamentary Reporting Association”, which may be abbreviated to “BIPRA”.

PURPOSE

BIPRA exists to support the exchange of information and ideas in order to develop and improve the efficiency, effectiveness and quality of the parliamentary official reports and reporting services of members.

MEMBERSHIP

Full membership of BIPRA is open to the parliamentary reporting teams of all British and Irish parliamentary organisations, Crown Dependencies and British Overseas Territories on payment of any subscription agreed by the Executive.

The Executive may also accept as associate members other parliamentary organisations, and other organisations who share the aims of BIPRA, whose attendance at conferences and events shall be by invitation.

EXECUTIVE

The head of service of each full member shall together form the BIPRA Executive and may attend or send a voting delegate to Executive meetings as required. Heads of service may nominate voting delegates at other times upon notification to the Secretary.

The Executive shall meet at least once a year. The head of service of the host organisation, or their delegate, will chair the meeting and provide for minutes to be taken.

ADMINISTRATION

The administration of BIPRA shall be undertaken by the following officers whose roles will rotate around the membership every three years as agreed by the Executive:

- (a) The Secretary, whose duties are:
 - to prepare the agenda for meetings of the Executive
 - to collect and circulate any relevant information within the association

- to deal with any correspondence
- to maintain records of agendas, minutes and the membership list;

(b) The Treasurer, whose duties are:

- to supervise the financial affairs of the association
- to maintain proper accounts of all monies collected and paid out by the association
- to invoice for any fees and subscriptions agreed by the Executive.

The Executive may also from time to time authorise additional duties and/or roles and nominate people to fill these roles for a specific period of time.

DECISIONS OF THE ASSOCIATION

Decisions will be taken by the Executive and will be carried only if two-thirds of the Executive, or their voting delegate, vote in favour. Voting may take place by correspondence and will be minuted at the next Executive meeting.

FINANCE

Any money obtained by the association shall be used as agreed by the Executive in line with BIPRA's purpose.

BIPRA shall maintain a bank account in the name of the association. The Treasurer shall provide a financial report at each Executive meeting.

ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION

Amendments to the constitution may be made or BIPRA may be wound up only if agreed by three-quarters of full members.

In the event of winding up, any assets remaining after all debts have been paid shall be dispersed as decided by the Executive.

This constitution was adopted at an Executive meeting of BIPRA on:

30th October 2017