



**APB Constitution 2018**  
**(As revised by the membership 1 October 2018)**

**1. NAME**

The name of the Association shall be 'The Association of Provincial Bursars', which may be abbreviated to 'APB'.

**2. NATURE AND LEGAL STATUS**

APB is an unincorporated association.

**3. OBJECTS**

The objects of the Association shall be:

- a) To facilitate co-operation, collaboration and communication between the members on matters of mutual interest;
- b) To deepen the understanding of members, and other interested persons, in the theoretical and practical aspects of the stewardship of temporal goods by, and within, religious orders and the compliance of religious orders with their obligations under UK law and relevant ecclesiastical law.

**4. ACTIVITIES**

To further the objects of the Association, APB shall organise meetings and seminars on the spiritual and temporal aspects of the members' ministries and provide and disseminate information to members to enable them to better fulfil their stewardship. APB itself shall not offer advice but shall help members to find appropriate sources of help.

**5. MEMBERSHIP**

Membership of the Association ('Full' membership) is open to persons who are appointed, employed or contracted by a religious order operating within the United Kingdom to have significant responsibility for the financial stewardship of that order. All applications for membership are subject to approval by the Executive Committee. Not more than one person from any one religious order may be a full member of the APB at any time.

A religious order is defined, for the purpose of the constitution, as:

- a) an Institute of Consecrated Life or a Society of Apostolic Life as described and governed by CIC 573-746 or
- b) an analogous entity of a Christian church other than the Roman Catholic Church.

Each autonomous Abbey and Monastery of a monastic order is counted as a distinct religious order.

Membership of the Association is subject to the payment of an annual subscription decided at each AGM by the members, and the membership year runs from 1 January to 31 December.

## **6. ASSOCIATE MEMBERSHIP**

Associate Membership of the Association is open to other persons involved in the financial stewardship of a religious order. There is no limit to the number of persons from any one religious order who may have associate membership.

Associate membership is subject to the payment of an annual subscription determined by the members at each AGM. Associate members have no share in the temporal goods of the Association, and no vote in matters presented to the membership, but may be appointed by a full member to act as their proxy in any vote, subject to advance notice in writing to the General Secretary or Chair of the Association in advance of the vote. Associate members have the right to attend meetings organised by the Association.

## **7. FRIENDS OF THE ASSOCIATION OF PROVINCIAL BURSARS**

Friends of the Association of Provincial Bursars are persons working as professional advisers in relevant sectors who wish to be involved with the Association. They have no rights in respect of the Association, nor any interest in or entitlement to its assets, but shall, subject to payment of an annual fee, receive publications sent to members. They may be invited by the Committee to attend meetings organised by the Association.

## **8. THE EXECUTIVE COMMITTEE**

There shall be a committee of the Association known as the 'Executive Committee' or 'Executive', to which is entrusted the management of the Association.

### **8.1 Composition of the Executive Committee**

The Committee shall have seven members, who shall be elected at the AGM.

In the event that the number of members falls below seven, the Committee shall have the power, and shall be required, if possible, to co-opt enough members to make the number up to seven, from among those eligible.

Members of the Committee serve for three years, except that co-opted members serve only until the first AGM after they are co-opted.

All Full Members and Associate Members are eligible to serve, unless they have served two immediately preceding three-year terms.

Associate Members elected or co-opted to the Committee become Full Members of the Association for the duration of their membership of the Committee.

## **8.2 Election of the Executive Committee**

The election of the members of the Committee takes place at the AGM as follows:

Any Full Member or Associate Member must be nominated in writing by at least two Full or Associate Members; Persons nominated shall indicate their willingness to serve, whereupon they become Candidates;

If the number of Candidates is equal to or fewer than the number of members of the Committee required to make the number up to seven, then all Candidates are elected without the need for a ballot;

If the number of Candidates is greater than the number of vacancies on the Committee, then there shall be a secret ballot of Members organised by the Committee: every Member of the Association shall vote in writing for as many Candidates as there are vacancies; the Candidates shall be ranked in order of the number of votes received, and those receiving the most votes, up to the number of vacancies, are elected.

In the event of a tie a second ballot shall take place between the two tied candidates only.

## **8.3 Meetings of the Executive Committee**

The Executive Committee shall meet at least four times a year and shall have oversight of the management of the Association. A quorum of four members of the Committee is required at each meeting.

When the Executive Committee is not able to agree on any matter by consensus, the Chair shall put the matter to a vote, with each member of the Committee having a single vote on any question; in the event of a tie the Chair has a casting vote.

At its first meeting after each AGM, the Executive Committee shall elect or appoint the Officers of the Association.

The Conference of Religious in England & Wales shall be invited to nominate a member to attend and, if they wish, to speak at all meetings of the Executive Committee, the AGM and any EGM of the Association, without however having a vote unless already a member of the Committee in their own right.

The Executive Committee may invite other persons including, but not limited to, Members of the Association, to attend any or all of its meetings to observe or to advise, without however having a vote.

## **9. THE ANNUAL GENERAL MEETING**

There shall be one Annual General Meeting (AGM) of the Association each year, of which notice shall be given to all Members and Associate Members at least twenty-one days



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## **ASSOCIATION OF PROVINCIAL BURSARS**

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in advance, either in writing or by electronic mail, stating the date, time and venue of the AGM.

The AGM shall:

- a) Receive the Chair's report on the activities of the Association;
- b) Receive a statement of accounts for the previous financial year from the Treasurer of the Association, which statement shall have been independently examined. This shall be presented by the Treasurer for acceptance by the members and, if approved, adopted;
- c) Approve the subscription fees for the forthcoming year;
- d) Approve the appointment of the independent examiner of the accounts;
- e) Elect members of the Executive Committee of the Association;
- f) Deal with any other business that has been communicated to the General Secretary at least seven days in advance of the AGM.

All decisions of the AGM shall be by votes of all Full Members present, and unless otherwise stated shall be on a show of hands. In the event of a tie, the Chair of the Committee shall have a casting vote.

The AGM shall have the power to amend the Constitution upon the proposal of any Member, provided that twenty-one days' notice has been given via the General Secretary to all Members, either in writing or by electronic mail. Any change to the Constitution requires a positive vote from two-thirds of all Full Members present.

### **10. EXTRAORDINARY GENERAL MEETINGS**

An Extraordinary General Meeting (EGM) may be called at any time by the Executive Committee and must be convened within twenty-one days of a request signed by no fewer than one-fifth of the Members of the Association.

The General Secretary shall inform all Members and Associate Members of the Association in writing or by electronic mail of the occurrence of an EGM, stating the time, date, venue and the business to be conducted.

### **11. OFFICERS OF THE ASSOCIATION**

The following shall be elected for one year by and from the members of the Committee at its first meeting after each AGM:

- a) The Chair, who shall chair meetings of the Executive Committee and of the Association, and shall present an annual report on the activities of the Association at each AGM;
- b) The Deputy Chair, who shall chair meetings in the absence of the Chair;
- c) The Treasurer, who shall have stewardship over the funds of the Association, and shall present accounts regularly to the Executive and independently examined accounts annually to the AGM.



There shall also be a General Secretary of the Association, engaged by the Executive, which shall determine the General Secretary's responsibilities. The General Secretary shall act as secretary to meetings of the Executive Committee and of AGMs and EGMs, and shall have the right to speak, without however having a vote. The General Secretary shall maintain a membership database of the Association and shall manage and facilitate communications from the Association to members, and between members and friends.

## **12. DISSOLUTION**

A resolution for the dissolution of the Association may be passed at an Executive Committee meeting by positive vote of five of the Executive Committee members.

In the event of such a resolution, the General Secretary shall convene an Extraordinary General Meeting of the Association within thirty days.

The resolution for dissolution must be passed by two thirds majority of the Full Members present at the EGM.

In the event of the resolution being passed by a two thirds majority of the Full Members present at this extraordinary general meeting, the Executive Committee shall wind up the affairs of the Association and distribute its funds equally among all Full Members.

If the resolution is not passed, the Executive Committee members shall all deemed to have resigned and the EGM shall elect a new Committee. If a new Committee cannot be elected, the Association shall be deemed to have dissolved.