

5 Member Groups

- a) Members Groups exist to pursue agreed aims and objectives, usually via presentations, conferences, seminars, workshops, social gatherings and networking.
- b) Each Member Group will typically hold four or more events a year, open to all members of the group.
- c) Member Groups may also establish partnerships with other bodies in order to pursue joint initiatives.
- d) Any person can participate in a Member Group, but only Institute members have voting rights. A Group can apply conditions of entry.
- e) Any person can attend Member Group events unless the Group chooses to restrict attendance. Where a meeting fee is charged, this should normally be lower for Institute members. The same applies, where practicable, to conferences and publications.
- f) International Sections : Each year the Section Committee shall appoint one of its members to serve as Liaison officer who shall have responsibility for liaison with the appropriate national computer society (or societies) of the country (or countries) in which the Section is located.
An International Section should be established as a separate legal entity, be covered by combined liability insurance or as required locally, and should comply with local requirements in relation to any registration requirements. At no time will the Institute accept financial responsibility for the Section's activities other than by resolution of Trustee Board. The registered address of the Section (where needed under local Law) will be decided by the Section committee.

6 Member Group life cycle

- a) Proposals for new member groups are considered by the Membership Board Policy Committee, with the administration of the process being undertaken by the BCS Member Groups Team. This process is owned by MBPC and all enquiries regarding it should be routed to the Chair of MBPC (chair.mbpolicy@bcs.org).
- b) A Member Group may set up a subgroup which also is subject to Member Group rules. Subgroups share the budget of the parent group.
- c) Changes to Group name, scope, geographic boundaries (where applicable), aims and objectives need to be approved by MBPC.
- d) Member Groups that overlap in scope or geographic boundaries may be invited by MBPC to consider merging, or may initiate a merger themselves.
- e) Where a Member Group is not operating, has come to the end of its planned life or is in conflict with the Institutes's aims and objectives it may be suspended or closed down by decision of the Membership Board. Any such action will be preceded by consultation with members of the Group.

7 Member Group governance

- a) Member Groups must organise an Annual General Meeting (AGM) once a year. The AGM should be called as soon as practicable after the close of the Institute's financial year (31 August).
- b) At least fourteen days notice (electronically is acceptable) of the date, time and place of the AGM shall be given to members and to the Member Groups

Team. The calling notice should include, where appropriate, an agenda, a call for nominations to committee and pointer to preceding minutes. The meeting is not required to be physical.

- c) The agenda should include:
- Welcome and Introductions
 - Apologies for absence
 - Minutes of the previous AGM (and if appropriate EGM)
 - Matters arising from the minutes
 - Chair's report
 - Treasurer's report
 - Election of Chair, Treasurer and committee members
 - Any other business

Notification of "Any other business" should be sent to the Chair not less than three days in advance. Admission of items not so notified at the AGM will be at the discretion of the Chair.

- d) Following the AGM, an electronic copy of the minutes and the Chair's report must be sent to the Member Groups Team within one month.
- e) An Extraordinary General Meetings (EGM) shall be convened, if requested, by ten or more Institute members of the Group or by resolution of the Committee. The notice calling the meeting shall state the purpose of the meeting, which shall be convened on a date within five weeks of receipt of the request or the Committee resolution.

8 Member Group Committees

- a) Member Groups are managed by a committee elected by the members of the group at an AGM. The committee has the power to set up subcommittees.
- b) The committee must have at least three professional BCS members, with two of them filling the roles of Chair and Treasurer. Non Institute members must abide by the BCS code of conduct and rules; the penalty for serious breaches is removal from the committee.
- c) Committee Members are elected by members of the Institute either at the AGM or in an election using remote voting. The committee may appoint replacements for committee members (including the Chair and Treasurer) that resign mid-year. A majority of the committee must be Institute members.
- d) Particular procedures apply to remote voting which must be conducted by the BCS Member Group Team.
- e) The committee can co-opt members to the committee as long as a majority of the committee (including co-opted members) are Institute members and the number of co-opted members does not exceed elected members.
- f) The Term of Office is normally one year with no limit on reappointment.
- g) Committee members can be removed by a majority vote of the committee. There is a right of appeal to the Membership Board Policy Committee.
- h) The Committee should meet regularly (either physically or electronically). Notice of meetings must be given to all members of the committee. The Chair is expected to approve the minutes and an electronic copy sent to the Member Groups Team.

- i) The quorum is 33% of the membership of the committee, with a minimum of the Chair or Treasurer plus two other members. If there are fewer members present the meeting cannot make binding decisions.
- j) Voting is by simple majority of elected committee members present. If there is a tied vote, the chair will have an additional deciding vote.
- k) Any public statement by a Committee member shall be in accordance with Institute policy and guidelines.
- l) Member Group Committees will be responsible for ensuring that members receive appropriate training as prescribed by Trustee Board. The Membership Board may cancel or suspend an individual's membership of a Member Group Committee where a member's actions have, in the opinion of the Membership Board, been detrimental to the work of the Committee.
- m) To avoid legal liability, personnel must not be directly employed by a Member Group. BCS Swindon should be requested to contract for local support on a Member Group's behalf. A template for doing so will soon be made available.
- n) Funds to pay for any local support must be included in the group's budget.
- o) All member data must be handled in strict accordance with the BCS Information Security Policy Statement. Committee members who are professional members of BCS may under certain conditions have access to BCS membership data.
- p) Where personal data about attendees is collected at an event it should not be passed on without the attendee's approval. It is BCS policy that all data collected through an event booking/registration system (manual or electronic, central or local) shall be regarded as protected personal data unless otherwise declared to attendees/enquirers in advance. Particular care needs to be taken in circumstances when any attendees' data may be shared with third parties.
- q) Groups must take all normal precautions if minors are present at any events.
- r) Member Group committee members must declare any conflict of interest that may arise and inform all other committee members who will consider whether any action needs to be taken.