



Scottish Assessors' Association

CONSTITUTION

(Approved at a specially convened meeting of the Assessors' Committee on 19 September 2024)

PURPOSE

The purpose of the Association is to encourage amongst its members;

- the exchange of ideas regarding their statutory duties.
- to record results of discussions on all subjects brought before its meetings.
- to promote consistency in the operation of Valuation for Rating, Council Tax and Electoral Registration legislation.
- to act as both a consultative and advisory body.
- engage in partnership working both internally and externally with organisations and public bodies.
- to represent the collective interests of its members in carrying out their statutory duties.

ARTICLES OF ASSOCIATION

1 NAME

The Association shall be called the "**Scottish Assessors' Association**".

2 MEMBERSHIP

2.1 Classes

Membership of the Association shall be in the following classes:

(a) Assessor Member

An Assessor appointed under section 27(2) of the Local Government etc. (Scotland) Act 1994.

(b) Statutory Depute Member

An appointment that possesses Depute Assessor status for the purposes of section 27(2) of the Local Government etc. (Scotland) Act 1994.

(c) Associate Member

A member of staff who is not recognised by the relevant authority as having section 27(2) of the Local Government etc. (Scotland) Act 1994 status.

2.2 Commencement of representation

An Assessor shall be an Assessor Member as of right upon taking office either permanently or as an interim appointment.

Statutory Depute and Associate Members shall be nominated by the Assessor for the valuation authority by which they are employed and shall take up membership following approval by the Association.

2.3 Termination

Membership will automatically be terminated if the member ceases to be employed by the valuation authority under which originally appointed to membership, or if for any reason the member ceases to be qualified under 2.1.

2.4 Representation

Subject to the approval of the relevant Assessor, all persons qualified in terms of 2.1 above are eligible to participate in the workings of the Association.

2.5 Change of representation

The membership of a Statutory Depute or Associate Member, once begun, will normally endure for the remainder of their employment by the particular valuation authority, but it may, on the intimation of the relevant Assessor, be terminated sooner.

2.6 Membership List

The Assistant Secretary shall maintain a list of members.

3 ORGANISATION

3.1 Office bearers

The office bearers, who must be Assessor Members, shall be:

- a) President**
- b) Vice President**
- c) Secretary**

The Secretary will nominate a Member to be Assistant Secretary who shall also carry out the duties of Treasurer.

If the Assistant Secretary is unable to carry out the duties of Treasurer the Secretary will nominate a Member to be Treasurer.

3.2 Nomination and Appointment of office bearers

Nomination of office bearers may be made in writing to the Secretary by any two Assessor Members at least one week prior to an Assessors' Committee.

The Executive Committee, through the President, may also make nominations by giving notice to the Secretary at least one week prior to an Assessors' Committee.

Office bearers will be appointed by the Assessors' Committee and these shall be communicated to Assessors for onward sharing with Association members within their office.

In normal circumstances there will be a succession from the post of Secretary to Vice President and from Vice President to President.

3.3 Vacation and Termination of office

The office bearers shall retire annually at the Annual General Meeting (AGM) but shall be eligible for reappointment for a maximum of one more year in the same post.

In the event that an office bearer ceases to be eligible as an Assessor Member or otherwise suffers incapacity, the normal succession will generally prevail and the Executive Committee will seek to fill to the vacant post of Secretary by following the nomination procedure at 3.2.

3.4 Executive Committee

There shall be an Executive Committee, the members of which shall be the office bearers together with an Assessor Member elected by the Executive Committee.

The Executive Committee has power to determine that any matter of business shall be decided by the Assessors' Committee and not by the Association. It shall transact all matters of business deemed to be so urgent that they cannot await presentation at a meeting of the Assessors' Committee or of the Association, and such matters as may be referred to them by the Association.

Updates dealing with matters referred to it shall be provided to the Assessors' Committee or to the Association, according to the origin of the reference.

The Executive Committee may appoint an Assessor Member to represent the SAA for a particular purpose.

3.5 Assessors' Committee

There shall be an Assessors' Committee of which all attendees shall be Assessor Members. Any Assessor may authorise the attendance of a substitute who must be either a Statutory Depute Member or Associate Member who will have full proxy voting rights.

3.6 Electoral Registration Committee

The Association shall appoint a standing committee from within its membership to deal with all matters of Electoral Registration. Membership of the committee shall be extended by invitation to Electoral Registration Officers (or their nominated representatives) who are not SAA members.

The Chair and Vice Chair of the committee shall be Electoral Registration Officers who are also Assessor Members.

This Committee shall appoint from within its membership a Secretary.

The Committee shall have authority, to act in the name of the Association in day-to-day matters and shall minute its meetings and report to the Assessors' Committee and Association meetings.

In any matter which goes or appears likely to extend beyond the limits of electoral registration, into the wider sphere of the Association's activities, the Chair or Vice Chair shall consult the Executive Committee, Assessors' Committee or the Association in plenary session.

3.7 Portal Management Committee

The Association shall appoint a standing committee from within its membership to deal with all matters of the Scottish Assessors' Portal. The Committee shall report to Assessors' Committee and meetings of the Association.

The Committee shall have authority, to act in the name of the Association in day-to-day matters and shall minute its meetings and report to the Assessors' Committee and Association meetings.

Membership of the committee shall be extended by invitation to Assessors or their nominated representatives.

The Chair of the Portal Management Committee shall be an Assessor Member and will have delegated authority to make content changes to the Portal website.

3.8 Other Committees

The Association shall appoint Standing Committees as it deems necessary and may delegate to such those powers which it deems necessary.

Appointment to Chair shall be reviewed or renewed as necessary by the Assessors' Committee.

Secretaries of Standing Committees will be appointed by the Standing Committee Chair in consultation with the relevant employing Assessor.

The Committees shall report to Assessors' Committee and meetings of the Association.

Assessor Members can appoint from their organisation non-SAA members to attend Committees in exceptional circumstances.

3.9 Working Groups

The Association or Assessors' Committee or Standing Committees shall appoint Working Groups as it deems necessary and may delegate to such those powers which it deems necessary.

Working Group Chairs will be appointed by the Standing Committee Chair in consultation with the relevant employing Assessor.

Working Group Chairs may appoint a Working Group Secretary in consultation with the relevant employing Assessor.

The Working Groups shall report to the relevant Standing Committee or Assessors' Committee or meetings of the Association depending on the remit of the Working Group.

Assessor Members can appoint from their organisation non-SAA members to Working Groups.

4 MEETINGS

4.1 Business

The Association will meet at an AGM and may hold such other ordinary meetings as the Executive Committee may from time-to-time resolve.

Without prejudice to the terms of sub articles 3.4 to 3.6, the business of the Association will be transacted at its AGM and ordinary meetings.

4.2 Attendance at the Annual General Meeting and Ordinary Meetings

Attendance at the AGM and at Ordinary Meetings shall be restricted to Assessor Members and any other Association members nominated by the Assessor to attend.

4.3 Voting at meetings of the Association

Except in relation to amendments to this constitution and these articles, and subject to the immediately following paragraph, each Assessor (or their nominated proxy) shall have one vote at any meeting of the Association.

Where there is a division of opinion, the Chair may put the matter to a vote. The Chair shall have a deliberative and casting vote.

The outcome of a vote must be clearly stated and quantified in the note of the meeting. On the motion of two Assessor members any decision made at an AGM or ordinary meeting shall be referred to the next Assessors' Committee for further consideration and final decision.

Notwithstanding the terms of sub-article 3.5, the note recording such business must be reported to the Association.

4.4 Voting at meetings of Other Committees & Working Groups

All members shall be allowed to vote within the deliberations of the committee or working group. Where there is a division of opinion, the Chair may put the matter to a vote on the premise of one Assessor, one vote.

The outcome of a vote must be clearly stated and quantified in the Committee's report to the next Assessors' Committee or meeting of the Association, with the reasons for the division set out.

On the motion of any Assessor or Statutory Depute Member, any such matter may be discussed and voted upon again under the normal rules of voting in the Association's Ordinary meetings.

4.5 Chair

The President, whom failing, the Vice President, whom failing, an Assessor Member appointed from their number, shall be chair at Association meetings and at meetings of the Assessors' Committee.

4.6 Convening of Committee Meetings

Meetings of committees shall be held as directed by the Association, or as instructed by the Executive Committee, Assessors' Committee or by the Chair of the Committee.

4.7 Ex officio Membership of Committees and Working Groups

The office bearers of the Association shall be *ex officio* members of all Committees and Working Groups.

5 FINANCE

5.1 Subscriptions

The annual subscription shall be such sum as the Association shall determine at the AGM which may differ for each class of membership and shall be payable on demand from the Treasurer.

The amount will be regulated to meet estimated expenditure and such reasonable contingency funds as the Executive Committee may authorise.

The annual subscription shall be for the period 1 June to 31 May. Subscriptions for each year will be due by 30 September of that year.

If subscriptions fail to be paid that member shall have their membership terminated as follows:

Assessor Member – by determination of Executive Committee

Any other Member – by determination of Assessors' Committee

Where Membership of the Association is confirmed at each AGM, Members will be due to pay the appropriate subscription fees for that year.

Where a Member intimates intention to retire, this must be communicated to the Assistant Secretary in advance of the AGM and no subscription fee will be payable.

New Members appointed after 1 June will not pay an annual subscription until the next year.

5.2 Expenditure

The Association may levy any other amounts, on a valuation authority basis, to cover the cost of any other permitted expenditure undertaken.

5.3 Application of Funds

The funds of the Association shall be applied to meet expenses that the Executive Committee or the Association may authorise. Except for a reasonable contingency fund, the Association shall not accumulate a surplus.

The Treasurer shall prepare annually a Statement of Accounts made up to 31st March each year, which shall be submitted to the appointed Auditor of SAA. The Accounts shall be audited within the employer organisation of the Treasurer. The Audited Statement shall then be presented to the AGM by the Chair.

6 CODE OF PRACTICE ON REPORTS

Association Practice Notes, Guidance Notes and Reports will be considered by the relevant committee and approved by the Assessors' Committee or at Association meetings.

The Association may also provide guidelines to ensure the consistency of layout and content, particularly for publication on the Scottish Assessors' Portal.

Members shall undertake to adhere to such guidelines except under the following condition:

When any Assessor Member intends to make any significant departure from or more than minimal adaptation of any Association Practice Note or Guidance Note, they must notify the Assessors' Committee.

7 EXCHANGE OF INFORMATION

When called upon by a colleague Assessor or by the Assessors' Committee or Association, or on discovering a fact delivered to be of value to the Association or colleague Assessors, Assessors shall endeavour to provide as full and accurate information as possible, and, subject to discussion and considerations of confidentiality, should be prepared to facilitate the use of such information as evidence before any relevant Court or Tribunal.

Similarly, all members shall undertake the necessary research timeously and accurately to reply to all such requests for information.

8 SHARING OF INCOME AND EXPENDITURE

This document cannot subvert the authority of individual Assessors in terms of their own budgetary matters and financial controls. The Association may facilitate arrangements whereby Assessors might collaborate from time to time on the sharing of costs or disbursement of income arising from joint working as envisaged in the foreword to this document.

9 ANNUAL GENERAL MEETING (AGM)

- (a) The Association shall hold an AGM in the month of May.
- (b) All members shall be given at least fourteen days' notice of the AGM by the Secretary.
- (c) The quorum for an AGM shall be 8 Assessor members.
- (d) The business of the AGM shall be set by the Executive Committee but must include a report from the Treasurer on the finances of the Association

10 SPECIAL GENERAL MEETING

A Special General Meeting of the Association may be called by the Executive Committee or by any three Assessor Members to discuss an urgent matter. The Secretary shall give all Members seven days' notice of any Special General Meeting together with notice of the business to be discussed.

11 ALTERATION OF THE CONSTITUTION

Amendments to this constitution and to these articles may be made at a meeting of the Assessors' Committee specially convened for that purpose, and if carried, by the votes of at least two thirds of all Assessors.

Any proposal for such an amendment must be made in writing to the Secretary by any two Assessor members.

Amendments to this constitution and these articles should be notified to the next meeting of the Association.