

CONSTITUTION OF THE ASSOCIATION OF RESEARCHERS IN CONSTRUCTION MANAGEMENT (ARCOM)

As approved by AGM of ARCOM on 6 September 2023

1 Terms

1.1 In this Constitution, unless the context otherwise requires:

- a. “Association” means Association of Researcher in Construction Management;
- b. “Chair” refers to the chairperson of the Association and “Vice Chair” refers to the vice chairperson of the Association;
- c. “Committee” refers to the committee of the Association;
- d. “Constitution” refers to the constitution of the Association;
- e. “General Meeting” refers to a meeting for which all members of the Association are eligible to attend and includes annual general meetings (AGM) and extra-ordinary general meetings (EGM);
- f. “Member” refers to a person or organisation that is a member of the Association;
- g. “Secretary” refers to the secretary of the Association and
- h. “Treasurer” refers to the treasurer of the Association.

2 Name of the Association

2.1 The name of the Association shall be Association of Researchers in Construction Management.

2.2 The name of the Association may be abbreviated to ARCOM.

3 Character of the Association

3.1 The Association shall be a voluntary, not-for-profit and non-partisan organisation of people who study and research all aspects of the delivery and management of the built environment.

3.2 The Association shall not be a trade union.

4 Aim of the Association

4.1 The aim of the Association is to promote high-quality research into the delivery and management of the built environment through inclusive and supportive environments.

5 Objectives

5.1 The objectives of the Association are to:

- a. engaging with and development of high-quality researchers;
- b. dissemination of high quality research outputs;
- c. contribution to the development of industry and practice.

5.2 The objectives shall be achieved through specific activities and events which include:

- a. the conference which will be held annually, including conference proceedings; and
- b. other activities which will be determined from time to time by the Committee, such as doctoral workshops and seminars.

6 Registered Office

6.1 The registered office of the Association shall be determined by the Committee.

7 Constitution

7.1 The Constitution is the supreme charter of the Association.

7.2 The Constitution shall only be amended, altered or changed in accordance with the provisions of this document.

8 Membership

8.1 Membership of the Association is open to any person or organisation engaged or interested in research associated with all aspects of the delivery and management of the built environment.

8.2 Membership of the Association shall comprise of the following categories:

- a. individual membership;
- b. institutional membership.

8.3 An individual member shall be a person who is engaged or interested in research associated with any aspect of the delivery and management of the built environment.

8.4 An institutional member shall be an organisation engaged or interested in research associated with any aspect of the delivery and management of the built environment.

8.5 A person or organisation shall become a Member upon:

- a. paying a non-refundable membership fee and
- b. their name being entered in the Register of Members.

8.6 The Committee reserves the right to refuse membership to any applying individual or organisation.

9 Membership Fee

9.1 Every person or organisation eligible to be a member of the Association shall on successful application of membership pay a membership fee relevant for their category of membership.

9.2 The membership fee for each category of membership shall be set by the Committee; changes will be subject to approval at the next General Meeting.

9.3 The membership fee shall be due from the beginning of the membership year that begins on 1 May of each year.

9.4 Membership fee paid at any time during the membership year shall not be subject to pro-rata adjustment.

10 Register of Members

10.1 The Association shall maintain a Register of Members that shall contain the names, addresses, telephone numbers and any other useful particulars of all members.

11 Members' Rights and Responsibilities

11.1 Rights of individual members include:

- a. actively participate in the Association's activities in accordance with the relevant provisions of this Constitution and associated documents;

- b. vote (on a one-vote per person basis) on decisions or resolutions in General Meetings through any appropriate means;
- c. elect (on a one-vote per person basis) members of the Committee through any appropriate means;
- d. stand for election to the Committee, subject to Clause 19.2 of this Constitution;
- e. be provided with a copy of the Constitution of the Association; and
- f. be accorded a discount on fees for ARCOM events as deemed appropriate by the Committee.

11.2 Rights of institutional members are:

- a. actively participate in the Association's activities in accordance with the relevant provisions of this Constitution and supporting documents;
- b. get a discount on fees for ARCOM events, as deemed appropriate by the Committee, for their students as long as the students are not themselves individual members and the institutional member is a higher education institution;
- c. get a discount on fees for ARCOM events, as deemed appropriate by the Committee, for their employees as long as the employees are not themselves individual members and the institutional member is not a higher education institution;
- d. be provided with a copy of the Constitution of the Association; and
- e. be entitled to representation in General Meetings and activities of the Association but shall neither vote nor be voted to any position on the Committee.

11.3 Members are responsible to:

- a. behave respectfully towards other members in keeping with the values of the Association; and
- b. to support the work of the Association.

12 General Meetings

12.1 General meetings are those meetings concerned with the policy and general administration of the Association.

12.2 A general meeting shall be either an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

12.3 The date, time, mode and place (where applicable) of every general meeting shall be determined by the Committee.

12.4 A written notice convening a general meeting will normally be issued by the Secretary at a minimum of 28 days prior to the meeting and shall specify the date, time, mode and place (where applicable) of such meeting and the business to be transacted.

12.5 The quorum for a general meeting shall be fifteen Members.

12.6 If quorum is not realised thirty minutes after the scheduled start of the General Meeting, the General Meeting shall be re-scheduled to a time and place to be chosen by the Committee. Normally, the Secretary will inform the Members of the change.

12.7 The Chair shall preside at every general meeting. In the absence of the Chair, the Vice Chair or Secretary or Treasurer or Immediate Past Chair in that order shall preside.

12.8 If the Chair, Vice Chair, Secretary, Treasurer and Immediate Past Chair are not available, the Members present may elect a Meeting Chair for that general meeting from among themselves.

12.9 Decisions of the general meeting shall be taken by consensus or voting of the members present subject to Clause 12.5.

12.10 Voting at a general meeting shall be by show of hands, unless a Member presents a reasonable request for a balloted vote.

12.11 A ballot shall be taken following a request for a balloted vote if the Meeting Chair of the meeting approves.

12.12 Every individual Member present shall be entitled to one vote and voting by proxy shall not be permitted.

12.13 Resolutions shall be passed by a simple majority, except as otherwise provided in this Constitution.

13 Annual General Meeting

13.1 The AGM shall be the supreme decision-making organ of the Association and shall have power over all matters of the Association.

13.2 Annual general meetings (AGM) will normally be held annually, at a date, mode, time and place to be chosen by the Committee. The AGM will, among other activities:

- a. approve an annual report of the activities of the Association, balance sheet, income and expenditure statement for the preceding financial year;
- b. approve a programme of activities and budget for the current year;

- c. vote on any resolution, which may be submitted to the AGM as here under provided;
- d. approves, in accordance with Clause 20, the Committee of the Association for the coming year as proposed by the incumbent Committee; and
- e. propose additional or alternative activities for the Committee to consider;

13.3 In case of adjournment, the term of the outgoing Committee shall be automatically extended to the quorate general meeting (see Clause 12.6).

14 Extraordinary General Meeting

14.1 Extraordinary general meetings (EGM) may be called either by the Committee, the Secretary with the written support of any two members of the Committee, or any Member with the written support of twelve other Members. In the latter case, such an application must be made to the Secretary in writing, with a reasoned statement as to why an extraordinary general meeting is required.

14.2 Business transacted at an EGM shall be limited to that specified in the notice convening the EGM.

15 Committee of the Association

15.1 Normally, there shall be a Committee of the Association consisting of eight executive members and thirteen non-executive members

15.2 The executive members shall be as follows:

- a. Chair
- b. Immediate Past Chair
- c. Vice Chair
- d. Secretary
- e. Treasurer
- f. Researcher Development Officer
- g. Membership Officer
- h. Outreach and Communications Officer

15.3 The term of office for each executive member of the Committee shall be two years.

15.4 The number of terms an executive member can serve on the Committee shall be unlimited, with the exception of Chair, Immediate Past Chair, and Vice Chair, who shall serve one term of two years.

15.5 The term of office for each non-executive member of the Committee shall be one year.

15.6 The number of terms a non-executive member can serve on the Committee shall be unlimited.

15.6 A member of the Committee shall not be entitled to any remuneration for rendering service to the Association but may be reimbursed for reasonable expenses incurred while rendering such service.

15.7 A member of the Committee shall perform such functions as shall be assigned to them by this Constitution, the General Meeting, the Committee or the Chair.

16 Rights and Responsibilities of the Committee

16.1 The Committee shall be the executive and administrative organ of the Association

16.2 The Committee shall:

- a. advance the objectives of the Association as stated in the Constitution;
- b. implement the decisions of the general meetings; and
- c. be responsible for the financial and business affairs of the Association.

16.3 In the performance of the above responsibilities, the Committee shall:

- a. appoint and, if found necessary pay, individuals and/or organisations and determine their terms and conditions of service;
- b. co-opt any Member of the Association to the Committee in order to fill any vacancy that may occur between General Meetings or assign to them any functions; and
- c. appoint sub-committees to perform such functions as the Committee may assign to them.

17 Meetings of the Committee

17.1 Normally, the Committee shall meet quarterly to transact business

17.2 The Chair shall preside at every meeting of the Committee, and in the Chair's absence the Vice Chair, Secretary or Treasurer or Immediate Past Chair, in that order, may preside.

17.3 If the Chair, Vice Chair, Secretary, Treasurer and Immediate Past Chair are not available to preside over a meeting of the Committee, the members of the Committee present may elect a Meeting Chair from among themselves.

17.4 The quorum for a meeting of the Committee shall be 50% of members of the Committee.

17.5 If at any point a quorum is not realised, the meeting of the Committee shall either be re-scheduled to a time and place to be chosen by the Committee; or continue its business but refrain from making any decisions. If quorum is not realised then decisions are to be deferred to the next meeting.

17.6 Decisions of the Committee shall be taken by consensus or voting of the members present subject to Clause 17.4.

17.7 The Committee may regulate its own procedures, except where specified by this Constitution.

18 Formation of the Committee

18.1 Executive members of the Committee (with the exception of the Chair and Immediate Past Chair) shall be nominated by, and from among, the incumbent Committee by the end of the month of June. Normally, the incumbent Chair will be nominated as the Immediate Past Chair (for the upcoming two years) and the incumbent Vice Chair will be nominated as the Chair (for the upcoming two years). These nominations will be approved at the AGM in accordance with Clause 20.

18.2 Non-executive members of the Committee shall be elected by all eligible Members in accordance with Clause 19.

18.3 The Committee may, through formal majority approval, co-opt eligible Members to the Committee whenever they consider necessary, provided that such Members are willing to serve.

18.4 Anyone co-opted to the Committee shall become a non-executive member of the Committee for the remainder of that term.

18.4 The number of co-opted members joining in any term shall not be allowed to take the total number of members of the Committee to more than 25.

18.5 A Committee member may request to take leave of absence from the Committee. In such situations the member taking leave of absence may re-join the Committee at any point during their current term and resume their position. If they wish to re-join the Committee after their current term ends then they can re-join subject to Clause 19.

18.6 Any Committee member who is taking leave of absence shall not be considered a Committee member for the period of absence.

18.7 Should a vacancy from within the executive members of the Committee arise during the term of a Committee, the Committee may appoint a non-executive member of the Committee to the post in acting capacity to serve for the duration of the vacancy.

19 Election of Non-executive Members of the Committee

19.1 The annual election of non-executive members of the Committee shall be managed by the Immediate Past Chair and completed by the end of the month of August.

19.2 A person shall be qualified to be nominated for election as a non-executive member of the Committee if that person:

- a. is an individual Member of the Association and
- b. has paid the membership fee for that year.

19.3 An eligible Member shall stand for election by submitting a completed and signed Nomination Form and an Election Statement of up to 100 words to the Immediate Past Chair by the deadline provided by the Immediate Past Chair. The Nomination Form shall be used by the Immediate Past Chair to ensure eligibility of the nomination and the Election Statement shall be made available to the electorate for information.

19.4 The Nomination Form will only be valid if the nominee meets the conditions in 19.2 and the form contains the names and signatures of two nominators. Nominators must be current Members of the Association and must have paid the membership fee for that year. Nominees are responsible for ensuring that this is the case.

19.5 If, by the deadline, thirteen or fewer valid nominations are received by the Immediate Past Chair, the nominees shall be considered elected unopposed and no voting shall take place.

19.6 If by the deadline, more than thirteen valid nominations are received by the Immediate Past Chair, voting of all eligible Members shall normally be organised by the Immediate Past Chair.

19.7 Voting for non-executive members of the Committee shall be conducted online and shall be completed at least one week before the Annual General Meeting.

19.8 Should there be a tied vote between candidates obtaining the lowest number of votes through the online voting, the incumbent Committee shall elect remaining candidate(s) in a second vote.

19.9 Should a dispute arise as to the result of an election, the decision of the Immediate Past Chair shall be final.

20 Approval of the Committee

20.1 The Committee, comprising of 8 executive members (nominated in accordance with Clause 18.1) and 13 non-executive members (elected in

accordance with Clause 19) shall be approved by Members at an Annual General Meeting and assume their positions immediately.

20.2 In such situations where the Annual General Meeting does not approve the Committee, the term of the outgoing Committee shall be automatically extended to a point where a new Committee can be proposed and approved at a future General Meeting.

21 Roles and Responsibilities of Members of the Committee

21.1 Each member of the Committee shall:

- a. ensure that they maintain their membership of the Association throughout their term of office;
- b. actively contribute to the ongoing work of the Committee;
- c. attend at least one half of the meetings of the Committee during the term of the Committee;
- d. review abstracts submitted for the annual ARCOM conference as assigned by the Conference Chair in a timely manner;
- e. join the Conference Scientific Committee and review papers submitted for the annual ARCOM conference as assigned by the Conference Chair;
- f. deal with members of the Committee, Members of the Association and all stakeholders in a professional manner that reflects the values and standards of the Association; and
- g. perform such other functions as may be assigned to them by the Chair, Committee or Association.

21.2 The Chair shall:

- a. organise the annual ARCOM conference during the first year of their term and ensure that the proceedings of that annual ARCOM conference are published;
- b. organise and preside over general meetings and meetings of the Committee;
- c. organise an Away Day for members of the Committee to discuss strategic issues. Away Days will occur normally once during their term as Chair;
- d. represent Members, the Committee and the Association in external forums;
- e. communicate the Association's position on relevant matters with external stakeholders; and

- f. normally take on the position of Immediate Past Chair for a term of two years starting at the end of term as Chair.

21.3 The Vice Chair shall:

- a. organise the annual ARCOM conference during the second year of their term and ensure that the proceedings of that annual ARCOM conference are published;
- b. perform the functions of the Chair if the Chair is not available and
- c. take on the position of Chair for a term of two years starting at the end of term as Vice Chair.

21.4 The Secretary shall:

- a. in consultation with the Chair, prepare and circulate documents for all Meetings of the Association;
- b. issue notices for meetings of the Association;
- c. keep a record of proceedings of all meetings of the Association;
- d. prepare and circulate minutes of meetings to members of the Committee as appropriate;
- e. keep up-to-date versions of the Constitution all as well as any other official documents of the Association; and
- f. maintain an archive of past documents of the Association.

21.5 The Treasurer shall:

- a. keep accurate accounts of all financial transactions of the Association;
- b. ensure the safe-keeping of the Association's assets;
- c. administer the Association's bank account;
- d. report to general meetings on the financial state of the Association. This report should include an income and expenditure account and a balance sheet, both of which should be independently examined by a qualified accountant;
- e. deal with all financial transactions of the Association;
- f. keep an accurate inventory of all property of the Association;
- g. develop and bring the Association's policies pertaining to funding, expenditure and income to the Committee for approval; and

- h. ensure that all Association's policies pertaining to funding, expenditure and income are implemented, regularly reviewed and updated.

21.6 The Immediate Past Chair shall:

- a. organise all elections of the Association;
- b. advise members of the Committee on matters that are important from a historical/continuity perspective;
- c. develop and bring to the Committee policies pertaining to elections; and
- d. ensure that all Association's policies pertaining to elections are implemented, regularly reviewed and updated.

21.7 The Membership Officer shall:

- a. develop an annual programme for increasing membership of the Association;
- b. keep an accurate Register of all Members;
- c. develop and bring to the Committee policies pertaining to membership;
- d. ensure that all Association's policies pertaining to membership are implemented, regularly reviewed and updated; and
- e. report on membership to the Committee and General Meeting.

21.8 The Researcher Development Officer shall:

- a. ensure the delivery of development activities to address the needs of students, early career researchers and established researchers, in keeping with the Association's approved programme of activities;
- b. develop and bring to the Committee proposals concerning the programme of activities;
- c. Coordinate and align the programme of activities with the marketing strategy; and
- d. report on researcher development to the Committee and General Meeting.

21.9 The Outreach and Communications Officer shall:

- a. ensure the delivery of the Association's approved programme of activities for the marketing and communication of the Association;
- b. develop and bring to the Committee proposals concerning the programme of activities;

- c. Coordinate and align the programme of activities with the research development activities and the conference; and
- d. Report on marketing and communication to the Committee and General Meeting

22 Removal of Members

22.1 The Chair may suspend the membership of any individual who does not conform to the responsibilities of membership (see Clause 11.3)

23 Removal of a Committee Member

23.1 The Committee may remove a member of the Committee from office by a vote of two-thirds of members present at a meeting on one or more of the following grounds:

- a. physical or mental incapacity rendering that member incapable of performing the functions of their office or
- b. gross misconduct or misbehaviour or
- c. incompetence or
- d. failure to attend three consecutive meetings of the Committee without reasonable cause.

24 Resignation of a Member of Committee

24.1 A member of the Committee may resign their office by notice addressed to the Chair. The member so resigning shall hand over all property of the Association in their possession or control as defined by Clause 29.

25 Vacation of Office of Member of Committee

25.1 A member of the Committee shall vacate their office on ceasing to be a member of the Association.

26 Validity of Committee Acts

26.1 All acts done by the Committee or by any member of the Committee shall, notwithstanding that it be afterwards discovered that there was some defect in the election of the Committee or member, or that they or any of them were disqualified, be as valid as if the Committee or member had been duly elected and were qualified to act.

27 Funds of the Association

27.1 The funds of the Association shall consist of:

- a. membership fees;
- b. donations and grants;
- c. contributions from Members for specific events and initiatives and
- d. any funds from other sources that are legal and approved by the membership of the Association at a General Meeting.

27.2 All funds of the Association shall be deposited in the Association's accounts kept with bank(s) designated by the Committee.

27.3 The signatories to the account shall be determined by the Committee. The signatories will normally include the Treasurer.

27.4 All cheques, drafts, orders and other like instruments shall be signed by the Treasurer jointly with one other signatory. If the Treasurer is unable to provide a signature then no transaction will proceed until the Treasurer has given approval.

27.5 Association funds shall only be used for the furtherance of the aims as outlined in Clause 4. Money will not be paid by way of a bonus or profit to the Members, provided that this shall not prevent reasonable reimbursement of expenditure validly incurred in the pursuit of the Association's objectives or in the administration of the Association's and provided also that this does not preclude payment of reasonable interest on money borrowed by the Association.

27.6 No Member of the Association, whether elected to a committee or not, shall be entitled to any kind of honorarium.

27.7 Only actual out of pocket expenses can be reimbursed.

27.8 The Treasurer has the right not to reimburse expenditure which was not previously approved.

28 Financial Reporting

28.1 The financial year of the Association shall run from 1 May to 30 April.

28.2 The Association shall keep books of accounts for all its income and expenditure and proper records in relation to its financial affairs.

28.3 The Treasurer shall submit to the Annual General Meeting in each year financial statements, consisting of an income and expenditure statement and a balance sheet, for the preceding financial year as at the end of that year.

28.4 The books of accounts and financial statements of the Association shall be subjected to an independent examination by a qualified accountant.

28.5 The financial statements shall be approved by the Committee prior to presentation to the Annual General Meeting.

29 Property of the Association

29.1 All property of the Association, whether movable or immovable, tangible or intangible, and all its investments shall be acquired and held in the name of the Association.

29.2 The property of the Association, other than investments, shall be administered by the Committee.

29.3 The Association may appoint persons to act as trustees for the purpose of holding any property of the Association.

30 Regulations, Bylaws and Policies

30.1 Subject to the provision of this Constitution, the Committee shall have powers to make regulations, bylaws or policies to regulate all matters not provided for under this Constitution, and to do all other things deemed necessary for the operationalisation of the Constitution and attaining the objectives of the Association.

31 Amendment of the Constitution

31.1 The Association may, by resolution at a General Meeting, amend any provision of this Constitution.

31.2 A notice summoning a General Meeting at which it is proposed to amend this Constitution shall state that it is proposed to amend the Constitution.

31.3 A resolution referred to in Clause 31.1 shall not be taken as passed unless it is supported by at least two-thirds of all the Members present.

32 Enactment of the Constitution

32.1 The Constitution shall come into force on 1 May 2024.

33 General and Miscellaneous

33.1 The Association may from time to time establish committees or sub-committees, as the case may be, to perform such functions as the Association may deem fit.

33.2 For the avoidance of doubt, any previous constitution and operating statement of the Association shall, on the coming into force of this Constitution, stand repealed.

33.3 Notwithstanding any provision in this Constitution:

- a. the incumbent Committee, when this Constitution comes into force, shall be deemed to have been appointed under this Constitution to serve until the Annual General Meeting to be held in September 2024; and

- b. any act done by or on behalf of the Association before the coming into force of this Constitution shall be deemed to have been done under this Constitution.

34 Distribution of Constitution

34.1 Every Member of the Association is entitled to a copy of this Constitution and any subsequent amendments.

35 Dissolution of the Association

35.1 The Association shall not be dissolved except by a resolution passed at an Extraordinary General Meeting provided that the Extraordinary General Meeting also resolves to appoint a qualified accountant to act as a liquidator.

35.2 Any assets remaining after the discharge of all liabilities and debts shall be transferred to some other institution(s), preferably, but not necessarily, having similar objectives to ARCOM's.

35.3 When dissolution of the Association has been passed no further action shall be taken by Members or any office bearer.

35.4 A resolution to dissolve the Association shall not be taken as passed unless it is supported by at least two-thirds of all the Members present at the Extraordinary General Meeting called for this purpose.