

CONSTITUTION¹

of the

Association of Assistant Secretaries & Higher Grades

Name	Association of Assistant Secretaries & Higher Grades.
Objects	To safeguard the interests and provide for the welfare of the members.
Membership	Open to the general service grades of Assistant Secretary and upwards and to departmental and professional grades at similar salary levels.
Financial	Apart from the period to 30th June 1979, the financial year shall end on 31 st March.
Annual General Meeting	A general meeting of the members shall be held annually. It shall be held not later than 30 June unless the Executive Committee considers it desirable, in exceptional circumstances, to hold it at a later date. ²
Executive Committee	Authority to act on behalf of the members shall be vested in the Executive Committee. The Committee shall be appointed at the annual general meeting and shall hold office until the termination of the next annual general meeting. It shall consist of six members and shall have power to co-opt additional members or to fill any vacancies arising.
Officers	The Executive Committee shall appoint the Chairman and such other officers of the Association as it considers necessary. The officers shall hold office until the appointment of their successors.
Hon President & Vice Presidents	The Executive Committee may appoint a President and Vice-Presidents. The offices shall be honorary and for such terms as the Committee may decide. ³
Extraordinary General Meeting	An extraordinary general meeting of the members may be held at any time by direction of the Executive Committee and shall be held within one month of the receipt by the Chairman of a requisition signed by not less than twenty-five members and setting forth the business to be transacted
Amendment of Constitution	The Constitution may be amended by resolution passed at a general meeting.

¹ Adopted at the inaugural meeting on 12 December, 1977

² As amended at AGM on 30 October, 1980

³ Inserted at AGM on 12 December, 1983