

Resolution Regional Charter

INTRODUCTION AND BACKGROUND

Why we need regional groups of members

As a membership organisation, it's important for Resolution to have vibrant and effective regional activity to maintain our focus on all our members' needs and to support members on the ground. We also need good lines of communication to ensure the National Committee understands the concerns of the whole membership, and that members are fully informed about the work that's being done across the country. Regional groups are critical to achieving this.

Why we need a Charter

The Charter sets out what a Resolution region should aspire to deliver and how its work fits into activities across the organisation. It also provides an opportunity for regional groups to sign up to what they will do for members and for the whole organisation.

We have kept the mandatory elements of the Charter to a minimum, limiting them to those which are either necessary for regulatory purposes, or have been requested by members.

We recognise that priorities for members vary from region to region, so individual regions may choose to focus more on some elements of the Charter than others, depending on local needs and the resources available to them.

Aspirational or mandatory

We have divided the Charter into the aspirational – what an active Resolution region **should** do; and the mandatory – what all regions **must** do.

More guidance and support

The Charter is just one element of a package of support that is available to regional committees to deliver their work. A set of Regional Resources providing more detailed guidance on process and procedure is one element of this and will be available in late 2017.

THE CHARTER OF EXPECTATIONS – WHAT RESOLUTION REGIONS SHOULD DO

1. **Promote the Code of Practice, ethos, principles, aims and philosophy of Resolution by:**
 - Representing the ethos of Resolution and the Code of Practice to members, potential members, stakeholders and clients.
 - Supporting compliance with the Code of Practice within the region.
 - Promoting dispute resolution within the region.
2. **Build community and support across the region by:**
 - Providing a regional and local focus for family justice professionals.
 - Providing opportunities for members to get to know other professionals from across disciplines and businesses for the benefit of clients.
 - Developing a vibrant YRes group in the region and providing it with the support it needs to flourish.
 - Dealing with professional enquiries.
 - Creating opportunities for members to network and socialise.
3. **Build and increase membership through the promotion of Resolution and build community across the region by:**
 - Promoting the benefits of Resolution membership to potential members and recruiting as many as possible.
 - Increasing the engagement of existing members of the region.
 - Including YRes members to support the professional development of newer members and to ensure sustainability.

- Actively using social media to engage with members across Resolution.
- Encouraging members to apply for positions on Resolution committees as they become available.

4. Provide local professional development and training opportunities by:

- Organising seminars, workshops and other events and development opportunities.
- Consulting regionally and locally to gather information on members' training and development needs.
- Liaising with Resolution committees and staff to feed back on local demand and needs and deliver training.
- Recognising the diverse development needs of different professionals, working at all levels and at all stages in their careers.

5. Lobby and liaise on issues of interest to Resolution members by:

- Establishing and maintaining good relationships with media and politicians within the region.
- Supporting Resolution's campaigns, for example by providing case studies, gathering data and responding to consultations.
- Feeding back to Resolution staff and relevant committees on local and regional issues that may have a national impact.
- Highlighting local issues across the organisation.
- Following the organisational guidelines on policy and campaigning.
- Liaising with Resolution staff on any statements to the media.
- Liaising with courts and other family justice sector groups at a regional and local level.

6. Facilitate and promote communication across Resolution by:

- Understanding local needs and views, gathering concerns and feeding them back to Resolution nationally, including through quarterly reporting to Regional Liaison Committee (RLC) meetings.
- Disseminating information about Resolution's activities across the region, both electronically and face to face.
- Where relevant, working with other regions, especially where this provides better value to members.
- Actively participating in RLC meetings.

HOW WE DO IT

Resolution is run by members for members, and, at regional level, the regional committee takes care of the region by:

- Managing the routine business and affairs of the region, including finances.
- Promoting the delivery within the region of the activities set out in the Charter.
- Complying with this and other relevant Resolution policies and procedures.
- Consulting and using the guidelines and support set out in any resources and applying them where relevant.

WHAT RESOLUTION WILL DO

Resolution will do all it can to support regions to deliver the Charter. The support may change over time, and will vary according to specific needs. As a minimum, it will include providing details of the members in the region; examples of role descriptions for committee members and officers; template agendas and reports, and guidance on process and procedure for running the committee.

Resolution will promote regions and their work, celebrating the things that go well and supporting the committee when it needs help.

Resolution will listen to, liaise with, inform, involve and consult its regions in a spirit of respect, honesty and openness.

If a region does not get the support it needs, it can appeal to Resolution's National Committee.

WHAT RESOLUTION REGIONS MUST DO

7. Regional committees

7.1 The purpose of the regional committee is to lead the delivery of Resolution's work within the region, as set out in Resolution's Articles and in this Charter. The regional committee is elected by the members of the regional group.

8. Members

8.1 Membership of the regional group is open to any Resolution member.

8.2 On joining Resolution, members are automatically allocated to the region in which their address is located, but they have the option of choosing an alternative or more regions if that is more convenient for them.

9 Branding

9.1 The group may use the name 'Resolution', and shall abide by the brand guidelines.

9.2 Each regional group and YRes group is granted a non-exclusive licence to use the name 'Resolution' along with such trading style, design or logo incorporating the name 'Resolution' as is used by Resolution from time to time for such purposes and in such form and on such further terms as should be determined from time to time by Resolution until the National Committee directs otherwise.

9.3 If the regional committee is dissolved (see paragraph 19), the licence will be revoked until such time as a new committee is appointed.

9.4 The licence granted by this paragraph is personal to each regional group and YRes group and the regional group and the YRes group are prohibited from granting any sub-licences.

10 Regional Liaison Committee

10.1 The National Committee shall hold at least four Regional Liaison Committee (RLC) meetings a year, and shall give reasonable notice of these meetings to all regional chairs.

10.2 Regional committees shall send a representative to every RLC meeting.

10.3 Regional committees shall provide a report for each RLC meeting, using the template provided in the Regional Resources.

11 General meetings

11.1 Regional groups shall hold an annual general meeting (AGM) between 1 October and 30 November in each calendar year.

11.2 Reasonable notice (not less than twenty-eight clear days) of the AGM shall be given to all members of the region.

11.3 The notice must state the time and place of the meeting and the items to be discussed.

11.4 No decisions shall be made at an AGM unless the meeting is quorate. A quorum is a total of five members.

11.5 The Secretary for the regional committee may be appointed as a proxy. In his or her absence, any other member of the regional committee may be appointed as a proxy. Guidance on the procedure for proxy voting can be found in the Regional Resources.

11.6 Other general meetings (extraordinary general meetings or EGMs) may be convened at any time by notice given by the regional committee or the Chair of RLC or by notice signed by 25% or ten of the

members of the region, whichever is the greater. Notice should be not less than twenty-eight clear days.

12 Committee roles

12.1 The committee shall include the following officers:

- Chair
- Secretary
- Treasurer

12.2 In addition, the committee should endeavour to appoint the following roles:

- Press Officer
- Membership Development Officer
- YRes representative or, if there is no YRes committee in the region, a member with less than 10 years post qualification experience.
- Regional Liaison Officer
- Other members as the regional group may elect
- Other members as the regional committee may choose to co-opt

Role descriptions for these posts can be found in the Regional Resources.

12.3 There is no limit to the number of members on a committee, and any member of the regional group is eligible to sit on the regional committee.

13 Appointment and retirement of non-officer members of the committee

13.1 The Secretary shall supervise the election of committee members.

13.2 Elections shall be fair and transparent. Guidelines for the procedure for elections can be found in the Regional Resources.

13.3 At each AGM one third of the non-officer members of the committee shall retire from office, and have the right to offer themselves for re-election.

14 Appointment and retirement of officers of the committee

14.1 Officers of the committee are elected by the membership of the regional group.

14.2 Each officer shall serve up to a maximum of three years.

14.3 At the end of the three year term of office, an officer may stand for a further term of three years, up to a maximum of three consecutive terms.

14.4 If an officer retires between AGMs, the committee members shall appoint a replacement from the committee, who shall be co-opted into that role until the next AGM, at which point he or she may stand for election into that role.

15 Proceedings of members of the committee

15.1 Regional Committees are expected to conduct their business in the spirit of transparency, honesty and openness, ensuring decisions are communicated as widely as possible both within the region and more widely across the organisation. Subject to this principle, and the guidelines in this Charter, the members of the regional committee may regulate their proceedings as they see fit. Guidance on proceedings is in the Regional Resources.

15.2 Regional committees shall hold a minimum of one committee meeting a year.

15.3 Regional committees may agree their own quorum. If a quorum is not otherwise agreed, then it shall be one third of the number of committee members, or two committee members, whichever is the higher number.

15.4 Committee members shall keep a register of their interests. Guidance on the management of conflict of interests is in the Regional Resources.

16 Minutes

- 16.1 Minutes shall be taken of general meetings and made available to members of the regional group and to the Chair of the Regional Liaison Committee on request.
- 16.2 Minutes of committee meetings should be taken and kept.

17 Committee member expenses

- 17.1 Regional committee members may claim out of pocket expenses in connection with the discharge of their duties from the regional group, to the extent that the regional group is able to pay them. This shall be in accordance with Resolution's finance policy. Guidance on the payment of expenses can be found in the Regional Resources.

18 Accounts

- 18.1 The regional Treasurer shall ensure all income is placed in a bank account in the name of Resolution (or the Solicitors Family Law Association where the account is already in place) and that proper accounts are kept.
- 18.2 The regional Treasurer shall present the annual accounts to the AGM and to Resolution's Treasurer, using the template provided in the Regional Resources.
- 18.3 It is the collective responsibility of the regional committee to ensure that these tasks are completed.
- 18.4 Accounting procedures shall be carried out in accordance with Resolution's financial policies and procedures.
- 18.5 YRes groups may set up separate bank accounts if they wish, but are not obliged to do so.

19 Dissolution of regional committees

- 19.1 National Committee shall have full discretion to dissolve regional committees, including, but not limited to, in the event of persistent failure to meet the requirements set out in this Charter, or if the committee brings Resolution into disrepute.
- 19.2 The members of the regional group may also dissolve their committee by a resolution carried at an EGM.
- 19.3 In the event of the dissolution of a regional committee, the members of that regional group will be invited to elect a new committee.

20 Amendment

- 20.1 Amendments to the Charter can only be made by the National Committee.
- 20.2 Proposals for amendments can be made by regional committees to the National Committee.

DEFINITIONS

Articles	The articles of association of Resolution as adopted from time to time.
Code of Practice	The Code of Practice from time to time laying down standards of conduct and practice expected of Members as defined in the Articles.
National Committee	The board of Directors and accountable officers of the Company from time to time.
Region	A clearly identifiable and defined geographic region that encompasses a Regional Group, as determined by the National Committee from time to time.
Regional Committee	The Committee of a Regional Group as set out in paragraph 7.1.
Regional Committee Member	A Regional Member who is a member of a Regional Committee.
Regional Group	A group of Resolution Members, Honorary Members or Associates, who define themselves as belonging to that region.
Regional Liaison Committee	A committee of representatives of regional committees maintained by Resolution subject to such rules as are prescribed by the National Committee from time to time.
Regional Member	A Resolution Member, Honorary Member or Associate who is also a member of a Regional Group.
Regional Officers	The officers of a Regional Group as set out in paragraph 12.1.
Resolution	Solicitors Family Law Association, which is a company limited by guarantee under registered number 05234230, whose registered address is PO Box No. 302 Orpington Sorting Office, Vinson Close, Orpington, Kent, BR6 8QX.
YRes	A network of Resolution members with up to ten years post qualification experience (or equivalent).

SIGNATURE SECTION

I acknowledge and accept the Charter

Signed

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On behalf of (name of regional group)

Date

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Signed

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On behalf of Resolution

Date

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