

Revised May 2026

# Constitution

Agreed at the Annual General Meeting on 29 May 2026

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## 1 Name

- 1.1 The name of the association shall be Aberdeen Association of Construction Professionals (AACCP).
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## 2 Aims

- 2.1 The aims of AACCP are:

- 2.1.1 To bring together and foster understanding amongst construction professionals in the North East of Scotland.
  - 2.1.2 To arrange and promote site visits, lectures, recreational activities, mutual support and joint aid for and among our members.
  - 2.1.3 To establish and provide a forum for discussion, enlightenment and innovation in relation to issues relevant to the construction industry.
  - 2.1.4 To use our collective knowledge, influence and standing to further an understanding of construction and the issues affecting the industry to a wider audience.
  - 2.1.5 To promote the construction industry as a vocation, trade or profession through engagement with schools and training bodies.
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## 3 Membership

- 3.1 Membership is open to anyone who:

- 3.1.1 Has or is working towards professional qualifications in the construction field;
- 3.1.2 Lives or works in the North East of Scotland; and
- 3.1.3 Supports the aims of AACCP.

- 3.2 Membership will begin as soon as the membership form and first annual payment have been received.

- 3.3 There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

- 3.4 A list of all members will be kept by the membership secretary.

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## 4 Ceasing to be a member

### 4.1 Members shall cease to be members:

- 4.1.1 On non-payment of their annual membership fee: Members will receive invoices for their membership fees annually. Membership fees are due for payment within 28 days. If after 28 days a member has not paid their membership fees, a member of the Committee will contact that member requesting payment. If the membership fee remains outstanding for a further 28-day period, that member will be deemed to have resigned and will cease to be a member;
- 4.1.2 By expulsion under rule 5; or
- 4.1.3 By resignation; members may resign at any time in writing to the Secretary and such resignation takes effect from the date it is received by the Secretary.

### 4.2 Members expelled under rule 5 or who resign under rule 4.1.3 are not entitled to repayment of any membership fees.

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## 5 Suspension and expulsion

- 5.1 The Committee shall have power to reprimand, suspend or expel any member who shall infringe any rule or whose conduct shall in their opinion render the person unfit for membership; but no member shall be suspended or expelled without being first summoned before the Committee to explain the member's conduct and opportunity given to advance a defence.
  - 5.2 Every member so summoned shall receive at least three clear days' notice in writing from the Secretary; such notice shall contain a statement of the charge or complaint brought against that member.
  - 5.3 A suspended member shall not be entitled:
    - 5.3.1 To attend any meeting of AACP;
    - 5.3.2 To stand for election to the Committee; or
    - 5.3.3 To remain as a member of the Committee during any period of suspension, but shall remain liable to pay a subscription.
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## 6 Equal Opportunities

- 6.1 AACP will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
  - 6.2 Any offensive or discriminatory behaviour, including racist, sexist or inflammatory remarks, will not be tolerated or permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from AACP if an apology is not given or the behaviour is repeated. If the individual is asked to resign from AACP, the individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.
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## 7 Officers and committee

- 7.1 The business of AACP will be carried out by a committee (the "Committee") elected at the Annual General Meeting for a maximum two-year term.
- 7.2 The Committee will meet as necessary and not less than four times a year.

- 7.3** The Committee will consist of 8 members, and be composed of 4 officers and 4 committee members. Up to 4 additional members may be co-opted onto the Committee at the discretion of the Committee.
- 7.4** The officers' roles are as follows:
- 7.4.1** Chair, who shall chair general, special and committee meetings and the AGM;
  - 7.4.2** Secretary, who shall be responsible for the taking of minutes and the distribution of all papers;
  - 7.4.3** Vice Chair, who shall be responsible for keeping records of members / acting chair in the absence of the Chair; and
  - 7.4.4** Treasurer, who shall be responsible for maintaining accounts.
- 7.5** In the event of an officer standing down during the two-year term, a replacement will be elected at a Special General Meeting convened for that purpose.
- 7.6** In the event that, at the end of any two-year term, an officer wishes to be elected to carry out the same role for a further period of two years, that appointment may be confirmed in that role by election at the AGM.
- 7.7** Save for any re-election under clauses 7.5 and 7.6, to ensure continuity of any office bearer's or committee member's function to any new committee members or officers, no more than four of the elected roles, being two officers and two committee members, shall be re-elected at any one time.
- 7.8** Any committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.
- 7.9** The Committee meetings will be open to any member of AACP wishing to attend, who may speak but not vote.

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## 8 Meetings

- 8.1** Annual General Meetings
- 8.1.1** An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
  - 8.1.2** All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time.
  - 8.1.3** Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.
  - 8.1.4** The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- 8.2** At the AGM:
- 8.2.1** The Committee will present a report of the work of AACP over the year.
  - 8.2.2** The Committee will present a report on the accounts of AACP for the previous year.
  - 8.2.3** The officers and Committee for the next year may be elected if the two-year term is at an end.
  - 8.2.4** Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.
- 8.3** Special General Meetings
- 8.3.1** The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

- 8.3.2 The meeting will take place within twenty-one days of the request.
- 8.3.3 All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- 8.3.4 The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

#### 8.4 General Meetings

- 8.4.1 All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- 8.4.2 The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

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## 9 Rules of Procedure for meetings

- 9.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 9.2 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

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## 10 Finances

- 10.1 An account will be maintained on behalf of AACP at a bank agreed by the Committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.
- 10.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.
- 10.3 All money raised by or on behalf of AACP is only to be used to further the aims of AACP, as specified in item 2 of this constitution.

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## 11 Amendments to the Constitution

- 11.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 11.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- 11.3 Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

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## 12 Dissolution

- 12.1 If a meeting, by simple majority, decides that it is necessary to close down AACP, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve AACP.

- 12.2** If it is agreed to dissolve AACP, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation, to be agreed at the meeting which agrees the dissolution.

**ADOPTION**

This constitution was adopted at the Inaugural General Meeting of AACP on 14 February 2017 and amended at the Annual General Meeting held on:

**29 May 2026**