



Women in PR Limited – Organisation Rules Revised 2023

1 INTRODUCTION

- 1.1 Women in PR Limited is a company limited by guarantee and a not-for-profit Organisation, which was founded in 1962. The founding members, a small group of senior public relations women, wanted to create a constructive forum to answer specific needs that were not being met in the other professional bodies of which they were members.
- 1.2 More than 60 years later, the Organisation continues to flourish because of the positive opportunities offered when like-minded professional women meet regularly to share common issues and business perspectives.
- 1.3 The Constitution of the Organisation is set out in these Rules, any Code of Conduct adopted by the Members and the Articles of Association of the Organisation from time to time.

2 OUR PURPOSE

- 2.1 The Organisation's Purpose and objectives, as set out in the Constitution, is achieved by three key elements:
 1. **By connecting:** facilitating the building of personal networks through connecting with experienced, senior female leaders
 2. **By empowering:** empowering leadership potential via mentoring, training, content and events
 3. **By advocating:** advocating for changes to working practices, culture and policy to enable more women to reach and remain in senior leadership positions.

3 OUR MEMBERSHIP

- 3.1 The Membership today includes mid-level and senior women from all areas of public relations including those managing their own consultancies, those in senior positions with the UK's leading PR agencies, and those working in house in major UK companies, not-for-profit organisations and in the public sector.
- 3.2 Members meet regularly at a series of events; usually held monthly. These include networking drinks, seminars, panel debates, plus joint events with other like-minded groups. The main purpose of these events is to provide a forum for exchanging ideas, discussion and debate.
- 3.3 If a Member is eligible for a Discounted Membership, as set out by the Articles, they will be entitled to a fifty percent discount to the Membership Subscription fee.

4 THE EXECUTIVE COMMITTEE

- 4.1 The organisation is managed by the Executive Committee (the members of which are Committee Members).
- 4.2 In addition to the role of President/Co-Presidents and the Chair, the Executive Committee shall agree on the individual roles of the Committee Members to include, although not exclusively, Secretary, Treasurer, Membership Secretary, Events Secretary, Special Projects and Digital/Social Media.

- 4.3 During the year, if any Committee Member(s) resign or the Committee determines that additional Committee Members are required, additional Members can be co-opted onto the Committee with the agreement of the existing Committee Members. The appointment of those Members shall be ratified by the Members at the next following general meeting.
- 4.4 All Committee Members will be required to sign the Code of Conduct.
- 4.5 All Committee Members, even if they are not formally appointed as Directors of the Organisation, will be expected to observe standards of governance appropriate to their position on the Executive Committee, which would be in line with the general statutory duties imposed upon company directors. These are:
1. To act within their powers
 2. To promote the success of the Organisation
 3. To exercise independent judgement
 4. To exercise reasonable care, skill and diligence.
 5. To avoid conflicts of interest
 6. To not accept benefits from third parties
 7. To declare any interest in a proposed transaction or arrangement with the Organisation.
- 4.6 Further details in relation to these duties are set out in Schedule 1.

5 BOARD OF AMBASSADORS

- 5.1 The Executive Committee may invite any individual, who identifies as an ally, who in the absolute discretion of the Executive Committee satisfies the following criteria to become an Ambassador of the Organisation:
- An Ambassador will be, or will represent, a leader in the Industry who, in the opinion of the Executive Committee, will be able to offer guidance and strategic advice in on the Purpose of the Organisation.***
- 5.2 An Ambassador does not have the right to receive notice, attend or vote at general or Annual General Meetings
- 5.3 There will be no more than ten Ambassadors at any one time.
- 5.4 The Ambassadors will make up the Board of Ambassadors, who will meet at least twice a year and any such meetings will be chaired by the President.
- 5.5 Every Ambassador shall comply with any Code of Conduct, practice or standards or such other recommendations or requirements for the good conduct of Ambassadors as the Executive Committee may from time to time specify.
- 5.6 The Executive Committee have the absolute discretion to terminate any Ambassadorship if the relevant Ambassador:
1. No longer meets the criteria required to be an Ambassador; or
 2. has acted in a way that would prejudice the reputation of the Organisation.

6 RECORDS AND ACCOUNTS

- 6.1 The Organisation will comply with all regulatory requirements in regards the safeguarding, security and privacy of member detail.
- 6.2 The day to day financial management will be overseen by the Treasurer and the Executive Committee.

7 ANNUAL GENERAL MEETING

- 7.1 The business of the meeting shall include the following:
 - 1. A report from the President upon the activities of the Organisation since the previous AGM
 - 2. A report of independently certified accounts of the Organisation and report from the Treasurer upon the income and expenditure of the Organisation.
 - 3. An announcement of the President and Committee Members elected since the previous Annual General Meeting.
 - 4. Consideration of any motion of which at least 7 days' notice in writing has been given to the Secretary of the Organisation.

ENDS



SCHEDULE 1: DIRECTORS GENERAL DUTIES