

LOCAL INSTITUTE SPECIAL GENERAL MEETINGS

April 2026

Agenda 2	Briefing Document on the recommendation to amend Article 12 of the Model Constitution
Submitted by	Mary Smith, President of the Insurance Institute of Dublin 2025-2026
Purpose of the Paper	For Decision

Amendment to Article 12 of the Model Constitution

Following a request from a Local Institute, National Council formally agreed to a change to the Model Constitution for Local Institutes which would provide for the appointment of deputies to the position of ordinary member of Local Council.

The perceived need arose due to instances where an ordinary member of a Local Council needed to step back from their position on the Local Council due to a period of upcoming extended leave but wanted to retain their position on the Local Council.

National Council agreed a change which will provide for this scenario. This will be through the addition of a new article 12 c) to the Model Constitution. Article 12 c) will permit an ordinary member of Local Council to step back for a specified period of time and for the Local Council to appoint a deputy in their place for that same period.

The agreed change also provides that Local Council may extend the period being served by that deputy and also terminate the appointment of the deputy should that need arise and to replace that deputy with a new alternate deputy. The need to terminate could arise should the ordinary member decide to return to Local Council earlier than expected, thus voiding the need for their deputy to continue on Local Council.

In all cases, the term served by any deputy may not exceed the normal term of office of the ordinary member they are being appointed to deputise for.

Resolution to amend Article 12 of the Model Constitution

It is hereby resolved, pursuant to article 30 of the Constitution, that article 12 thereof shall be amended by the addition, following article 12 b) of the Constitution, of the following new article 12 c):

12. c)

In the event that an ordinary member of the Local Council (as described in article 9 d) shall wish to take leave from such position for a defined period of time during their term of office, they shall give at least one month's notice in writing to the Honorary Secretary. The Local Council may, by ordinary resolution, appoint any member of the Local Institute who is not already a member of Local Council to deputise for such person for the period of leave. The deputy shall have all the powers associated with the position during that period.

The appointment may be extended by the Local Council on one or more occasions but cannot exceed the term of office of the person on leave. The Local Council shall also have the power by ordinary resolution to terminate an appointment before expiry of the period of the appointment and to appoint an alternative deputy to fill the position until the period of leave expires. On the expiry of the period of leave, or sooner return of the original incumbent, the said incumbent shall automatically resume the position from which they took leave, provided that (in the case of sooner return) they shall have given at least one month's notice in writing of such return to the Honorary Secretary.

As varied thereby, the Constitution shall remain in full force and effect.

SGM Procedure

The recommendation to amend Article 12 is being presented to members at a Special General Meeting (SGM) of the Local Institute.

- The SGM is a single agenda item meeting dealing with the Resolution to amend Article 12 of the Model Constitution.
- For the meeting to be quorate, it requires 10 members to be present (either online or in person).
- Proxies are not allowed.
- Voting on the Resolution is by show of hands of those attending, entitled to vote and voting.
- A majority of 2/3rds of those attending, entitled to vote and voting is required to pass the Resolution.

Implementation of the new Formula

Once approved by the Local Institute, the amendment to Article 12 will take effect as from the Spring 2026 Annual General Meeting of the Local Institute.

Recommendation from Local Council

The resolution set out above is presented with the support of both your Local President and your Local Council with their endorsement for its approval, in order to allow for the amendment to Article 12 of the Model Constitution for Local Institutes.

Mary Smith
President of
The Insurance
Institute
of Dublin
19 Feb 2026