



# NAHT constitution and rules as of 1 May 2022

## **Rule 1 – Name and registered address of the National Association of Head Teachers**

1. The name of the trade union formed under these rules shall be known as the National Association of Head Teachers (NAHT). The registered office and head office of NAHT shall be at 15.11-15.12 Millbank Tower, 21-24 Millbank, London SW1P 4QP, or at such other place as the National Executive shall decide.

## **Rule 2 – Objects and purposes of NAHT**

2. The objects and purposes of NAHT shall be as follows:
  - a) To ascertain, and give expression to, the views of members and to take action on their behalf.
  - b) To act on behalf of all members to secure appropriate terms and conditions of employment by representing their views and regulating their relationship with employers.
  - c) To promote equality for all including through
    - i. collective bargaining, publicity material and campaigning, representation, union organisation and structure, education and training, organising and recruitment, the provision of all other services and benefits and all other activities.
    - ii. The union's own employment practices.To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age or other status or personal characteristic.
  - d) To assist and support all members by providing:
    - i. information and guidance to members in carrying out their duties and responsibilities;
    - ii. support and services for the professional development of all members; and
    - iii. services, benefits, representation and legal assistance to members as defined in these rules and as determined by the National Executive.
  - e) To uphold the highest standards of professional conduct among members of NAHT.
  - f) To promote and further the cause of education generally throughout society and contribute to the achievement of the highest standards of teaching, learning and leadership in all educational establishments.
  - g) To promote and advance the status and professional interests of members in England, Wales, Northern Ireland, the Channel Islands, the Isle of Man, Scotland and elsewhere, as defined from time to time by the National Executive.

### **Rule 3 – Membership of NAHT: eligibility**

3. NAHT will welcome equally into serving membership of NAHT all education and middle leaders from both academic and managerial grades within educational professions.
- 3.1 Members of the education leadership occupations that NAHT welcomes into serving membership are set out in appendix A to these rules, and reviewed from time to time by the National Executive. In addition, appendix A also enumerates the broad descriptive titles of the types of local authority, multi academy trusts, academies and independent educational establishments where NAHT's members are employed.
- 3.2 Serving membership of NAHT is also open to members who work permanently or temporarily outside the countries or geographical regions outlined in rule 2.g at the discretion of the National Executive. The National Executive shall have the power to alter the subscriptions paid and the services and benefits received by such members.
- 3.3 Applications for membership shall only be made on the prescribed form, either manually or electronically, to the head office of NAHT. The National Executive shall decide whether or not to accept applications under these rules in line with procedures determined by the National Executive.
- 3.4 Serving membership of NAHT shall also be open to members of organisations which are party to an agreement with NAHT endorsed by NAHT's annual general meeting (AGM) and published as appendix B to these rules.
- 3.5 Associate membership will be open to members leaving school leadership or changing career but aren't eligible for any other membership category.
- 3.6 Members transferring to Associate Membership must do so no later than six months from the date their serving membership comes to an end, and by notifying the membership department at NAHT HQ.
- 3.7 Non-members wanting access to newsletters, online resources, and Leadership Focus can pay an annual subscription in advance by direct debit. This subscription will be known as NAHT Connect, not membership.  
NAHT Connect subscribers
  - a. will not be eligible for union advice, support, and/or representation;
  - b. cannot access member benefits
  - c. cannot be nominated for, or vote in, any NAHT related positions, elections or ballots.
- 3.8 A serving member who has ceased to be eligible for serving membership by reason of the termination of employment and thereupon becomes entitled to retirement benefits shall be eligible for life membership. An associate member eligible by virtue of rule 3.5 above, is eligible for life membership on becoming entitled to retirement benefits. Serving and associate members who exercise the option of taking up life membership shall notify the head office of NAHT no later than six months from the termination of their employment.

### **Rule 4 – Membership of NAHT: rights of members**

4. The National Executive shall determine the rights of members and the range and extent of NAHT's services and benefits to serving members, life members, , and associate members, subject only to the decisions of the AGM.
- 4.1 Serving members shall be entitled to the following:
  - a) The right to attend, speak, vote and hold office at branch meetings
  - b) The right to stand for office, nominate others and vote in branch, regional, National Executive, National Officer and General Secretary elections, subject to rule 8.3 and appendix K
  - c) The right to vote in any other appropriate ballot organised by the National Executive of NAHT
- 4.2 Serving members shall be entitled to legal advice and, where appropriate, representation at any court, tribunal or other quasi-judicial or administrative body, subject to the following qualifications:
  - a) Serving members will not be eligible for assistance in connection with any issue that arose before they joined NAHT
  - b) All legal assistance from NAHT shall be at the discretion of the National Executive, who will have regard to the advice of their own solicitors and counsel before deciding on each application arising
- 4.3 The National Executive of NAHT will determine other rights and benefits for serving members of NAHT which will include, but will not necessarily be limited to:
  - a) advice, help and, where appropriate, representation concerning any enquiries concerning pay, terms and conditions of service, pensions (Teachers' Pension Scheme and Local Government Pension Scheme only), educational policy issues or any other professional matter;
  - b) copies of appropriate NAHT publications, professional bulletins, advice documents and full access to electronic communication outlets used by NAHT from time to time; and
  - c) the right to attend professional meetings and conferences organised by NAHT under terms to be decided by the National Executive.
- 4.4 Life members of NAHT shall be entitled to the following:
  - a) the right to attend, speak and vote on issues within branch meetings;
  - b) the right to nominate and vote in elections for the General Secretary;
  - c) only in the event that branches cannot elect the office holders set out in these rules from among serving members, life members may be nominated for and vote in branch elections for branch office, regional executive and as a delegate to the AGM;
  - d) where the issues raised in rule 4.4.c above are to be implemented, each case will be reviewed by the Regional Executive and overseen by the National Executive subject to rule 6.8; and
  - e) those members who opt for life membership with part-time teaching cover shall pay the subscriptions and be entitled to the benefits outlined in appendix C to these rules.
- 4.5 Associate Members can be invited to attend and speak at branch and regional meetings on issues that affect them.. Only in the event that branches cannot elect the office holders set out in these rules from among serving members, associate members may be nominated for and vote in branch elections for branch office, regional executive and as a delegate to the AGM.

Associate members shall be entitled to vote in elections for the general secretary.

- 4.6 There is a presumption within these rules that life members and associate members, may be entitled to benefits as outlined in rule 4.2 if they can show that the issue relates to the period when the member was a serving member and has emerged since the member has left serving membership and would have fallen within the ambit of rule 4.2 while the member was a serving member.
- 4.7 The National Executive will determine other rights and benefits for life and associate members of NAHT which will include, but not necessarily be restricted to, the following:
- a) Information, advice and help with inquiries concerning any issue affecting them as education leaders who have left the profession
  - b) Copies of appropriate NAHT publications, professional bulletins, advice documents and appropriate access to all or parts of electronic communication outlets from time to time
  - c) The right to attend professional meetings and conferences organised by NAHT under terms to be decided on each occasion by the National Executive
- 4.8 National Executive will determine the other rights and benefits for affiliate members of NAHT which will include, but not necessarily be restricted to, the following:
- a) The services available to all members as outline in appendix C of NAHT rules and constitution
  - b) The right to vote in the election of a General Secretary

## **Rule 5 – Membership of NAHT: obligations of membership**

5. Members of NAHT shall pay a monthly subscription payable by monthly, quarterly, or annual direct debit that is determined from time-to-time by the AGM.
- 5.1 Subscriptions for all NAHT members will become payable from the 1<sup>st</sup> day of the month upon joining and shall be payable by monthly direct debit. There will be no annual renewal, so members will enter a rolling monthly contract. It is the responsibility of the member to notify NAHT of any changes of circumstance. Members will give one month's written notice to terminate membership.
- 5.1b NAHT will notify members of changes to the amount of their subscription by giving reasonable notice in writing.
- 5.2 The National Executive shall, at its discretion, determine a lower level of subscription for any member, or group of members, for whom it feels it appropriate to do so.
- 5.3 Serving members shall, upon retirement or otherwise leaving any post as an education leader that previously made them eligible for serving membership of NAHT, shall notify the head office of NAHT.
- 5.4 An initial life membership subscription fee, based on the respective member category's annual fee, will be payable upon conversion to life membership. This shall

be paid once, in full or by 12 monthly direct debit instalments. Thereafter an annual fee will be charged as determined from time to time by the AGM.

- 5.5 All members are expected to protect the reputation of NAHT as an accepted authority on education in the wider society. On occasion, the National Executive shall have the power to proceed against any member who, by their actions, may be deemed to have brought discredit upon NAHT. Such proceedings may be instituted against either an individual or a representative of NAHT, particularly, but not exclusively through any breach of rule 2 of these rules.
- 5.6 Should any member or non-member, who is also an employee of NAHT, be similarly deemed by the National Executive to warrant having proceedings taken against them, they shall be proceeded against in the first instance on the basis that their behaviour was in breach of their contract of employment.
- 5.7 Any complaint under sub-rule 5.5 shall be made in the first instance to the General Secretary by an individual member, a group of members, a National Officer of NAHT or the National Executive itself.
- 5.8 The procedures for hearing such complaints and any subsequent appeals against the decisions of the National Executive shall be laid out in detail in appendix D of these rules and published in the members' handbook and on NAHT's website.
- 5.9 The National Executive, or any of its committees to whom it has delegated these powers, shall, after following the hearing and appeals procedures outlined in appendix D of these rules, have the power to administer one or more of the following sanctions to member(s) held to be in breach of these rules:
  - a) Censure
  - b) Disqualification from holding office in NAHT for a specified period
  - c) Suspension from membership for a specified period
  - d) Expulsion from NAHT
- 5.10 If the President, after consultation with the General Secretary, considers that a complaint under these rules concerns any lay member who holds office within NAHT under these rules, the President shall have the power to suspend such a person pending the completion of the full procedure laid out in appendix D of these rules.

## **Rule 6 – Local organisation of members: branches**

6. All serving and associate members of NAHT shall be allocated to an appropriate branch, or region in the absence of a branch, by the National Executive. Appendix E of these rules lists the branches of NAHT, which are grouped in regions as defined in rule seven of these rules.
  - 6.1 All life members of NAHT shall either remain in the branch of which they were a serving member or, after notifying the head office of NAHT, shall transfer to the branch closest to where they live.
  - 6.2 The National Executive, in exercising its powers, shall usually determine the boundaries of branches to replicate the boundaries of local government education authorities.
  - 6.3 However, the National Executive may, from time to time, set up branches that cover a national or regional or local geographical or occupational group of members.

- 6.4 The branches, in furtherance of the objects and purposes of NAHT, shall have the following functions:
- a) Representing local members with their employers
  - b) Recruiting new members
  - c) To nominate and elect branch delegates to NAHT's AGM and appropriate regional executive
  - d) To nominate serving members to hold office in NAHT as members of the National Executive, National Officers and General Secretary
  - e) To nominate a Life member for their respective seat on the National Executive
  - f) To perform such other duties on behalf of the members as shall be laid down by the National Executive
- 6.5 The region may open or close branches as it sees fit but no branch shall be closed or merged with another without the members being informed and consulted before the region proceeds with any such proposal. Any such proposal would need the approval of National Executive.
- 6.6 Each branch shall meet at least three times each year, one meeting of which shall be the branch AGM.
- 6.7 Branches shall meet according to model branch standing orders as laid down by the National Executive, a copy of which is appended to these rules as appendix F. These standing orders can be altered with the permission of the National Executive.
- 6.8 The branch will be administered by a branch executive committee consisting of a President, Vice President, Immediate Past President, Treasurer, Secretary and such other posts as are deemed necessary under the branch's standing orders as approved by the respective Regional Executive. The members of the National Executive region in which the branch is situated shall be ex-officio members of the branch executive committee. In addition, a member elected by a Sector shall be an ex-officio member of the branch executive committee. All branch officers shall be serving, life or associate members of NAHT. In the event that branches cannot fill branch offices with serving members, such vacancies may be filled by associate or life members providing they do not form a voting majority of the branch executive committee. Where this is not possible permission must be sought from the Regional Executive to fill additional posts with associate or life members.
- 6.9 The branch executive committee members shall all be elected by ballot at the branch AGM in line with the branch standing orders. The Vice President elected in any one year shall be President of the branch for the following year. The names of members holding office in each branch shall be forwarded to NAHT's head office by the branch secretary within one calendar month of the branch AGM.
- 6.10 The National Executive shall require all branches to follow NAHT's financial regulations, published as appendix H of these rules and reviewed every year by the National Executive. Branches must submit both an annual financial return and spending plan to the region for all proposed expenditure by the branch to NAHT's head office by 31 January of each year. Failure to conform to these requirements may affect the National Executive's annual financial allocation to a region along with rendering invalid all of a branch's nominations and delegates to other NAHT meetings.
- 6.11 Each branch shall hold a bank account only with a bank approved by the National Executive.



## Rule 7 – Local organisation of members: regions

7. The branches of NAHT shall be grouped together in regions that will usually reflect the boundaries of local authority regional organisation or devolved national government. The regions, in furtherance of the objects and purposes of NAHT, shall have the following functions:
- a) To represent members with their employers across English regions or within devolved national jurisdictions
  - b) To assist NAHT branches in recruiting new members
  - c) To nominate and elect appropriate numbers of regional delegates to NAHT conferences and other meetings according to these rules
  - d) To nominate serving members to hold office in NAHT as members of the National Executive, National Officers and General Secretary  
To nominate a Life member for their respective seat on the National Executive
  - e) To perform such other duties on behalf of the region's members as shall be laid down by the National Executive
  - f) To oversee the operation of branches within the region.
- 7.1 The exact boundaries of the regions shall be decided by the National Executive. The boundaries, objects, powers, financing and governance of the regions shall be set out in model regional executive standing orders, appended to these rules as appendix G. Regional standing orders can only be amended with the authority of the National Executive.
- 7.2 Where a region covers the education authorities responsible to devolved national governments, the regional representation of NAHT shall be deemed to have the powers and responsibilities of a sub-committee of the National Executive laid out in rule 8. In particular, but not exclusively, such regional executives shall have sufficient autonomy in matters of education policy and, where appropriate, collective bargaining allowing them to reflect their regions' structure and policy differences in contrast to NAHT's regions in England.
- 7.3 The activities of all regions shall be at all times within the parameters set by the objects and purposes of NAHT laid out in rule 2 of these rules. In representing individual members, supporting individual branches and coordinating NAHT policy across a region, each region shall be governed by a regional executive.
- 7.4 The regional executive of every region shall consist of:
- a) At least one representative from each branch, except where rule 7.5 applies
  - b) The National Executive members for the region and those sectorial representatives who are based in a branch within the region
  - c) Up to a maximum of six co-opted members who shall speak, but not vote, at regional executive meetings
- 7.5 In circumstances where it is difficult to organise a regional executive based on individual branches, and only with the agreement of the National Executive, a regional executive may organise itself on an alternative basis approved by the National Executive.
- 7.6 Regions shall meet according to model regional executive standing orders as laid down by the National Executive, a copy of which is appended to these rules as

appendix G. These standing orders can be altered with the permission of the National Executive.

- 7.7 The region shall be administered by a regional executive committee elected at the AGM from among members of the regional executive according to the regional standing orders.
- 7.8 The regional executive committee shall consist of a President, Vice President, Immediate Past President, Secretary, Treasurer and other office holders as laid out in the region's standing orders. The Vice President elected in any one year shall be the President of the region the following year. The names of members holding office in each region shall be forwarded to NAHT's head office by the region's secretary within one calendar month of the region AGM.
- 7.9 The National Executive shall require all regions to follow NAHT's financial regulations, published as appendix H to these rules and reviewed every year by the National Executive. Regions must submit a spending plan to the National Executive for all proposed expenditure by the region and its branches to NAHT's head office by 31 January of each year. Failure to conform to these requirements may affect the National Executive's financial allocation to regions along with rendering invalid all of a region's nominations and delegates to other NAHT meetings.
- 7.10 Each region shall hold a bank account only with a bank approved by the National Executive.

## **Rule 8 – National organisation: the National Executive**

8. The overall governance, management and control of NAHT shall be vested in the National Executive. Without limiting these general powers, the National Executive shall:
  - a) implement the policy decisions of the AGM, devolved government regional executives and other policy making conferences of NAHT;
  - b) between the meetings specified in rule 8.a, be responsible for determining policy and shall report their decisions to the next AGM;
  - c) be responsible for the financial affairs of NAHT. In particular, the National Executive shall have the power to set subscription levels for the members, appoint auditors and to consult NAHT trustees in entering into agreements and contracts to hold investments and property, to oversee the sale or purchase of any of NAHT's assets and to borrow money on behalf of NAHT;
  - d) make provision for such provident benefits and individual services to the membership as the National Executive shall decide;
  - e) commence or defend legal proceedings on behalf of NAHT or any of its members, officers or staff;
  - f) at its discretion, delegate such of its powers as it sees fit to officers and staff of NAHT and/or sub-committees of the National Executive. In particular, the National Executive shall appoint a finance and personnel committee from among its members whose membership, powers and responsibilities shall be as set out in rule 12 of these rules;
  - g) delegate any member, officer or employee to represent NAHT at any conference or other meeting the National Executive deems appropriate;
  - h) in its capacity as the employer of NAHT's employees, appoint employees of NAHT and determine their duties, remuneration and other terms and conditions of employment;



- i) subject only to its powers of delegation outlined in rule 8.f above, be the sole body under these rules responsible for the calling, authorising or threatening of any industrial action by NAHT's members whatsoever;
  - j) have the power to consult the whole membership or sections of the membership on any issue it determines by postal or electronic means; and
  - k) interpret these rules in the event of dispute, and alter them in response to changes in the law or other emergencies. Such changes shall be reported to the next AGM for their endorsement or rejection.
- 8.1 The voting members of the National Executive shall consist of the members elected from NAHT's membership as set out in these rules. The elected national officers of NAHT (as defined in rule 11) shall also be voting members of the National Executive. The General Secretary shall have the right to attend and speak, but not to vote, at National Executive meetings.
- 8.2 The term of office for National Executive members shall be three years. The boundaries of the National Executive per region and the detailed voting timetables shall all be set out in appendix E of these rules and shall be reviewed by the National Executive at least every three years.
- 8.3 National Executive members shall be serving members of NAHT or in the case of the Life member representative, a member of that class of membership. With the exception of the Life Member representative, in the event that they cease to be school based, in accordance with the provisions of appendix K they shall be allowed to remain on National Executive for a period not exceeding two years. Unless the vacancy occurs with less than six months outstanding on the term of office concerned, a by-election shall be held.
- 8.4 The National Executive elections shall be held as a 'rolling' programme of the regional and sectorial seats set out in a timetable defined in appendix E to these rules.
- 8.5 Each term of office for members of the National Executive shall commence on the date determined by the close of the proceedings of annual conference. From 2023, each term of office for members of the National Executive shall commence on 1 September in the relevant year.
- 8.6 In addition to the National Executive members elected regionally in the regional elections outlined above in rule 8.2 to 8.5, there shall be an additional 12 sectoral seats, two seats for members who work in primary schools, two seats for members who work in secondary schools, two seats for members who work in special schools, two seats for members who work as deputy/assistant head teachers, one seat for a member who works as a school business manager, one seat for a member who works in an early years setting, and one seat for a Life member (elected nationally by Life Members) and one seat for an NAHT Edge member (elected nationally by NAHT Edge members).
- 8.7 In addition to the National Executive members elected regionally, outlined above in rule 8.2 to 8.5, the National Executive shall have the power to allocate seats on the National Executive to any group of members of NAHT it considers under-represented on the National Executive.
- 8.8 Each candidate for election shall be nominated by at least one branch of NAHT within the region in which the candidate works. Valid nominations for the election of National Executive members shall only be made on NAHT prescribed forms.

- 8.10 The National Executive, in fulfilling statutory requirements for National Executive elections, shall appoint a returning officer for the election who will normally be the General Secretary.
- 8.11 The National Executive will also appoint an independent person in line with the statutory requirements for trade union elections who will supervise the printing, distribution and counting of votes and election material, and who will deal with any complaints concerning the election procedure.
- 8.12 Candidates will be invited to confirm their acceptance of nomination and to provide evidence of their employment status. Those candidates with valid nominations shall be invited to submit an election address of no more than 300 words to accompany the ballot papers. The returning officer, only with the agreement of the National Executive, shall have the right to require amendments to election addresses only in so far as any candidates' address renders NAHT liable to legal action.
- 8.13 The election period shall be 20 working days after the posting of the postal ballots, and the secret ballots shall be returned to the independent person, who, after supervising the counting of the votes, shall inform the returning officer of the result.
- 8.14 The returning officer shall report the result of the election to the National Executive as soon as is reasonably practicable. There will be a period of 20 working days following the National Executive's acceptance of the result of the election for members to complain of any feature of the election to the independent person. The independent person's decision on these complaints shall be final, and their decision will be guided by a consideration of whether or not the complaint shows that a breach of either statutory requirements or these rules were such as to materially affect the outcome of the election. The independent person may then recommend that the National Executive declare the election void, disqualify a particular candidate or take any other remedial measure.
- 8.15 The National Executive shall meet at least three times a year, and its quorum shall amount to half its membership. Members who miss two consecutive National Executive meetings without submitting apologies acceptable to the National Executive shall be deemed to have resigned their membership of the National Executive.
- 8.16 Meetings shall be convened by the General Secretary or at the request of the President or at least one third of National Executive members. The National Executive shall draw up its own standing orders for the conduct of its meetings. Meetings of the National Executive shall be chaired by the President. In the absence of the President, the chair shall be taken by the Vice President.
- 8.17 The National Executive may delegate its powers and functions to sub-committees of the National Executive for specific purposes, working to standing orders approved by the National Executive. Voting membership of such National Executive sub-committees shall be restricted to members of the National Executive itself (subject to any express entitlement to vote afforded by any other rule). Other individuals may attend the National Executive and/or its sub-committees. At the invitation of the president of the National Executive or the chairperson of any of its sub-committees, such individuals may speak but not vote.
- 8.18 The exceptional constitution of the Wales and Northern Ireland regional committees, who work as sub-committees of the National Executive, will be an exception to rule 8.17 due to their devolved national status.

- 8.19 Between meetings of the National Executive, urgent business of NAHT will be dealt with by a sub-committee of the National Executive called the general purposes committee. This committee shall consist of the President, who will chair the committee, the Vice President, the Immediate Past President, the National Treasurer, the General Secretary and three other members of the National Executive, elected annually at the meeting of the National Executive that falls soonest after the close of the AGM. The general purposes committee shall meet as and when the committee members consider it necessary. Meetings shall be convened by the General Secretary or the President or at the request of three other committee members.
- 8.20 All sub-committees of the National Executive will be required to report their work to full meetings of the National Executive.
- 8.21 The National Executive shall submit to each AGM an account of its activities in the previous year.

## **Rule 9 – National organisation: the AGM**

9. The AGM shall be the supreme policy making body of NAHT and shall discuss all pertinent issues relating to the governance and administration of NAHT. In addition, the Annual Conference of NAHT shall discuss and make decisions on education and other social policy issues of relevance to NAHT's members.
- 9.1 NAHT shall hold the AGM and/or the Annual Conference at times and places to be decided by the delegates at a previous AGM.
- 9.2 Voting delegates to the AGM and the Annual Conference following it shall consist of:
- a) branch delegates who are members, elected proportionately on a membership basis to be determined by the National Executive;
  - b) regional delegates appointed from among the members of each regional executive. The maximum number of such regional delegates per region shall not exceed two;
  - c) National Executive members; and
  - d) National Past Presidents.
- 9.3 At the invitation of the National Executive, there shall be other attendees at the AGM and NAHT conferences who shall have the right to speak (as shall appropriate employees of NAHT) if called by the chairperson of the meeting, but who shall not have the right to vote.
- 9.4 The expenses of sending member branch and regional executive delegates to the AGM/annual conference shall be borne by NAHT nationally on terms to be decided each year by the National Executive.
- 9.5 Any member of NAHT shall be entitled to attend the AGM/Annual Conference of NAHT except for such sessions as indicated by the President acting as chairperson of the AGM/Annual Conference. Individual members who attend under this rule shall be responsible for their own expenses.
- 9.6 Acting on behalf of the National Executive, and reporting to it, the agendas for both the AGM and the Annual Conference to follow shall be drawn up by the general purposes committee whose composition is set out in rule 8.19 of these rules.
- 9.7 Motions for inclusion on the agenda for the AGM/Annual Conference must be submitted to the General Secretary at least 10 weeks before the AGM/Annual
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Conference by any branch or region of NAHT. There shall be a maximum of two motions allowed to any individual branch or region. In addition, the National Executive may place motions on the agenda to ensure topical coverage of both NAHT governance and policy issues.

- 9.8 The National Executive shall submit to the AGM/Annual Conference an annual report that shall include a report of its activities during the previous year. This report shall include the audited accounts of NAHT, any changes made to these rules and such other information as the National Executive sees fit.
- 9.9 The general purposes committee, advised by the regional secretaries, shall act as the standing orders committee on behalf of the AGM/Annual Conference and shall decide the admissibility of motions, the order of business, and may merge motions together to prevent needless repetition.
- 9.10 The General Secretary, acting on behalf of the general purposes committee, shall publish a timetable each year for branches and regional executives to elect delegates and forward motions for the agendas of both AGM and annual conference. The AGM/Annual Conference documentation shall be issued by the General Secretary not later than two weeks before the opening of the AGM/Annual Conference.
- 9.11 The general purposes committee shall also, on behalf of the National Executive, send the necessary documentation to Annual Conference delegates and visitors which shall include the standing orders for the handling of AGM/Annual Conference business. The endorsement or rejection of these standing orders shall be the first item on the agenda of both the AGM and Annual Conference.
- 9.12 The President of NAHT shall chair the AGM and Annual Conference. In his/her absence, the meetings shall be chaired by the Vice President. In the absence of the Vice President, the AGM/Annual Conference shall elect one of their number to chair the appropriate session(s) of the meeting.
- 9.13 Any subject may be discussed in private or closed session at the direction of the President or following a two-thirds vote by delegates present and voting.
- 9.14 Voting at the AGM and any conference of NAHT shall normally be by show of hands or appropriate electronic means in line with the AGM and/or Annual Conference standing orders, unless otherwise decided by Annual Conference delegates by a majority of those present and voting. Each delegate shall have one vote, and each delegate shall vote individually.
- 9.15 In the event that it is decided by the President to decide issues by a card vote reflecting the voting strength of branches, only those delegates shall vote who are defined as entitled to do so in the AGM/Annual Conference standing orders.
- 9.16 Every six years, branches and regions may submit an additional motion for discussion concerning the revision of these rules. The National Executive may submit suggested changes to these rules at any AGM/Annual Conference of NAHT.
- 9.17 Notwithstanding everything in these rules concerning the AGM and Annual Conference, the National Executive may call any other special meeting of members, including a special rules revision conference, to determine NAHT's constitution and rules and/or NAHT's policy on any issue whatsoever.
- 9.18 The methods of electing or appointing delegates and supplying the documentation to such special meetings shall be determined by the National Executive.

## **Rule 10 – General Secretary: powers, responsibilities and election procedures**

10. The General Secretary shall be responsible to NAHT's AGM, Annual Conferences and National Executive for the implementation of NAHT policy as determined by those bodies. The General Secretary shall act at all times under the strategic direction of the National Executive, be a member of NAHT's general purposes committee of National Officers, as defined in rule 8.19, and shall be subject to statutory requirements.
- 10.1 The General Secretary shall be responsible for keeping a register of members, accurate financial information and the minutes and records of NAHT's National Executive meetings.
- 10.2 In addition, the General Secretary shall be responsible for the appointment, activity, control and discipline of NAHT's employees, subject only to the decisions of the National Executive or their sub-committees to whom they have delegated these specific powers.
- 10.3 The General Secretary shall have the right to attend NAHT's AGMs, conferences, National Executive meetings or any other committee meeting of NAHT with the right to speak but not to vote.
- 10.4 The General Secretary shall, on behalf of the National Executive, prepare a report of NAHT's activities for each year's AGM.
- 10.5 The General Secretary shall convene the meetings of the National Executive, the AGM and other national conferences of NAHT.
- 10.6 The General Secretary shall be elected every five years via a secret postal ballot of all the members according to a timetable decided by the National Executive.
- 10.7 A nomination for the election of General Secretary shall be made on NAHT's prescribed forms by the National Executive. In addition, nominations may also be made on the prescribed forms by three regional executives and/or 25 branches from at least three different regions.
- 10.8 The National Executive, in fulfilling statutory requirements in the election of a General Secretary, shall appoint a returning officer for the election who will normally be the President of NAHT.
- 10.9 The National Executive will also appoint an independent person in line with the statutory requirements for trade union elections who will supervise the printing, distribution and counting of votes and election material, and who will deal with any complaints concerning the election procedure, if any.
- 10.10 Candidates will be invited to confirm their acceptance of nomination and their willingness to accept such terms and conditions of employment as General Secretary as the National Executive shall determine.
- 10.11 Candidates with valid nominations shall be invited to submit an election address of no more than 500 words to accompany the ballot papers. The National Executive shall have the right to require amendments to election addresses only in so far as any candidates' address renders NAHT liable to legal action.



- 10.12 The election period shall be 20 working days after the posting of the postal ballots, and the ballots shall be returned to the independent person, who, after supervising the counting of the votes, shall inform the returning officer of the result.
- 10.13 The returning officer shall report the result of the election to the National Executive as soon as is reasonably practicable. There will be a period of 20 working days following the National Executive's acceptance of the result of the election for members to complain about any feature of the election to the independent person. The independent person's decision on these complaints shall be final, and their decision will be guided by a consideration of whether or not the complaint shows that a breach of either statutory requirement or these rules were such as to materially affect the outcome of the election. The independent person may then recommend that the National Executive declare the election void, disqualify a particular candidate or take any other remedial measure.
- 10.14 In the event that any General Secretary election includes a candidate who would be standing for re-election as General Secretary within five years of reaching retirement age, he or she shall be entitled to continue to hold the position of General Secretary until the date of retirement specified in their contract of employment.
- 10.15 The National Executive can vote to dismiss a General Secretary for gross misconduct in breach of their contract of employment. Such a vote must be by over a two-thirds majority of the National Executive, and a recommendation therefore to dismiss the General Secretary shall be submitted to a ballot vote of NAHT members. The National Executive shall have the power to suspend the General Secretary while the ballot is organised, and the dismissal shall be upheld by a majority of NAHT members' votes cast.

## **Rule 11 – National Officers of NAHT: powers, responsibilities and procedure for elections**

11. In addition to the General Secretary, the National Officers of NAHT shall be the President, the Vice President, the Immediate Past President and the National Treasurer. To be holders of these offices within NAHT, The Vice President shall follow the eligibility requirements defined in rule 11.8 and 11.9 below, and the eligibility requirements to hold the office of General Secretary are defined in rule 10 above. The eligibility to hold office as National Treasurer is defined below in rules 11.8 and 11.9. While holding office as President, Vice President, National Treasurer or Immediate Past President, such office holders shall at all times remain members of the National Executive.
- 11.1 In the event that the Vice President, President or Immediate Past President's terms of office as National Executive members expire while such officers of NAHT are fulfilling their role as a national officer of NAHT, they shall retain their seat as a member of the National Executive until the end of their year of office as Immediate Past President. After that period expires, the casual vacancy on the National Executive shall be filled by an election covering the remainder of the unexpired three year period of office.
- 11.2 The Vice President of one year shall be the President for the succeeding year and shall continue to hold office as Immediate Past President the year following.
- 11.3 Only serving members of NAHT can hold office as President, Vice President, Immediate Past President or National Treasurer. In the event that any officer of



NAHT is no longer a serving member of NAHT, they will cease to be national officers of NAHT.

- 11.4 The President of NAHT shall chair the National Executive, the AGM and such other conferences of NAHT that require the President's attendance. The president shall have a casting vote at any meeting he or she chairs in the event of tied votes. In the absence of the president, meetings of the National Executive, AGM or other conferences shall be chaired by the Vice President.
- 11.5 The National Treasurer shall chair the finance and personnel committee of the National Executive and meetings of the trustees of NAHT. The National Treasurer will also be responsible for preparing the annual financial report to NAHT's AGM, the regular meetings of the National Executive and for presenting financial information to NAHT's auditors.
- 11.6 In addition to the responsibilities outlined in this rule, all National Officers of NAHT shall work under the overall control of the National Executive.
- 11.7 The vice president and national treasurer shall be elected by the votes of serving members in secret postal ballots. These elections shall be held annually for the vice president and every three years for the national treasurer. The terms of office for the vice president, president, immediate past president and national treasurer shall run from 1 September in the relevant years. Members are eligible for re-election at the end of their three year cycle.
- 11.8 Valid nominations for the election of Vice President and National Treasurer shall be made in the first instance on NAHT's prescribed forms by the National Executive. Additional nominations can also be made within 30 working days by three regional executives and/or 10 branches from at least three different regional executives.
- 11.9 Candidates for Vice President and National Treasurer shall have been serving members of NAHT for at least five years at the date of nomination, and in the case of the National Treasurer, shall also have been a member of the National Executive for at least one year.
- 11.10 The National Executive, in fulfilling statutory requirements in the election of Vice President and/or National Treasurer, shall appoint a returning officer for the election(s) who will normally be the General Secretary of NAHT.
- 11.11 The National Executive will also appoint an independent person in line with the statutory requirements for trade union elections who will supervise the printing, distribution and counting of votes and election material, and who will deal with any complaints concerning the election procedure.
- 11.12 Candidates will be invited to confirm their acceptance of nomination.
- 11.13 Candidates with valid nominations will be invited to submit an election address of no more than 300 words to accompany the ballot papers. The National Executive shall have the right to require amendments to election addresses only in so far as any candidates' address renders NAHT liable to legal action.
- 11.14 The election period shall be 20 working days after the posting of the postal ballots, and the ballots shall be returned to the independent person, who, after supervising the counting of the votes, shall inform the returning officer of the result.

11.15 The returning officer shall report the result of the election(s) to the National Executive as soon as is reasonably practicable. There will be a period of 20 working days following the National Executive's acceptance of the result of the election(s) for members to complain of any feature of the election to the independent person. The independent person's decision on these complaints shall be final, and their decision will be guided by a consideration of whether or not the complaint shows that a breach of either statutory requirement or these rules were such as to materially affect the outcome of the election(s). The independent person may then recommend that the National Executive declare the election void, disqualify a particular candidate or take any other remedial measure.

## **Rule 12 – Funds of NAHT**

12. The funds of NAHT shall consist of:

- a) the general fund;
- b) funds held in separate branch and regional accounts; and
- c) any other funds that the National Executive shall establish from time to time.

12.1 All funds raised by NAHT shall only be expended in support of the objects and purposes of NAHT as laid out in rule 2.

12.2 All expenditure, investment and any other use of the funds and other assets of NAHT, including the disposal of funds and other assets, shall be at the complete discretion of the National Executive.

12.3 In accordance with its powers outlined in rule 8.f, the National Executive will appoint a finance and personnel committee from amongst its members. The number of finance and personnel committee members elected by the National Executive and the standing orders of such a finance and personnel committee shall be decided by the National Executive at its first meeting following each AGM. Between meetings of the National Executive, its finance and personnel committee or the trustees, the powers of the National Executive, its finance and personnel committee or the trustees can be delegated to the appropriate head office employees of NAHT at all times under the direction of the General Secretary and national treasurer.

12.4 In addition to the members of the National Executive appointed to the finance and personnel committee, the National Executive will invite two regional executives every year to nominate one member of NAHT in that region to attend the finance and personnel committee. Members so nominated may speak and vote and shall be eligible for more than one term of office under this rule.

12.5 The finance and personnel committee shall be chaired by the National Treasurer. The General Secretary will attend as a non-voting member of the committee and will ensure appropriate administrative support for its work. The committee shall meet as frequently as the chair or a majority of committee members require.

12.6 The finance and personnel committee may invite NAHT's auditors and other relevant NAHT officers or employees to attend meetings of the finance and personnel committee, and such invitees shall be entitled to speak but not to vote.

12.7 The National Executive shall appoint a professionally qualified auditor to conduct an annual audit of NAHT's finances for presentation to NAHT's AGM. The auditor will be appointed after a competitive tendering procedure, and such a process will be repeated at least every five years. New auditors may be appointed by the National

Executive at any time if the auditors resign their services, cease to trade or are not performing their duties to the satisfaction of the National Executive.

- 12.8 The National Treasurer, on behalf of the National Executive, shall present an annual financial report to the AGM of NAHT.
- 12.9 The National Executive shall publish a set of financial regulations as appendix H to these rules in order to govern the administration and expenditure of NAHT's resources in branches and regions of NAHT. These regulations shall be reviewed every year by the National Executive and distributed to all branches and regional executives. They shall also be published electronically on NAHT's website.
- 12.10 All branch and regional books, effects, funds, property and all other assets are and remain the property of NAHT as a whole and shall be subject to the instructions of the National Executive. In particular, all bank accounts of NAHT must be held at the bank(s) authorised by the National Executive.

### **Rule 13 – Trustees of NAHT**

13. All funds, property and other assets held nationally, regionally or at branch level by NAHT shall be vested in trustees of NAHT.
- 13.1 The trustees, acting at all times under the direction of the National Executive, shall apply the funds, property and assets of NAHT in furtherance of the objects of NAHT outlined in rule 2 of these rules.
- 13.2 In pursuit of the objectives outlined in rule 13.1 above, the trustees, or their appointed delegates, shall have the authority to enter into such transactions as may be necessary for the proper management and investment of the funds, to open/ close bank accounts, borrow money on security or otherwise, and to acquire or dispose of any property or other assets of NAHT; this authority includes all branch and regional bank accounts.
- 13.3 There shall be four trustees appointed by the National Executive, one of whom shall be the National Treasurer. The other three members of NAHT nominated to be trustees shall be the President, Vice President and Immediate Past President of NAHT.
- 13.4 Trustees of NAHT may attend meetings of NAHT's finance and personnel committee at the invitation of the National Treasurer, chair of NAHT's finance and personnel committee.
- 13.5 The trustees are authorised by these rules to take such professional advice in pursuit of their obligations under these rules as they deem fit.
- 13.6 Any trustee of NAHT who becomes insolvent or convicted of a criminal offence related to dishonesty shall immediately cease to be a trustee of NAHT.

### **Rule 14 – Indemnification**

14. Every national, regional and branch official, trustee, National Executive member and employee of NAHT shall be indemnified by NAHT. There shall be paid out of the funds of NAHT all costs, losses and expenses which such officer, trustee, National Executive member or employee shall incur or become liable to by reason of any contract entered into or act or thing properly done by him/her in the course of their

duties for and on behalf of NAHT. This rule only extends to the office holders within NAHT outlined above. NAHT is not responsible for advice given to members of NAHT by other members who are not authorised office holders of NAHT. Details of the powers, responsibilities and indemnification procedures authorised by the National Executive for NAHT lay field officers shall be as outlined in appendix I.

### **Rule 15 – Interpretation of these rules**

15. The interpretation of any matter arising from these rules shall be determined by the National Executive, and all such determinations shall be reported to the next AGM. In particular, except where the context makes plain, all words denoting one gender shall be deemed to include the other gender and all words denoting a singular number shall include the plural and vice versa.

### **Rule 16 – Amendment and revision of rules**

16. These rules can be amended by either a secret postal ballot of the members of NAHT, a decision of the National Executive endorsed by the next AGM as outlined above in rule 8.k or at a special rules revision conference as defined in both rule 9.17 and the sub-rules of this rule below.
  - 16.1 Every six years, the National Executive will review these rules and make recommendations as to their revision. A report including specific suggested changes to these rules shall be circulated to the branches and regional executives of NAHT.
  - 16.2 Each branch will then have the right to submit up to two amendments to the National Executive's document and suggest two further changes to these rules.
  - 16.3 Each regional executive will have the right to submit up to two amendments to the National Executive's document and suggest two further changes to these rules.
  - 16.4 The National Executive will then make the necessary arrangements, every six years, to present their document, the suggested amendments and suggested new rules to the AGM as a rules revision conference of NAHT at the end of the AGM.

### **Rule 17 – Dissolution of NAHT**

17. NAHT can be dissolved in the event of the National Executive organising a ballot of all serving, life and associate who then vote in a secret postal ballot by a majority of at least 90 per cent to dissolve NAHT.
  - 17.1 If the members vote to dissolve NAHT, the debts and liabilities of NAHT shall be honoured as a first call on the resources of NAHT.
  - 17.2 In the event that after honouring such obligations there are any remaining assets of NAHT, they shall be distributed to an educational charity endorsed by the members in the same ballot that voted to dissolve NAHT.

## **Appendix A – membership eligibility**

This appendix lays out the eligibility criteria for serving members of the NAHT.

Details of how to apply for NAHT membership are included in rule 3.3. In cases where an applicant does not meet the criteria listed below, their eligibility will be assessed by a sub-committee of the National Executive.

Below there are three sections. The first section is a list of education leadership occupations that NAHT welcomes into serving membership. The second section is a list of broad descriptive titles of the types of local authority and independent educational establishments where the NAHT's members are employed. Overseas membership of the NAHT is open to applicants who work outside the countries or geographical regions outlined in rule 2.g. The education establishments at which these educational leaders are employed have to meet certain criteria. The third section lists the criteria.

### **Education leadership occupations**

- Head teachers and principals
- Head of School
- Deputy head teachers and vice principals
- Assistant head teachers and vice principals
- Interim head teachers
- Executive head teachers
- Associate head teachers
- Virtual head teachers
- Independent consultants and advisers
- School improvement partners
- Inspectors and section 48 inspectors
- Bursars and school business managers
- Children's centre managers and leaders
- Teachers in Northern Ireland who are part of the senior leadership team exercising responsibilities in the field of education comparable to those of an assistant head teacher in England and Wales
- Those in acting leadership positions
- Those who are on a safeguarded leadership salary
- Those who become members while holding a permanent post of head teacher, deputy head teacher or assistant head teacher and have stepped down to a TLR post

### **Education establishments**

- Maintained schools
- Non maintained schools
- Independent schools
- Federations
- Academies
- Children's centres and extended schools
- Service Children's Education schools
- Pupil referral units
- Local authority advisory or support service
- Social services
- Hospital schools
- Sure Start centres
- Playing for Success

- Further education centres
- Outdoor education centres

### **Overseas educational establishments**

- An educational establishment which is controlled by an organisation within the countries or geographical regions outlined in rule 2.g
- An educational establishment which is a member of the European Council of International Schools (ECIS)
- An educational establishment which is a member of the Council of British Independent Schools in the European Communities (COBISEC)
- An educational establishment which is a member of the Headmasters' and Headmistresses' Conference (HMC)
- An educational establishment which is a member of the Independent Association of Preparatory Schools (IAPS)



## **Appendix B – organisations affiliated to the NAHT**

As well as through the eligibility criteria laid out in appendix A, serving membership of the NAHT may also be open to members of organisations which are party to an agreement with the NAHT. Listed below are the affiliated organisations.

### **Affiliated organisations**

- Association for Heads of Outdoor Education Centres (AHOEC)
- Independent Association of Preparatory Schools (IAPS)

## **Appendix C – membership services and benefits**

Membership of NAHT entitles serving, life and associate members to services and benefits. These are as listed below.

### **All members**

#### **Services**

- Publications, guidance documents and access to website
- Access to the NAHT counselling and support line
- Personal accident insurance up to the age of 75 years (subject to terms and conditions)
- Access to a wide range of value-added services from affinity partners (see below)

#### **Benefits via affinity partners**

- Independent financial advice and investment planning
- NAHT credit card
- General insurance services, including home, contents and motor
- Travel insurance
- Medical insurance
- Professional indemnity and public liability insurance for independently contracted consultants
- On-line staff recruitment

### **Serving members**

#### **Services**

- Education management and employment advice
- Individual legal support and representation
- Advice on pay, conditions and occupational pensions
- Advice on education policy-making across all phases
- National collective representation on behalf of senior leaders in education
- CPD training programmes
- Career development through guidance, coaching and mentoring
- A clear and reasoned voice for the middle leader in the education debate

#### **Benefits via affinity partners**

- Staff absence insurance
- On-line pupil assessment and tracking
- School self-evaluation tools
- Services to schools delivered by NAHT Assure and NAHT Aspire

### **Life members**

#### **Services**

- Individual legal support and representation for issues relating to the time when the member was a serving member
- Advice on occupational pensions
- National collective representation on behalf of past senior leaders in education

- On payment of an annual subscription, the benefits listed in rule 4.2 of NAHT's rules and constitution in relation to any part-time teaching service undertaken in a school or college across the three to 19 age range

#### **Benefits via affinity partners**

- Staff absence insurance
- On-line pupil assessment and tracking
- School self-evaluation tools
- Services to schools delivered by NAHT Assure and NAHT Aspire

#### **Associate members**

##### **Services**

- Individual legal support and representation for issues relating to the time when the member was a serving member
- Advice on occupational pensions
- The benefits listed in rule 4.2 of NAHT's rules and constitution in relation to any part-time teaching service undertaken in a school or college across the 3- 19 age range

#### **Benefits via affinity partners**

- Staff absence insurance
- On-line pupil assessment and tracking
- School self-evaluation tools
- Services to schools delivered by NAHT Assure and NAHT Aspire

## Appendix D – complaints procedure

### Introduction

As rule 5 makes clear, the NAHT's membership is rightly concerned to protect the reputation of the NAHT as a leading authority on education issues. This reputation can very occasionally be imperilled by the activities, remarks or behaviours of an individual member, group of members or even an employee of the NAHT.

The National Executive will safeguard the NAHT from members who: breach its rules as either individuals or representatives of the NAHT; commit fraud at the expense of the NAHT's funds or property; act in an intolerant or discriminatory way in breach of the objects of the NAHT as set out in rule 2; or who are convicted of an offence in a court of law that brings the NAHT into disrepute.

The procedure aims, of course, to be equally concerned that anyone who the National Executive charges under rule 5 should have full protection from any arbitrary proceedings. Therefore the procedure and its appeals process will allow anyone involved to be represented adequately and the final judgement on any appeal to lie outside the NAHT in order to guarantee impartiality.

It is also important to stress that this procedure and its associated appeals process applies only to members of the NAHT and accusations against them that are raised with the National Executive which then decides to proceed with the complaints process. **This appendix does not apply to employees of the NAHT.** If an employee's activities, remarks or behaviour are thought to have brought the NAHT into disrepute, they may face action for breach of their contract of employment in line with the NAHT's responsibilities as an employer.

### Procedure for dealing with complaints against members of the NAHT

In accordance with rule 5 of the NAHT's rules and constitution, this procedure explains how the National Executive will deal with complaints brought against members of the NAHT for breaches of its rules.

1. A complaint under rule 5 shall be made in the first instance to the General Secretary, who, in the event of receiving a complaint under these rules, and after consultation with the president of the NAHT, may suspend the member concerned from any position of responsibility within the union pending a full report to the next meeting of the National Executive concerning the circumstances of the suspension. The member shall be given written notification of any such suspension as soon as is reasonably practicable.
2. The General Secretary will notify the member within 10 working days of the date, time and place for the meeting of the disciplinary committee of the National Executive. The member will also be provided in writing with the contents of the allegations against him/her.
3. There shall be a sub-committee of the National Executive called the disciplinary committee. The committee will be chaired by the vice president and the General Secretary shall be responsible for putting the evidence of the complaint to this committee.
4. The member(s) affected by the complaint shall have the right to present their response to the complaint to the disciplinary committee hearing and to be accompanied and represented by anyone of their choice. However, there shall be no right of legal representation. The disciplinary committee shall then report its decision at the next

meeting of the National Executive, which may apply sanctions on the member(s) from among the following:

- Censure
  - Disqualification from holding any accredited office in the NAHT for a specified period
  - Suspension from membership for a specified period
  - Expulsion from the NAHT
5. The member will be notified of the National Executive's decision within two working days of the National Executive meeting. Equally, the member will be notified of their right to appeal against the decision of the National Executive.
  6. There will be a sub-committee of the National Executive called the disciplinary appeals committee of the National Executive. The basis of the member's appeal shall be forwarded to the disciplinary appeals committee not more than 10 working days after the members' receipt of the National Executive's decision.
  7. No member of the disciplinary appeals committee shall have participated in any way whatsoever in the deliberations of either the disciplinary committee or the National Executive in dealing with the allegations against the member.
  8. In the event that the member is dissatisfied with the decision of the disciplinary appeals committee of the NAHT, the member shall notify the General Secretary within 10 working days of their intention to appeal to the external appeals tribunal.
  9. This appeal will be heard by an independent tribunal of three people nominated by the Arbitration, Conciliation and Advisory Service. This external appeals tribunal shall hear and decide on the appeal as quickly as is reasonably practicable, and shall determine its own procedures.
  10. Unless and until altered by the external appeals tribunal, the decision of the NAHT's disciplinary appeals committee shall remain in force.
  11. The National Executive shall determine its representation at the external appeal's tribunal hearing(s), and the member shall be entitled to be accompanied by a representative of their choice who may or may not be a member of the NAHT. However, there shall be no right of legal representation.
  12. The external appeals tribunal shall not hear any evidence that was not available to the hearings of the NAHT's disciplinary committee and disciplinary appeals committee unless it is convinced that any such material was genuinely not available at the original hearings.
  13. The external appeals tribunal may alter, annul or confirm the decisions of the NAHT's disciplinary appeals committee and its decision shall be final.
  14. The National Executive will notify the member of the external appeals tribunal decision in writing, and the National Executive itself shall comply with any decision of the external appeals tribunal.

## Appendix E – branches and regions including NAHT electoral details

The boundaries of NAHT branches usually replicate the boundaries of local government education authorities. A full list of all the branches is detailed below. Branches are grouped by the regions in which they fall. Each region has two National Executive members and a further one member for 1,000 members or part there above 3,000 members. The transition from district representation to regional representation timetable is listed at the end along with the transition from reserved seats representation to sector representation timetable.

### North East region

<u>Northumberland branch</u>	01A 00
<u>Gateshead branch</u>	01B 00
<u>Newcastle upon Tyne branch</u>	01C 00
<u>Sunderland branch</u>	01D 00
<u>North Tyneside branch</u>	01E 00
<u>South Tyneside branch</u>	01F 00
<u>Durham branch</u>	02A 00
<u>Middlesbrough branch</u>	02B 00
<u>Hartlepool branch</u>	02C 00
<u>Redcar and Cleveland branch</u>	02D 00
<u>Stockton on Tees branch</u>	02E 00
<u>Darlington branch</u>	02F 00

### North West region

<u>Cumbria branch</u>	03A 00
<u>Cheshire branch</u>	04A 00
<u>Stockport branch</u>	04B 00
<u>Manchester branch</u>	04C00
<u>Trafford branch</u>	04D 00
<u>Halton branch</u>	04E00
<u>Warrington branch</u>	04F 00
<u>Knowsley branch</u>	05A 00
<u>St Helens branch</u>	05B 00
<u>Wirral branch</u>	05C 00
<u>Liverpool branch</u>	05D 00
<u>Isle of Man branch</u>	05E 00
<u>Sefton branch</u>	05F 00
<u>Wigan branch</u>	06A 00
<u>Salford branch</u>	06B 00
<u>Bury branch</u>	06C 00
<u>Bolton branch</u>	06D 00
<u>Tameside branch</u>	06E 00
<u>Oldham branch</u>	06F 00
<u>Lancashire branch</u>	07A 00
<u>Rochdale branch</u>	07B 00
<u>Blackpool branch</u>	07D 00
<u>Blackburn branch</u>	07E 00

### Yorkshire region

<u>Kirklees branch</u>	08A 00
<u>Bradford branch</u>	08B 00



Leeds branch	08C 00
North Yorkshire branch (Craven, Harrogate)	08D 00
Calderdale branch	08E 00
Barnsley branch	09A 00
Doncaster branch	09B 00
Rotherham branch	09C 00
Sheffield branch	09D 00
Wakefield branch	09E 00
East Riding branch	10A 00
North Yorkshire branch (North Yorkshire Coast, Northern Dales, Ryedale, Selby and Tadcaster)	10B 00
York branch	10C 00
Kingston upon Hull branch	10D 00
North East Lincolnshire branch	10E 00
North Lincolnshire branch	10F 00

### West Midlands region

Shropshire branch	11A 00
Staffordshire branch	11B 00
Stoke on Trent branch	11C 00
Wrekin branch	11D 00
Birmingham branch	12A 00
Dudley branch	12B 00
Wolverhampton branch	12C 00
Walsall branch	12D 00
Sandwell branch	12E 00
Warwickshire branch	13A 00
Worcestershire branch	13B 00
Coventry branch	13C 00
Solihull branch	13D 00
Herefordshire branch	13E 00

### East Midlands region

Nottinghamshire branch	14A 00
Derbyshire branch	14B 00
Derby City branch	14C 00
Nottingham City branch	14D 00
Lincolnshire branch	15A 00
Northamptonshire branch	15B 00
Leicestershire branch	15C 00
Rutland branch	15D 00
Leicester City branch	15G 00

### Eastern region

Cambridgeshire branch	16A 00
Norfolk branch	16B 00
Suffolk branch	16C 00
Peterborough branch	16D 00
Central Bedfordshire branch	17A 00
Hertfordshire branch	17B 00
Luton branch	17C 00

Bedford borough branch	17D 00
Essex branch	18A 00
Thurrock branch	18B 00
Southend on Sea branch	18C 00
Buckinghamshire branch	18D 00
Milton Keynes branch	18E 00

### South West region

Bath and North East Somerset branch	19A 00
Gloucestershire branch	19B 00
Somerset branch	19C 00
North Somerset branch	19D 00
Bristol branch	19E 00
South Gloucestershire branch	19F 00
Dorset branch	20A 00
Wiltshire branch	20B 00
Bournemouth branch	20C 00
Poole branch	20D 00
Swindon branch	20E 00
Devonshire branch	21A 00
Cornwall branch	21B 00

### South East region

Kent branch	22A 00
Medway branch	22B 00
East Sussex branch	23A 00
West Sussex branch	23B 00
Brighton and Hove branch	23C 00
Surrey branch	23D 00

### South Central region

Oxfordshire branch	24B 00
Reading branch	24A 00
Windsor & Maidenhead branch	24C 00
West Berkshire branch	24E 00
Bracknell Forest branch	24F 00
Slough branch	24G 00
Wokingham branch	24H 00
States of Jersey branch	26A 00
States of Guernsey branch	26B 00
Isle of Wight branch	26C 00
Hampshire branch	26D 00
Portsmouth branch	26E 00
Southampton branch	26F 00

### Greater London region

Greenwich branch	27A 00
Lewisham branch	27B 00
Southwark branch	27C 00
Lambeth branch	27D 00
Croydon branch	27E 00

Sutton branch	27F 00
Bexley branch	27G 00
Bromley branch	27H 00
Hammersmith and Fulham branch	28A 00
Kensington and Chelsea branch	28B 00
Westminster branch	28C 00
Wandsworth branch	28D 00
Kingston upon Thames branch	28e 00
Merton branch	28F 00
Hounslow branch	28G 00
Richmond upon Thames branch	28H 00
Barking and Dagenham branch	29A 00
Newham branch	29B 00
Enfield branch	29C 00
Redbridge branch	29D 00
Waltham Forest branch	29E 00
Havering branch	29F 00
Hackney branch	29G 00
Tower Hamlets branch	29H 00
City of London branch	29I 00
Barnet branch	30A 00
Haringey branch	30B 00
Camden branch	30C 00
Islington branch	30D 00
Brent branch	30E 00
Ealing branch	30F 00
Harrow branch	30G 00
Hillingdon branch	30H 00

### NAHT Cymru

Blaenau Gwent branch	31A 00
Bridgend branch	31B 00
Cardiff branch	31C 00
Caerphilly branch	31D 00
Carmarthenshire branch	31E 00
Merthyr Tydfil branch	31f 00
Monmouthshire branch	31G 00
Neath and Port Talbot branch	31H 00
Newport branch	31J 00
Pembrokeshire branch	31K 00
Rhondda/Cynon/Taff branch	31L 00
Swansea branch	31M 00
Torfaen branch	31N 00
Vale of Glamorgan branch	31P 00
Ceredigion branch	31R 00
Conwy branch	32A 00
Anglesey branch	32b 00
Gwynedd branch	32C 00
Denbighshire branch	32D 00
Flintshire branch	32E 00
Powys branch	32F 00
Wrexham branch	32G 00

### Northern Ireland

(Number of National Executive members as at May 2015 = 2, post May 2018 = 2)

NAHT constitution and rules 2022

Northern Ireland branch 33A 00

**Affiliated Association Branches**

Association of Heads of Outdoor Education Centres 36A 00

Incorporated Association of Preparatory Schools 36C 00

**Branches outside England, Wales, Northern Ireland, the Channel Islands and the Isle of Man**

Scotland 37B 00

Overseas membership 38A 00

Service Children's Education (SCE) 38B 00

## **Appendix F – model branch standing orders**

### **1 Title**

That this branch of the NAHT be known as the ..... branch. The following standing orders for the branch are in accordance with both the NAHT model standing orders and the letter of confirmation to this effect from the National Executive of the NAHT dated .....

### **2 Boundaries**

The boundaries for the recruitment and representation of members in this branch shall be as defined by the National Executive from time to time. These boundaries shall be set out in appendix E of the national rules of the NAHT.

### **3 Objects of the branch**

The objects and purposes of the branch shall in all respects follow the national objects and purposes of the NAHT as laid out in rule 2 of the national rules. In addition, nothing in these standing orders shall contradict the requirements for branches to conform to the procedures set out in rule 6 of the national rules.

- a) The branch will have as a priority the complete organisation of the NAHT among appropriate groups of education leaders within the boundaries of the branch.
- b) The branch will work towards taking into membership all those education leaders whose occupations are defined in rule 3.1 and appendix A of the national rules.
- c) The branch will regularly advise members of NAHT activity, policy and other benefits of membership.
- d) At the request of an individual member, the branch will assist any member, in conformity with the national rules, in connection with their professional work.
- e) At the request of the National Executive or the National Officers of the NAHT (who are defined in rule 11 of the national rules) the branch is expected to further the aims and objects of the NAHT and its members.
- f) The branch will secure representation on education bodies within the boundaries of the branch in order to negotiate with education providers on the terms and conditions of employment of NAHT members and to represent them on wider education policy issues.
- g) In deciding branch education policy, the branch will be expected to reflect the decisions of the NAHT's annual conference and National Executive.

### **4 Management of the branch**

- a) The management of the branch shall be governed by the requirements of rule 6.8 of the national rules. There shall be a branch executive committee whose officers shall be the President, Vice President, Immediate Past President, Treasurer and Secretary of the branch.

- b) After submitting these standing orders to the Regional Executive and with its approval, the branch may also elect to the branch executive committee such other officers of the branch as it requires to meet its local circumstances.
- c) The branch executive committee shall meet at least three times a year.
- d) The quorum for a branch executive committee meeting shall be at least three members of the branch executive committee.
- e) All branch officers shall be elected at the AGM of the branch.
- f) All branch officers shall be elected by members present and voting at the branch AGM. If a majority of members request it, such ballots shall be secret.
- g) Following such elections, the Vice President of one year shall be the President for the following year and shall be entitled to stand for any office in the branch following a year as President of the branch.
- h) The member(s) of the NAHT's National Executive who represent members within the branch shall be ex-officio members of the branch executive committee. In addition, a member elected by a Sector shall be an ex-officio member of the branch executive committee if they work in that branch.

## **5 Branch meetings**

- a) The branch shall meet at least three times a year in accordance with the national rules of the NAHT.
- b) One of those meetings, held in the autumn term each year, shall be the AGM of the branch.
- c) A special meeting of the branch may be convened by the branch secretary, notifying all members of the date and place of such a meeting. Such a meeting may be convened at the written request of either 10 branch members, a written request from the National Executive of the NAHT, or a written request by the officers of the branch executive committee.

## **6 Branch finances**

- a) The finances of the branch shall be conducted in complete conformity with rule 12 of the NAHT's national rules entitled 'Funds of the NAHT' and the financial regulations accompanying rule 12 which are published in the national rules as appendix H.
- b) The branch will submit to the region an annual account of its income and expenditure following its AGM in the autumn term and in any case no later than 31 January in any one year.
- c) The branch will also submit to the region every year a budget for its expenditure in that calendar year. The details of this bid will be in conformity with the financial regulations published as appendix H of the national rules of the NAHT and will in any case be sent to the NAHT's head office by the 31 January each year.



- d) The region will review all income and expenditure returns and all budgets for expenditure. The region will then return a summary of its entire branch/region expenditure to NAHT's head office for review/approval by the end of February.
- e) The branch will only hold an account(s) at the bank approved by the National Executive. All cheques must be signed by at least two officers of the branch, one of whom must be the branch treasurer.

## **7 Alteration of branch standing orders**

In the event of the branch wanting to alter any of these standing orders, they can only do so with the authority of the National Executive.

## **Appendix G – model regional executive standing orders**

### **1 Title**

This region of the NAHT shall be known as the ..... region of the NAHT.

### **2 Composition of the region**

The region shall consist of the members in those branches of the NAHT allocated to the region by the National Executive and published as appendix E of the national rules of the NAHT.

### **3 Objects**

- a) To pursue the objects of the NAHT in conformity with rule 2 of the national rules of the NAHT.
- b) To organise into membership of the NAHT all those education leaders eligible for membership as outlined in rule 3 and appendix A of the NAHT's national rules.
- c) To provide information, advice and assistance to the National Executive and any branch of the NAHT within the region.
- d) To provide events, conferences or other meetings that serve as a forum for members to express views and examine good educational practice within the region and elsewhere.
- e) To organise events that specifically assist in the training and development needs of all individuals and sections of the NAHT's membership within the region.
- f) To initiate research into matters of educational importance within the region.
- g) To represent the views of the NAHT in co-operation and consultation with all other appropriate educational and civic authorities and organisations.

### **4 Management of the region**

- a) The management of the region shall be vested in its regional executive. This executive shall consist of:
  - i) The regional President, Vice President, Immediate Past President, Secretary and Treasurer, known collectively as the officers of the region.
  - ii) Members of the National Executive who work within the region's boundaries.
  - iii) The elected secretaries (or a substitute delegate) from all the NAHT branches within the region's boundaries.
  - iv) Such other co-opted non-voting members as the regional executive deem desirable. Any request for such co-opted members must be endorsed by the National Executive of the NAHT.
- b) The regional executive may delegate any or all of its powers between meetings to a regional executive committee which shall consist of the officers of the region and such co-opted members as the regional executive shall decide. Any co-opted regional

executive members shall be endorsed by the National Executive in line with standing order 4.iv above.

- c) The secretary of the regional executive will ensure that any full-time or part-time employed officers of the NAHT working in the region are invited to attend all meetings of the regional executive.
- d) Regional officers shall be allowed to attend and speak at meetings of the regional executive but shall not have the right to vote.

## **5 Elections for the officers of the region**

- a) The Vice President for any year shall become the president of the regional executive after the region's next AGM.
- b) If, during the course of the year, the office of President falls vacant, the Vice President shall become president for the remaining period in addition to the one year term of office that would have followed the next AGM.
- c) Vacancies for any other officer's post shall be filled after an election of candidates from the regional executive. The regional Vice President, Secretary and Treasurer shall be elected at the AGM from among the members of the regional executive by a show of hands. Nominations for these posts shall be circulated to all branches in the region in September each year for return to the regional secretary by 15 October.

## **6 Meetings of the regional AGM, regional executive and regional executive committee**

- a) The AGM of the regional executive shall be held in November every year.
- b) A special general meeting of the regional executive with the powers and responsibilities of a recalled AGM, may be called by the Secretary of the region on receipt of a request to do so from four or more members of the regional executive.
- c) The regional executive shall meet at least once in each academic term in accordance with dates agreed and announced at the AGM.
- d) A special meeting of the regional executive shall be called by the Secretary on receipt of a request to do so from three members of the regional executive.
- e) The regional executive committee, composed of the officers of the region, shall meet as and when required by the committee.
- f) The regional executive committee may set up such other committees as the regional executive sees fit to expedite the work of the NAHT within the region. Members of such committees may be members of the regional executive but may also include other co-opted members of the NAHT and non-members of the NAHT. Such committees must be chaired by an officer of the region.
- g) Notices and agendas for all meetings in the region shall give members at least seven days' notice of the date, time and location of the meeting concerned.
- h) The quorum for meetings of the regional executive shall be a quarter of its membership (excluding any co-opted members).

- i) The quorum for the AGM shall be one third of the branch representatives entitled to attend that region.
- j) Votes at the regional executive shall be by show of hands, unless the President responds to any request for a secret ballot at the meeting. In the event of a tied vote at either the AGM or the regional executive, the President shall have the casting vote.

## **7 Finances**

- a) The financial year for the region shall be the same as for the NAHT nationally. Accounts for the region shall be prepared in accordance with the requirements of the financial regulations of the NAHT and the financial clauses contained in the national rules of the NAHT.
- b) The region's budget shall be submitted to the National Executive of the NAHT in accordance with the procedures and timetable set out in the financial regulations of the NAHT.
- c) The region's bank account(s) shall only be held at a bank or banks approved by the National Executive.
- d) The signatories of the region's cheque book(s) shall be the officers of the region. All cheques must be signed by at least two officers of the region, one of whom will normally be the region's Treasurer.

## **8 Amending these standing orders**

- a) The standing orders for the region may only be amended by the AGM or a special general meeting.
- b) Any proposed changes must be sent to the Secretary at least one month in advance for consideration by the annual or special general meeting concerned.
- c) All changes to these standing orders must be notified to the National Executive for its endorsement.

