



National Constitution & Standing Orders

(as agreed Nov. 2018)

National Constitution

1. Name

The name of the Association shall be "Association of Headteachers & Deputes in Scotland".

2. Objects

- (1) To promote the influence of headteachers in all educational matters.
- (2) To secure and maintain for headteachers the greatest practicable autonomy.
- (3) To further the interests of Scottish education.
- (4) To work with area and national authorities to secure the best conditions for our members including in relation to salaries and conditions of service.
- (5) To promote and provide training designed to contribute to the professional development and support of members.

3. Membership

- (1) Ordinary membership of the Association shall be open to all head teachers, depute head teachers and principal teachers (whether permanent or temporarily appointed) registered with the General Teaching Council for Scotland who accept the Constitution and Objects of the Association and pay the annual subscription.
- (2) Individuals who previously held roles set out in 3(1) but now undertake other education management roles may retain membership (if already members) or apply for membership provided they maintain General Teaching Council for Scotland registration, accept the Constitution and Objects of the Association and pay the annual subscription.
- (3) Applications for membership submitted under 3(2) will be subject to approval by the National Executive.
- (4) Membership of the Association shall be compatible with membership of any other association subject to there being no conflict of interest.
- (5) Associate Membership shall be open to all former members who wish to retain an association within the AHDS and pay an annual fee fixed by Council.
- (6) Honorary Life Membership may be granted by the Association as a mark of esteem.

4. Structure

(1) Office bearers shall comprise a President, Vice-President, Immediate Past President, Primary Representative, Nursery Representative, Additional Support Needs Representative, Deputes Representative, Principal Teacher Representative and two Executive Members. The President shall be elected for a two year term. All other office bearers – immediate past president excepted – shall be elected annually. Retiring office-bearers will be eligible for re-election. The Vice-President will also undertake the role of National Treasurer. Aside from Vice-President/Treasurer, no elected Office Bearer may hold more than one office simultaneously.

(2) (i) The business of the Association shall be managed by a Council consisting of the Office-Bearers and representatives of duly constituted area groups of AHDS members as defined at section 5 below.

Nominations for Office-Bearers must be in the hands of the General Secretary at least sixty days prior to the first day of the Annual Conference.

In the event of an office on the National Executive Committee or Council becoming vacant or not being filled following the normal date for nominations Council may take steps to fill the vacancy on a temporary basis.

Representatives of area groups shall serve on Council for one year but are eligible for re-appointment.

(ii) The representation of area groups on Council shall be one representative where a group's membership is 79 or fewer members, two representatives where a group's membership is between 80 and 159 members and three representatives where a group's membership is 160 members or more, as determined by the General Secretary 90 days before the first day of annual conference.

(iii) Council shall meet at least four times per year.

(3) An Executive Committee consisting of the Office-Bearers shall be responsible for organising and administering the affairs of the Association between meetings of Council.

(4) Members of the Executive Committee and Council must be Members of the Association and may not hold any elective office in another registered trade union.

(5) A paid official responsible to the Executive Committee may be appointed, with the title of General Secretary.

A general scheme of duties for the post shall be approved by Council before an appointment is made but the Executive Committee may vary these duties from time to time after consultation with the appointed official.

The General Secretary shall attend meetings of the Executive Committee and Council as required and may speak but not vote.

(6) Area Officers may be appointed to provide professional advice and support to members. Area Officers shall attend meetings of Council and may speak but not vote.

(7) Executive/Council may set up ad hoc committees to study and advise on specialised subjects or areas of policy.

Such committees shall normally be set up for a limited period to deal with a specific remit. Other than the committee Convener their members need not necessarily be members of Council.

Ad hoc committees may, with the approval of Executive/Council, co-opt members for specific purposes and for a specified period without voting rights.

5. Local Groups

(1) Members of the Association may constitute local groups corresponding to the boundaries of education authorities.

(2) Local groups shall be required to submit to the General Secretary for approval copies of their constitutions.

(3) Subject to approval of Council each group shall have representation on Council - section 4 (2)(ii) refers.

(4) Duly constituted local groups may, for geographical or other reasons, arrange or permit area meetings within their local membership. Where appropriate these meetings may only be open to selected sub-sets of AHDS membership with meeting notifications and minutes only made available to those invited to attend.

6. Annual Conference

A conference, open to all members, shall be held during each financial year on a date agreed by Council.

Amendments to the Constitution and Standing Orders are permitted only at the Annual Conference and notice of proposed amendments must reach the General Secretary not less than sixty days before the first day of the Annual Conference.

All ordinary Members in good standing who attend the Annual Conference shall have the right to vote on any matter coming before Conference.

Local group representatives elected to Council shall begin their term of service at the Annual Conference.

7. Finance

- (1) The financial year of the Association shall end on 30th June.
- (2) A qualified auditor shall be appointed at the Annual Conference and shall be eligible for re-appointment or removal at subsequent Annual Conferences.
- (3) A system requiring any two signatures from three named Office-Bearers shall be used in all transactions over £300 concerning Association funds and assets.
- (4) The membership fee and honoraria shall be fixed annually by Council.
- (5) The membership fee shall be paid not later than 31st August of each year or by instalments as approved by Council.

Standing Orders

Introduction

These Standing Orders are designed to set out procedural arrangements for the conduct of AHDS business and should be adhered to whenever possible. However, these arrangements should be applied flexibly to ensure that the business of the Association is carried out in a sensible, efficient and effective manner.

1. Notice of Meeting

- (a) The date, time and location of meetings should be organised and notified well in advance to all concerned. At least seven days before any meeting the agenda and papers should be sent to relevant members.
- (b) If seven days' notice cannot be given because of urgent business arising, a meeting may be called but the minutes must begin by recording that it is called on short notice.
- (c) All members of the Association shall receive papers for General Meetings. All members of Council shall receive papers for meetings of Council. All Office Bearers shall receive papers for meetings of the Executive Committee. Members of a Standing Committee, together with the President, shall receive papers for that Standing Committee.

2. Quorum

The minimum number of members necessary for the transaction of business shall be.

- (a) for a General Meeting, forty
- (b) for a meeting of Council, Executive Committee or other constituted committee of the Association, half of the respective members.

If the minimum number of members is not present within ten minutes after the time appointed for the meeting it shall be adjourned unless those members present agree unanimously to wait longer.

3. Business at Meetings

Meetings shall deal only with the business specified in the Notice of Meeting unless two-thirds of those present agree to the inclusion of other items of business.

4. Chairmanship

At meetings of Standing Committees, in the absence of the elected Convener, members present will choose a temporary chairman from among their number.

At all other meetings the Chairman shall be the President, or in his absence, the Vice-President, or in the absence of both, a member chosen by those present.

5. Order of Business

At meetings the order of business should normally follow the pattern set out below but may be varied by the Chairman with the consent of members.

A note of members present will be made and any apology for absence recorded.

The notice of meeting will be read and the Chairman shall ask if members wish any other business to be considered.

The proposed order of business will be considered, amended if desired, and then the meeting will deal with the business in the agreed order.

Matters arising from the minutes of the previous meeting may not however be dealt with before the minutes have been agreed a true record.

6. Minutes of Meetings

At all meetings minutes shall be kept by the General Secretary, or in his absence, a member chosen by those present.

Copies of the minutes shall be sent to all members entitled to receive them not later than 10 working days following the meeting.

Members entitled to receive minutes of meetings are:

- (a) for a General Meeting, all members of the Association
- (b) for a meeting of Council, all members of Council
- (c) for a meeting of the Executive Committee, all members of Council
- (d) for meetings of Standing Committees, members of the committee in question and Office Bearers of the Association and other interested members of Council.

Minutes of meetings shall record:

- (e) the place, date and time of the meeting
- (f) the name of the Chair, members present and apologies for absence
- (g) headings of business discussed, reports submitted, decisions taken and a record of voting where appropriate.
- (h) the name of any member who asks that his dissent be recorded.

7. Reports of Meetings

Subordinate committees of the Association shall submit reports of their proceedings to the next meeting of the superior body to which they are constitutionally responsible.

8. Powers of Chairman

(a) The Chairman shall decide all matters of order, relevancy and competency according to the Constitution and Standing Orders and his ruling shall be final.

(b) He shall have a deliberative vote and, when voting is tied, a casting vote also.

(c) He may rule whether any meeting or part of a meeting is to be conducted under Debating Procedure.

9. Debating Procedure

Debating procedure shall apply only at conference and from the time that the Chairman has ruled that it shall apply.

Debating Procedure is as follows:

(a) Members may speak only once on the subject, for not longer than ten minutes, except the proposer of a resolution who may speak again at the close of the debate to answer points raised by other speakers.

He may not introduce new matter into the debate at that time.

(b) Any member who wishes to amend a resolution must hand his written amendment to the chairman who shall read it to the meeting and ask whether any other member will second it. If it finds no seconder, it falls without discussion.

(c) When an amendment has been proposed and seconded no other amendment may be considered until the first has been dealt with. If the amendment is carried the amended resolution becomes the question on which any further amendment is proposed.

(d) When a point of order has been raised the business may not proceed until the Chairman has given a ruling.

(e) At the end of any speech, a member who has not spoken on the subject may move that the vote be taken. If there is a seconder for this, the Chairman must immediately take a vote on this motion. If it is successful, the proposer of the resolution under debate may exercise his right of reply and the resolution shall then be voted on.

10. Resolutions

Any resolutions submitted to the Secretary in writing or by e-mail, with endorsement by a proposer and seconder and received at least 15 days before a meeting, must be included in the Notice of Meeting.

11. Contradictory Resolutions

At least six months must elapse before a resolution contradictory to a previously adopted resolution may be considered.

12. Suspension of Standing Orders

A member may propose the suspension of Standing Orders at any time during a meeting. If seconded, the proposal must be immediately voted on and shall be adopted if at least two-thirds of those present are in favour.

Composition and Procedures for Standing and Ad Hoc Committees

Composition All Standing Committees shall have a Convener and a Vice-Convenor.

All Standing Committees shall appoint at their first meetings a Committee Secretary who will keep minutes and issue notices of meetings with agendas compiled by the Convener. Council shall nominate members to Standing Committees at the first Council Meeting after the Annual Conference.

The President and Secretary of the Association are ex-officio members of all Committees.

Procedures

All Committees shall follow Standing Orders in regard to Notice of Meeting, Agenda, and Quorum.

All Committees are subordinate to the Executive Committee and to Council.

All Committees are required to furnish minutes of meetings to the Executive Committee and Council.

All Committees are required to report to the Executive and to Council:

- the main reporting instrument shall be the Committee minutes,
- the Convener, or Vice-Convenor, may speak to the minutes of the Committee or provide additional written material as required.

All Committees are required to report to Annual Conference, and may be directed to report to a Special Business Meeting of the Association:

- the main reporting instrument shall be a written report by the Convener

- such written reports must be submitted to the Executive Committee prior to the Annual Conference or Special Business Meeting, for approval.
- the Convener may speak briefly to the report at such meetings.
- From time to time, at the direction of Annual Conference or Council, Committees will be required to present papers to Council for deliberation:
 - such papers must be issued to Executive and Council members along with papers for such meetings.
 - Council and Executive will require to allow time for such deliberation.

Should a Committee wish to research an initiative which has not been directed by Annual Conference or Council, the Convener must first seek the formal approval of the Executive Committee before proceeding with the initiative.

Committees are required to respond to all matters brought to them via Annual Conference, Special Business Meetings, Council and Executive, by:

- considering the terms of the remit (motion) and the debate yielding the remit.
- researching the validity of the content and substance of the remit.
- considering strategies which will facilitate implementation of the remit.
- report in writing to Executive and Council.

On occasion circumstances will mean that certain developments in education to cross Committee remit 'boundaries'. In these circumstances a lead committee will be agreed but members of other relevant committees must be given ample opportunity to comment on issues raised and on any outputs of the lead committee before anything is made public.

Members of the Association regularly contact the Association's Secretary on matters which relate to personal and general matters.

- The Association's Secretary shall send communications of a 'personal matter' nature to the Professional Advice Committee Convener for response.
- Communications of a general nature shall be sent to the Convener of the appropriate Standing Committee for a response.

Exceptional Circumstances

While Council and the Standing Committees will always try to anticipate developments (eg 'normal' salary submissions), there will be times when it will be necessary for the Association to respond to a 'deadline' imposed by external influences.

Before the "Exceptional Circumstances" procedure may be adopted, it will be necessary for the Convener to request formally of the Executive Committee, or Council, time permitting, that the "Exceptional Circumstances" procedure be permitted.

The "Exceptional Circumstances" procedure permits a Committee to prepare a written submission to an external body in the name of the Association, and to present it to that body without first having Council's approval.

All such submissions must have the approval of the Executive Committee and wherever possible Council members should have the opportunity to comment on such submissions by correspondence.

Such submissions to external bodies may include only those policies which have been agreed within the Association, except that, should the Association have no policy on any

particular issue, it is competent for the Committee's submission to include suggestions for discussion provided these are not represented to be Association policy.

Where an ad hoc Committee is appointed to carry out an "Exceptional Circumstances" submission, members not appointed to that Committee should submit to the Convener in writing any matters which the member feels ought to be included in the final submission.

Remits for Standing Committees and Ad Hoc Committees

Professional Advice (Executive Committee)

To advise members on professional matters.

Such advice may be directed to individual members seeking particular assistance in school related matters; or it may be directed to all members providing them with information about procedures to be adopted in specified school circumstances.

Members seeking advice should first seek support from their local group. If the local secretary or other members who have participated in Professional Advice Training are unable to help the matter should be referred to the Area Officer. If the Area Officer is unable to help the matter should be referred to the General Secretary who will refer issues to the Professional Advice Correspondent as appropriate and onto Solicitors where this is required.

Ad Hoc Committees

Council/Executive should specify remits in writing to the appointed Convener.



AHDS
PO Box 18532
Inverurie
AB51 0WS
T. 0333 1210051 E. info@ahds.org.uk