



National Constitution & Standing Orders

(as agreed Nov. 2022)

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 members in all educational matters.
- (2) To secure and maintain for school leadership teams 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 support members with issues related to their employment and/or employer.”
- (6) 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 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. This responsibility may be devolved to the General Secretary.
- (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) The National Executive Committee shall comprise a President, Vice-President, Immediate Past President, Primary Representative, Early Learning and Care Representative, Additional Support Needs Representative, Diversity and Equalities Representative, Deputes Representative, Principal Teacher Representative, two Executive Members and the General Secretary. The President shall be elected for a two-year term. The General Secretary shall be elected for a five-year term. All other office bearers – immediate past president excepted – shall be elected annually. Retiring office-bearers will be eligible for re-election. National Executive may co-opt members for vacant roles or other purposes.
- (2) (i) The business of the Association shall be managed by a Council consisting of National Executive members and representatives of duly constituted area groups of AHDS members as defined at section 5 below.

Nominations for National Executive roles must be in the hands of the General Secretary at least sixty days prior to the first day of the Annual Conference.

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) The National Executive shall be responsible for organising and administering the affairs of the Association between meetings of Council.

(4) A paid official responsible to the Executive Committee may be appointed, with the title of General Secretary. The General Secretary may be a member of AHDS but is not required to be drawn from its membership.

A general scheme of duties for the post shall be prepared by National Executive and approved by Council before an appointment is made. National Executive 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 and may speak but not vote.

(5) Aside from the General Secretary, members of the National Executive and Council must be Members of the Association and may not hold any elected office in another registered trade union.

(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, 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 Executive.

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 and National Executive members 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 by the National Executive which will determine whether the Auditor should be re-appointed or removed annually.

(3) A system requiring any two signatures shall be used in all transactions over £300 concerning Association funds and assets. The signatories may be members of the National Executive or staff approved by the National Executive.

(4) The membership fee and honoraria shall be fixed annually by Council following advice from the National Executive committee.

(5) The membership fee shall be paid by monthly instalments.

(6) National Executive is responsible to the National Council for decisions taken about the running of the association and for its good financial stewardship. National Executive may apply the resources of the association in pursuit of the Objects of the association in whatever way they see fit. This may include making financial investments of any type, purchase of property and equipment or other expenditure deemed appropriate by National Executive. Financial records must be routinely shared with the National Council. National Executive may not commit the AHDS to loans or debt without first securing approval of National Council.

(7) The National Executive is responsible for the preparation of annual accounts made up to comply with the regulations of the Trade Union and Labour Relations (Consolidated) Act 1992 or successor legislation and to submit annual returns to the Trade Union Certification Officer as required.

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.

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. Chairing meetings

At all meetings the Chair shall be the President, or in their 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 Chair with the consent of members present.

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

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

The proposed order of business will be considered, amended if required, 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 as soon as practicable.

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 Chair

- (a) The Chair shall decide all matters of order, relevancy and competency according to the Constitution and Standing Orders and the Chair's ruling shall be final.
- (b) The Chair shall have a deliberative vote and, when voting is tied, a casting vote also.
- (c) The Chair 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 as ruled by the Chair 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 but may not introduce new matter into the debate at that time.
- (b) Any member who wishes to amend a resolution must hand a written amendment to the Chair 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 Chair 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 Chair 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.

Professional Advice Service

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 circumstances.

Members seeking advice should seek support from their Area Officer. If the Area Officer is unable to help, the matter will be referred to the Professional Advice Officer or General Secretary who will refer issues onto Solicitors where this is required. The Association may impose such conditions as it deems appropriate before making a referral to its solicitor.

Ad Hoc Committees

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



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