

NAHT Constitution and Rules

As of 25.01.2024

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Rule 1 Name and registered address of NAHT

- 1.1 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 headquarters 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

- 2.1 The objects and purposes of NAHT shall be as follows:
- a. To organise, recruit and represent workers, strengthening workplace organisation, extending collective bargaining and representation for school leaders, and to encourage membership involvement and participation to achieve real union power for its members.

- b. To ascertain, and give expression to, the views of members and to take action on their behalf.
- c. 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.
- d. To defend and improve members' wages and working conditions including school funding and wellbeing.
- e. 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.
- f. 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, sexual orientation, gender, disability, age or other status or personal characteristic.
- g. 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.
- h. To uphold the highest standards of behaviour and professional conduct among members of NAHT.
- i. 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.
- j. 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.
- k. To promote constructive cooperation between trade unions internationally to further the interests of members of the Union and to promote the interests of school leaders and education globally.
- l. To do all such other things as may in the opinion of the National Executive be incidental or conducive to the attainment of these objects.

Rule 3 Membership of NAHT: Eligibility

- 3.1 NAHT will welcome equally into serving membership of NAHT all leaders from both academic and managerial grades within education settings and establishments.
- 3.2 Members of the education leadership occupations that NAHT welcomes into serving membership are set out under the Manual of Policies and Procedures with periodic review by the National Executive.

- 3.3 Serving membership of NAHT is also open to members who work permanently or temporarily outside the countries or geographical regions outlined under rule 2.j 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.
- 3.4 Applications for membership shall only be made on the prescribed form, either manually or electronically, to NAHT HQ. The National Executive shall decide whether to accept applications under these rules in line with procedures determined by the National Executive.
- 3.5 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 under the Manual of Policies and Procedures.
- 3.6 Associate membership will be open to members leaving school leadership or changing career but are not eligible for any other membership category and will also be open to members who are unemployed or on long-term sickness absence, in each case subject to conditions of eligibility as may be determined by the National Executive and published within the Manual of Policies and Procedures.
- 3.7 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 team at NAHT HQ.
- 3.8 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; and
 - c. Cannot be nominated for, or vote in, any NAHT related positions, elections, or ballots.
- 3.9 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 NAHT HQ no later than six months from the termination of their employment.

Rule 4 Membership of NAHT: Rights of Members

- 4.1 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.
- 4.2 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 the provisions of rule 8.3 and the Manual of Policies and Procedures; and
 - c. The right to vote in any other appropriate ballot organised by the National Executive.
- 4.3 Serving members may be entitled to legal advice and, where appropriate, representation at any court, tribunal or other quasi-judicial or administrative body in respect of any matter which arises out of or connected with their employment or status as a member, subject to the following qualifications:
- a. Legal assistance will not (save in exceptional circumstances) be provided in respect of any fact, matter, incident, act or omission or event occurring or arising prior to the date of admission (or re-admission into) membership under rule 3.
 - b. All legal assistance from NAHT shall be at the discretion of the National Executive or its Legal Representation Committee whose delegated powers and responsibilities shall be set out in the Manual of Policies and Procedures. The National Executive will issue guidelines governing the provision of legal assistance under the Legal Protocol within the Manual of Policies and Procedures, and they may have regard to the advice of their own solicitors and/or counsel before deciding on each application arising.
- 4.4 The National Executive 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.
- 4.5 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. 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. Each case will be reviewed by

the Regional Executive and overseen by the National Executive subject to rule 6.11; and

- d. Those members who opt for life membership with part-time teaching cover shall pay the subscriptions and be entitled to the benefits outlined in the Manual of Policies and Procedures.

4.6 Associate members of NAHT shall be entitled to the following:

- a. To attend and speak at branch and regional meeting on issues that affect them, when invited.
- b. In the event that branches cannot elect 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 AGM. Each case will be reviewed by the Regional Executive and overseen by the National Executive subject to rule 6.11; and
- c. Associate members shall be entitled to vote in the elections for the General Secretary.

4.7 Life members and associate members may be entitled to benefits in accordance with the requirements set out 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.

4.8 The National Executive will determine other rights and benefits for life and associate members of NAHT which may include, but will 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; and
- c. The right to attend professional meetings and conferences organised by NAHT under terms to be decided on each occasion by the National Executive.

Rule 5 Membership of NAHT: Obligations of Membership

5.1 Members of NAHT shall pay a monthly subscription payable by monthly, quarterly, or annual direct debit that is determined by the AGM.

5.2 Subscriptions for all NAHT members will become payable from the first 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.

- 5.3 NAHT will notify members of changes to the amount of their subscription by giving reasonable notice in writing.
- 5.4 The National Executive may propose a lower level of subscription to the AGM for any member, or group of members, as it considers appropriate.
- 5.5 Serving members shall, upon retirement or otherwise leaving any post as an education leader that previously made them eligible for serving membership of NAHT, notify NAHT HQ.
- 5.6 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 by the AGM.
- 5.7 All members are required to:
 - a. Act in accordance with NAHT's Objects as set out in rule 2 and to comply with the Constitution and Rules, as well as any relevant provisions of the Manual of Policies and Procedures;
 - b. Act in the best interests of NAHT which includes its staff and its members, and to refrain from acting contrary to or undermining any statement of policy issued by the National Executive;
 - c. Act in accordance with instructions as may be issued by the National Executive, President, or General Secretary;
 - d. Uphold the highest standards of professional conduct and behaviour and are required to act in accordance with any provisions of the Manual of Policies and Procedures which may be issued by the National Executive in their dealings with members and employees of NAHT, as well as non-members and third parties; and
 - e. Protect the reputation of NAHT as an accepted authority on education in the wider society. The National Executive shall have the power to proceed against any member who, by their actions, may be deemed to have brought disrepute upon NAHT, or which otherwise could bring NAHT into disrepute, or in respect of any conduct which the NAHT considers to be otherwise unacceptable. 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.
- 5.8 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.
- 5.9 Any complaint shall be made in the first instance to Assistant General Secretary (Democracy & Governance) by an individual member, a group of members, a National Officer of NAHT, the National Executive, or NAHT itself.

- 5.10 The procedures for hearing complaints and any subsequent appeals shall be set out in a procedure determined by the National Executive and published in the Manual of Policies and Procedures.
- 5.11 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 the Manual of Policies and Procedures, have the power to administer one or more of the following sanctions to member(s) held to be in breach of these rules after any appeal has been exhausted:
- a. Censure;
 - b. Disqualification from holding office in NAHT for a specified period;
 - c. Suspension from membership and entitlement to benefits of membership for a specified period; and
 - d. The imposition of any other disciplinary penalty as it considers appropriate, including imposing any conditions; and
 - e. Any other disciplinary penalty up to and including expulsion from NAHT.
- 5.12 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

- 6.1 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. The Manual of Policies and Procedures lists the branches of NAHT, which are grouped in regions as defined in rule 7 of these rules.
- 6.2 All life members of NAHT shall either remain in the branch of which they were a serving member or, after notifying NAHT HQ shall transfer to the branch closest to where they live.
- 6.3 The National Executive, in exercising its powers, shall usually determine the boundaries of branches to replicate the boundaries of local government education authorities.
- 6.4 The National Executive may, set up branches that cover a national or regional or local or occupational group of members, following a recommendation to General Purposes Committee by a relevant National Executive member.
- 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 following a recommendation to General Purposes Committee by a relevant National Executive member.

- 6.6 The branches, in furtherance of the objects and purposes of NAHT, shall have the following functions:
- Representing local members with their employers
 - Recruiting new members
 - To nominate and elect branch delegates to NAHT's AGM and appropriate regional executive
 - 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
 - To perform such other duties on behalf of the members as shall be laid down by the National Executive in the Manual of Policies and Procedures.
- 6.7 The National Executive shall have the power, following a recommendation to General Purposes Committee by a relevant National Executive member, to place a branch into regional supervision where it considers this necessary or appropriate. Where a branch is placed under regional supervision the requirements of rule 6 may be disapplied, including but not limited to the requirement to hold an AGM and to elect branch executive committee members.
- 6.8 Each branch shall meet at least three times each year, one meeting of which shall be the branch AGM.
- 6.9 Branches shall meet according to model branch standing orders as laid down by the National Executive and contained within the Manual of Policies and Procedures. These standing orders can be altered following a recommendation to General Purposes Committee by a relevant National Executive member.
- 6.10 The branch will be administered by a branch executive committee consisting of:
- President;
 - Vice President;
 - Immediate Past President;
 - Treasurer;
 - Secretary;
 - Such other posts as are deemed necessary under the branch's standing orders as approved by the respective Regional Executive; and
 - Any regional or sector members of the National Executive in the branch shall be ex-officio members of the branch executive committee.
- 6.11 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.

- 6.12 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 President of the branch in any one year shall be the Immediate Past President of the branch for the following year. The names of members holding office in each branch shall be forwarded to the branch's regional head by the branch secretary within one calendar month of the branch AGM.
- 6.13 The National Executive shall require all branches to follow NAHT's Financial Protocol, published within the Manual of Policies and Procedures and reviewed every year by the National Executive.
- 6.14 A branch shall not hold a bank account unless approved by the National Executive.

Rule 7 Local Organisation of Members: Regions

- 7.1 The branches of NAHT shall be grouped together in regions that (subject to rule 6.3 and rule 6.4) 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 support NAHT in organising campaigns and promoting activism;
 - d. To nominate and elect appropriate numbers of regional delegates to NAHT conferences and other meetings according to the Manual of Policies and Procedures;
 - e. To nominate serving members to hold office in NAHT as Vice President or General Secretary;
 - f. To perform such other duties on behalf of the region's members as shall be laid down by the National Executive in the Manual of Policies and Procedures; and
 - g. To oversee the operation of branches within the region.
- 7.2 The exact boundaries of the regions shall be decided following a recommendation to General Purposes Committee by a relevant National Executive member. The boundaries, objects, powers, financing and governance of the regions shall be set out in model regional executive standing orders, found within the Manual of Policies and Procedures. Regional standing orders can only be amended following a recommendation to General Purposes Committee by a relevant National Executive member.
- 7.3 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. The standing orders of these devolved nation regions shall be published in the Manual of Policies and Procedures.

- 7.4 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.
- 7.5 The regional executive of every region shall consist of:
 - a. At least one representative from each branch, except where rule 7.6 applies;
 - b. The National Executive members for the region and those sector representatives who are based in a branch within the region; and
 - c. Up to a maximum of six co-opted members who shall speak, but not vote, at regional executive meetings, and shall be governed by the terms of the Co-optee Agreement within the Manual of Policies and Procedures.
- 7.6 In circumstances where it is difficult to organise a regional executive based on individual branches a regional executive may organise itself on an alternative basis following a recommendation to General Purposes Committee by a relevant National Executive member
- 7.7 Regions shall meet according to model regional executive standing orders as laid down by the National Executive and contained within the Manual of Policies and Procedures. These standing orders can be altered following a recommendation to General Purposes Committee by a relevant National Executive member.
- 7.8 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.
- 7.9 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 President of the region in any one year shall be the Immediate Past President of the region the following year. The names of members holding office in each region shall be forwarded to the region's regional head by the region's secretary within one calendar month of the region AGM.
- 7.10 The National Executive shall require all regions to follow NAHT's Financial Protocol, published within the Manual of Policies and Procedures and reviewed every year by the National Executive.

- 7.11 A region may not hold a bank account without bank approved from the National Executive.

Rule 8 National Organisation: The National Executive

- 8.1 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. Take any step in furtherance of the Objects in rule 2;
 - b. Implement the policy decisions of the AGM, devolved government regional executives and other policy making conferences of NAHT;
 - c. Between the meetings specified in rule 8.a, be responsible for determining policy and shall report their decisions to the next AGM;
 - d. Be responsible for updating, reviewing, and amending the contents of the Manual of Policies and Procedures, with any changes reported to the AGM.
 - e. Be responsible for the financial affairs of NAHT. In particular, the National Executive shall have the power to propose subscription levels for the members to the AGM, 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;
 - f. Make provision for such benefits and individual services to the membership as the National Executive shall decide;
 - g. Commence or defend legal proceedings on behalf of NAHT or any of its members, officers or staff, or delegate this responsibility to the Legal Representation Committee;
 - h. At its discretion, delegate such of its powers as it sees fit to officers and staff of NAHT and/or committees of the National Executive. In particular, the National Executive shall appoint a General Purposes Committee, Finance & People Committee, and Legal Representation Committee who shall have delegated responsibilities under the Constitution and Rules and the Manual of Policies and Procedures.
 - i. Delegate any member, officer or employee to represent NAHT at any conference or other meeting the National Executive deems appropriate, in accordance with the Manual of Policies and Procedures;
 - j. 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;
 - k. Subject only to its powers of delegation outlined in rule 8.g above, be the sole body under these rules responsible for the calling, authorising or threatening of any industrial action by NAHT's members whatsoever;
 - l. Have the power to consult the whole membership or sections of the membership on any issue it determines by postal or electronic means; and
 - m. Interpret these rules in the event of dispute or make provision where they are silent 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.

- 8.2 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.
- 8.3 The term of office for National Executive members shall be three years. The boundaries of the National Executive per region, the detailed voting timetables and election guidelines shall be published by the National Executive in the Manual of Policies and Procedures.
- 8.4 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 hold a role in the direct provision of education, as permitted by the National Executive, in accordance with the provisions of the Manual of Policies and Procedures they shall be allowed to remain on National Executive for a period not exceeding two years.
- 8.5 Where a casual vacancy arises for whatever reason, the National Executive shall decide whether to hold a by-election.
- 8.6 The National Executive elections shall be held as a 'rolling' programme of the regional and sectorial seats set out in a timetable defined in the Manual of Policies and Procedures.
- 8.7 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 twelve sectoral seats:
- a. Two seats for members who work in primary schools;
 - b. Two seats for members who work in secondary schools;
 - c. Two seats for members who work in the SEND sector;
 - d. Two seats for members who work as deputy/assistant head teachers;
 - e. One seat for a member who works as a school business leader;
 - f. One seat for a member who works in an early years setting;
 - g. One seat for a life member; and
 - h. One seat for members who work as middle leaders.
- 8.8 In addition to the National Executive members elected regionally and by sector, outlined above in rule 8.2 to 8.6, the National Executive shall have the power to allocate elected seats on the National Executive to any group of members of NAHT it considers under-represented on the National Executive.
- 8.9 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 the prescribed forms published on the NAHT website at the opening of nominations.

- 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 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.

- 8.13 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. In the absence of both the President and Vice President, the chair shall be appointed by the National Executive from one of their number present at the meeting.

- 8.14 The National Executive may delegate its powers and functions to committees of the National Executive for specific purposes, working to terms of reference approved by the National Executive and published within the Manual of Policies and Procedures. Other individuals may attend the National Executive and/or its committees at the invitation of the President or the chair of a committee, such individuals may speak but not vote.

- 8.15 Between meetings of the National Executive, urgent business of NAHT will be dealt with by the National Officers or by a 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. 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. The delegated powers of the General Purposes Committee shall be determined by its terms of reference and included in the Manual of Policies and Procedures.

- 8.16 The National Executive shall submit to each AGM an account of its activities in the previous year.

Rule 9 National Organisation: The AGM and Annual Conference

- 9.1 The AGM and Annual Conference 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.
- 9.2 Voting delegates to the AGM and the Annual Conference following it shall consist of branch delegates who are members, elected proportionately on a membership basis to be determined by the National Executive.
- 9.3 Any member of NAHT shall be entitled to attend the AGM/Annual Conference of NAHT except for private 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.
- 9.4 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 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.
- 9.5 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 the Constitution and Rules, the Manual of Policies and Procedures, and such other information as the National Executive sees fit.
- 9.6 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 combine motions to prevent unnecessary repetition or duplication.
- 9.7 The Assistant General Secretary (Democracy & Governance), 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 no later than two weeks before the opening of the AGM/Annual Conference.
- 9.8 The President of NAHT shall chair the AGM and Annual Conference. In their 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.

Rule 10 General Secretary: Powers, Responsibilities, and Election

- 10.1 The General Secretary shall be responsible to NAHT's AGM, Annual Conference 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 and shall be subject to statutory requirements.
- 10.2 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.
- 10.3 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 its committees to whom they have delegated these specific powers.
- 10.4 The General Secretary shall have the right to attend NAHT's AGM, conferences, National Executive meetings or any other committee meeting of NAHT with the right to speak but not to vote.
- 10.5 The General Secretary shall, on behalf of the National Executive, prepare a report of NAHT's activities for the AGM.
- 10.6 The General Secretary shall convene the meetings of the National Executive, the AGM and other national conferences of NAHT.
- 10.7 The General Secretary shall be elected every five years via a secret ballot of all the members according to a timetable decided by the National Executive. The process for the election of the General Secretary shall be published within the Manual of Policies and Procedures.
- 10.8 A nomination for the election of General Secretary shall be made on NAHT's prescribed forms listed in the Manual of Policies and Procedures and published on the NAHT website at the opening of nominations. Nominations may only be made by:
 - a. The National Executive;
 - b. Three regional executives; or
 - c. Twenty-five branches from at least three different regions.
- 10.9 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.
- 10.10 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.

- 10.11 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.
- 10.12 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 secret ballot of all serving, life, and associate 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: Powers, Responsibilities, and Election

- 11.1 The National Officers shall be the General Secretary, the President, the Vice President, the Immediate Past President and the National Treasurer.
- 11.2 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.
- 11.3 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, at the discretion of the National Executive, they will cease to be national officers of NAHT.
- 11.4 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 a by-election covering the remainder of the unexpired three year period of office.
- 11.5 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.
- 11.6 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 they chair 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.
- 11.7 The National Treasurer shall chair the Finance & People 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, reporting to the meetings of the National Executive and for presenting financial information to NAHT's auditors.

- 11.8 In addition to the responsibilities outlined in this rule, all National Officers of NAHT shall work under the overall control of the National Executive.
- 11.9 The Vice President and National Treasurer shall be elected by the votes of serving, life and associate members in secret ballots. These elections shall be held annually for the Vice President and every three years for the National Treasurer, the election process for these offices shall be published within the Manual of Policies and Procedures. The terms of office for the Vice President, President, Immediate Past President and National Treasurer shall run from the 1st September of the year of nomination until the 31st August of the year in which their term ends. Members are eligible for re-election at the end of their three year cycle.
- 11.10 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.
- 11.11 Valid nominations for the election of Vice President and National Treasurer shall be made in the first instance on NAHT's prescribed forms within the Manual of Policies and Procedures. 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.
- 11.12 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.

Rule 12 Funds of NAHT

- 12.1 The funds of NAHT shall consist of:
 - a. Reserves;
 - b. Funds held in separate branch and regional accounts; and
 - c. Any other funds that the National Executive shall establish from time to time.
- 12.2 All funds raised by NAHT shall only be expended in support of the objects and purposes of NAHT as laid out in rule 2.
- 12.3 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.

- 12.4 In accordance with its powers outlined in rule 8.1, the National Executive will appoint a Finance & People Committee. The number of Finance & People Committee members elected by the National Executive and the terms of reference for the Finance & People Committee shall be decided by the National Executive.

- 12.5 Between meetings of the National Executive, the Finance & People Committee, or the Trustees, their powers can be delegated to the appropriate employees of NAHT, at all times under the direction of the General Secretary and National Treasurer.

- 12.6 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 process which shall take place at intervals of no more than ten years, overseen by the Finance & People Committee. 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.

- 12.7 The National Treasurer, on behalf of the National Executive, shall present an annual financial report to the AGM of NAHT.

- 12.8 The National Executive shall publish a financial protocol in the Manual of Policies and Procedures 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.

- 12.9 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, no bank accounts shall be held unless authorised by the National Executive.

Rule 13 Trustees of NAHT

- 13.1 All funds, property and other assets held nationally, regionally or at branch level by NAHT shall be vested in trustees of NAHT.

- 13.2 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.

- 13.3 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.

- 13.4 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.
- 13.5 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 has been or becomes insolvent or has been or is convicted of a criminal offence related to dishonesty shall immediately cease to be a trustee of NAHT.

Rule 14 Indemnification

- 14.1 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 them 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 the Manual of Policies and Procedures.

Rule 15 Interpretation

- 15.1 The interpretation of any matter arising from the Constitution and Rules or the Manual of Policies and Procedures shall be determined by the National Executive, and all such determinations shall be reported to the next annual report to AGM.

Rule 16 Amendment and Revision of the Rules

- 16.1 These rules can be amended by either a secret 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 this rule.
- 16.2 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.

- 16.3 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.
- 16.4 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.

Rule 17 Dissolution of NAHT

- 17.1 NAHT can be dissolved in the event of the National Executive organising a ballot of all serving, life and associate members who then vote in a secret ballot by a majority of at least 90 per cent to dissolve NAHT.
- 17.2 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.
- 17.3 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.