

CONSTITUTION
OF
THE EDUCATIONAL INSTITUTE OF SCOTLAND

Royal Charters

Rules and Regulations

Standing Orders

June 2025

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CONTENTS

	Page
ROYAL CHARTERS	1-6
RULES AND REGULATIONS	
I. The Educational Institute of Scotland	7
II. Membership	7
1. Ordinary Members	
2. Student Members	
3. Associate Members	
4. EIS Parliamentary Association	
5. Life Members	
6. Honorary Life Members	
7. Membership of Local Associations	
8. Members Leaving Scotland	
9. Suspension and Expulsion of Members	
10. Complaints Procedure for Members	
III. Annual Subscription of Members	11
IV. Fellowship and Honorary Fellowship	12
1. Fellows	
2. Honorary Fellows	
3. Grade of Fellow or Honorary Fellow	13
4. Board of Examiners	
V. Office-Bearers of the Institute	14
VI. Officials and Officers of the Institute	
VII. Election of President and Vice-President	14
1. Nomination of Candidates	
2. Withdrawal of Nomination	
3. Eligibility to vote	
4. Method of Voting	
5. Conduct of Elections	15
6. Return of voting papers	
VIII. Annual General Meetings	15
IX. Special General Meetings	16
X. Mandation	17

XI.	The Council of the Institute	17
XII.	Election of the Council	18
	1. Number of Members	
	2. Nomination of Candidates	
	3. Eligibility to Vote	
	4. Method of Voting	
	5. Conduct of Elections	
	6. Return of Voting Papers	19
	7. Vacancy	
XIII.	Committees of the Council	19
	1. Committees	
	2. Election to the Committees of Council	
	3. Minutes of Committees	
	4. Strategy & Policy	
	5. <i>ad hoc</i> Sub-Committees	
	6. Quorum	
XIV.	Self-Governing Associations	24
XV.	Conduct of Meetings	25
XVI.	Local Associations	
	1. Constitution	
	2. The Executive or Management Committee	
	3. Functions	
	4. Other Matters	26
	5. Funds	27
	6. Restrictions on Membership	
XVII.	Representatives to Outside Bodies	
XVIII.	Custody of Charters and Seals	
XIX.	Changes in Rules and Regulations	27
XX.	Funds	28
	1. Application of Funds	
	2. Financial Year	
	3. Auditors	
	4. Accounts of the Institute	
	5. Arrangements on a Winding Up	29
XXI.	Purpose of Funds	29
	1. General Fund	
	2. Professional Fund	
	3. Political Fund	29
	4. Donated Funds	36
	5. Other Funds	
Appendix A	Affiliation to a Political Party.	37

STANDING ORDERS

1. Council

I	Council	38
II	Order of Business	
III	Agenda and Minutes	
IV	Amendments to Minutes Proposed by the Executive Committee	
V	Notices of Motion or Amendment from Members of Council	39
VI	Business Not on the Agenda	
VII	Discussion of Subjects Disposed of	
VIII	Conduct of Debate	
IX	Competent Amendments	40
X	Competent Motions which may be Moved in the Course of the Meeting	
XI	Procedural Motions	
XII	Voting	
XIII	Dissent	
XIV	Suspension of Standing Orders	42
XV	Quorum	
XVI	Committees of the Council	
XVII	Alterations to Standing Orders 1.	

2. Annual General Meeting

I	Annual General Meeting	43
II	Order of Business	
III	Reports of Council and of its Committees	
IV	Motions to the Annual General Meeting	
V	Amendments to Competent Motions	44
VI	Minutes of the Council	
VII	Emergency Motions	
VIII	Conduct of Debate	
IX	Competent Amendments	45
X	Competent Motions which may be Moved in the Course of the Meeting	
XI	Procedural Motions	46
XII	Voting	
XIII	Dissent	47
XIV	Suspension of Standing Orders	
XV	Quorum	
XVI	Alteration of Standing Orders	
XVII	Standing Orders Committee	

3. Special General Meeting

I	Special General Meeting	49
II	Order of Business	
III	Notices of Motion	
IV	Alteration to Standing Orders	
V	Standing Orders Committee	

THE EDUCATIONAL INSTITUTE OF SCOTLAND

WARRANT OF ROYAL CHARTER

Victoria R

OUR SOVEREIGN LADY, considering that an humble Petition has been presented to Her Majesty by WILLIAM HUNTER, LLD, Rector of Ayr Academy, and present President of The Educational Institute of Scotland; FLETCHER READ LOW, LLD, of the High School, Glasgow, and DANIEL MACINTOSH, of the Meadowside Academy, Dundee, two of the present Vice-Presidents of the Institute; and GEORGE FERGUSON, AM, Professor of Humanity in King's College, Aberdeen, the present Secretary of the Institute; setting forth that the Petitioners and many other persons, engaged in the Profession of Teaching, did, in the year One thousand eight hundred and forty-seven, form themselves into an Educational Association called "THE EDUCATIONAL INSTITUTE OF SCOTLAND" comprehending Teachers of various Christian denominations, for the purpose of promoting sound Learning, of advancing the interests of Education in Scotland, and also of supplying a defect in the Educational arrangements of that country, by providing for the periodical Session of a Board of Examiners competent to ascertain and certify the qualifications of persons engaged, or desiring to be engaged, in the Education of Youth in that part of our Dominions, and thereby furnishing to the Public, and to the Patrons and Superintendents of Schools, a guarantee of the acquirements and fitness of Teachers for the duties required of them, and thus securing their Efficiency, and raising the Standard of Education in general: THAT the Members of the Institute now exceed Eighteen hundred in number, and they have subscribed and collected considerable sums of money for carrying out the purposes aforesaid: THAT the well-being and usefulness of the Institute would be materially promoted by obtaining a Royal Charter of Incorporation; and the Petitioners therefore humbly prayed that Her Majesty would be graciously pleased to grant to the Members of the said Institute a Royal Charter, erecting them and the other present Members of the Institute, and such other persons as may hereafter be duly admitted Members thereof, into one body politic and corporate, by the name or style of "THE EDUCATIONAL INSTITUTE OF SCOTLAND", with perpetual endurance and succession, and power to hold heritable property, and to use a common seal, and with such other powers and privileges as are usually conferred on bodies politic and corporate, under such regulations as might to Her Majesty seem expedient: AND whereas such Petition has been referred to the Lord Advocate of Scotland, to consider thereof and report his opinion what might properly be done therein; AND Her Majesty having taken the said Petition and Report thereon into her Royal consideration, and being satisfied that the intentions of the Petitioners are laudable and deserving of encouragement, Does therefore ORDAIN a Charter to be passed and expedite under the Seal appointed by the Treaty of Union to be kept in Scotland in place of the Great Seal formerly used there, Constituting, Erecting, and Incorporating, as Her Majesty, by her Prerogative Royal, and of Her Majesty's especial grace, certain knowledge, and mere motion, by these presents, for herself and Her Majesty's Royal Successors, Constitutes, Erects, and Incorporates the said William Hunter, Fletcher Read Low, Daniel Macintosh, and George Ferguson, and such other persons as are now or shall hereafter be Members of the said Institute, according to the Rules and Regulations thereof, into one body politic and corporate by the name of "THE EDUCATIONAL INSTITUTE OF SCOTLAND", for the purposes for which the said Association or Institute has been formed; under which name they shall have perpetual succession, and shall have a common seal, with power to alter and renew the same at their discretion, and shall by the same name sue and be sued, implead and be impleaded, and answer and be answered unto, in every Court of Her Majesty; AS ALSO, Her Majesty wills and ordains, That the said Institute shall be capable in law to take, purchase, and hold to them and their successors, any goods and personal property whatsoever, and shall also be capable in law to take, purchase, and hold, in the said corporate name, such lands, buildings, and heritages as may be necessary for the purposes of the Institute,

with power to alienate, dispoise, and dispose of all or any such lands, buildings, and heritages, goods, chattels, or personal property, and also to raise and receive such sums of money for the purposes of the Institute as they may think necessary, by annual contributions, fees or diplomas, or otherwise, from the members thereof, and to do all other acts and things incidental or appertaining to a body corporate declaring that all deeds and other writings affecting heritable or moveable property shall be valid and effectual, in all respects, if conceived in name of the Corporation, and sealed with its seal, and subscribed by the President, and by the Treasurer and Secretary of the Corporation for the time: AND Her Majesty hereby wills and ordains, That for the better and more convenient despatch of business, the Corporation shall have power to divide the Members into District Divisions or Local Associations; and that the General Meetings of the Corporation shall consist or be composed of such Office-Bearers of the Corporation, and of the District Divisions, or Local Associations, and of such proportionate number of Members to be chosen as Delegates or Representatives by the said District Divisions or Local Associations, as may from time to time be fixed by the Rules and Regulations of the Corporation; declaring that the number of Delegates or Representatives so to be chosen shall be, as nearly as possible, in the proportion of one for every six Members composing such District Division or Local Association, or in any smaller proportion as may from time to time be fixed by the said Rules and Regulations: AND that a Stated General Meeting of the Corporation shall be held once in every year in Edinburgh, on the Saturday immediately following the Third Friday in September, at Eleven o'clock forenoon: AND that General Meetings of the Corporation may also be held at such times and places as may from time to time be fixed at the Stated Annual General Meeting in September; and Special General Meetings may also be held (provided the same are duly called in terms of the Rules and Regulations for the time) at such times and places as may be necessary or expedient: AND Her Majesty hereby wills and ordains. That the Members to be hereafter admitted into the said Corporation shall be arranged into three Classes or Grades, viz, Fellows, Senior Associates, and Junior Associates, according to such rules and such standard as may be fixed by the Corporation, or into such other Classes or Grades of the same nature and character as may from time to time be fixed by them: AND Her Majesty also wills and ordains, That the Corporation shall have power from time to time, and in such manner as may be fixed by the Rules and Regulations, to constitute and appoint a Board of Examiners for the purpose of regulating and conducting such Examinations as the Corporation may from time to time direct, and in such manner as they may appoint, in furtherance of the objects of the Institute: AND THAT Diplomas or Certificates, under the seal of the Corporation and the Signature of such Officers as they may appoint, shall be issued to the Members attaining such retrospective Grades, and shall state specifically the branch or branches of knowledge professed, and also, as nearly as may be, the degree of attainment in each, and the amount of professional skill possessed by the retrospective holders; that the Grades of Senior Associates and Junior Associates shall be bestowed only after examination; and that the Grade of Fellow shall be conferred upon any Member by a Meeting of Fellows; and that the amount of acquirement and of practical skill in the Art of Teaching necessary for the attainment of each of these Grades shall be such as the said Corporation shall from time to time fix: AND, for the greater encouragement of sound Education, Her Majesty further wills and ordains, That the Diplomas or Certificates issued and authenticated as aforesaid may be held as evidence to all concerned that the parties in whose favour they are granted have passed their examination with the Educational Institute, where examination purports to have taken place, or have otherwise, according to the Rules and Regulations of the Corporation, obtained the Grade purporting to be thereby conferred: AND Her Majesty further hereby wills, grants and declares, That the present President, and the present Vice-Presidents, Treasurer, Secretaries and the whole other present Office-Bearers and Committees of the said Institute shall hold their offices and discharge their functions respectively until the Stated Annual General Meeting of the Institute in September, 1851: and that they and their successors in office, to be chosen according to the Rules and Regulations and Bye-Laws of the Institute, shall have full power to manage, direct, order and appoint in all matters and things touching and concerning the said Institute, in terms of, and conform to, the

Rules and Regulations and Bye-Laws thereof: AND FURTHER, Her Majesty hereby approves of the existing Rules and Regulations of the said Institute, in so far as the same are not inconsistent with this Charter, or contrary to the laws of the realm; but with power to the said Institute to alter or modify the same from time to time, and to make such Bye-Laws as they shall deem proper, provided that the same are not inconsistent with this Charter, or contrary to the laws of the realm; all of which Rules and Regulations and Bye-Laws shall, until altered, be duly observed, kept, and obeyed; AND Her Majesty, for herself and her heirs and successors, DECLARES, That this her present Charter shall be, in and by all things, valid and effectual in law, according to the true intent and meaning of the same; and it shall be accepted and understood in the sense most favourable and beneficial to the said Corporation, notwithstanding any mis-recital, defect, uncertainty, or imperfection in the same: AND Her Majesty further wills and commands, That this Charter do pass the Seal appointed by the Treaty of Union to be kept and used in Scotland in place of the Great Seal thereof, formerly kept and used there, without passing any other seal or register; for doing whereof these presents shall be, as well to the Director of Her Majesty's Chancery in Scotland for writing the same, as to the Keeper of the said Seal, and their Deputies, for causing the same to be appended thereto, a sufficient warrant.

**Given at Her Majesty's Court at St James's this Thirteenth Day of May Eighteen Hundred and Fifty-One, in the Fourteenth Year of Her Majesty's Reign. By Her Majesty's Command
G GREY**

FIRST SUPPLEMENTARY ROYAL CHARTER

GEORGE THE FIFTH, by the Grace of God, of the United Kingdom of Great Britain and Ireland, and of the British Dominions beyond the Seas, King, Defender of the Faith:

To all to whom these presents shall come, Greeting!

WHEREAS by Royal Charter granted by our Royal Predecessor, Queen Victoria, and dated the 13th Day of May 1851, the members of The Educational Institute of Scotland were incorporated with perpetual succession for the purpose of promoting sound learning, of advancing the interests of Education in Scotland, and also of supplying a defect in the Educational arrangements of that country by providing for the periodical Session of a Board of Examiners, competent to ascertain and certify the qualifications of persons engaged, or desiring to be engaged in the education of Youth in that part of Our Dominions, and thereby furnishing to the Public, and to the Patrons and Superintendents of Schools, a guarantee of the acquirements and fitness of teachers for the duties required of them, and thus securing their efficiency, and raising the standard of education in general:

AND WHEREAS it has been represented to US that since the granting of the said Royal Charter, the membership of the said Corporation has very largely increased, and now exceeds 22,000 in number:

AND WHEREAS the members have for some time felt that the date in September, fixed by the said Charter for the Annual General Meeting of the Corporation, is inconvenient for many of the members, and that it is desirable to hold the Annual General Meeting occasionally, or in rotation, in other cities than Edinburgh, the place fixed by the said Charter; and that, in view of modern requirements, the provision of the said Charter as to the time and place of the Annual General Meeting is too specific and restrictive in its terms:

AND WHEREAS doubts have been raised as to the power of the General Meetings of the Corporation, to adjourn from time to time, and it is desirable that such doubts should be removed and that express power should be given to all General Meetings of the Corporation to adjourn from time to time:

AND WHEREAS the Corporation have unanimously resolved to apply for a Supplementary Royal Charter for the purpose of facilitating and improving the affairs of the Corporation by giving to the Corporation the power to fix from time to time, the time and place of the Stated General Meeting, and of other General Meetings of the Corporation, and by conferring on all such Meetings power to adjourn from time to time:

AND WHEREAS the said Corporation have by their Petition, humbly besought US to grant to them a Supplementary Charter for carrying into effect the above-mentioned objects in manner hereinafter appearing:

AND WHEREAS We are minded to comply with the prayer of such Petition:

NOW THEREFORE We of Our special grace, certain knowledge, and mere motion do hereby for US, Our Heirs and Successors will, grant, appoint, and desire as follows:-

1. That the following clause in the Original Charter, viz:-

“And that a Stated General Meeting of the Corporation shall be held once in every year in Edinburgh, on the Saturday immediately following the Third Friday in September, at Eleven o’clock, forenoon, and that General Meetings of the Corporation may also be held at such other times and places as may from time to time be fixed at the Stated Annual General Meeting in September,” shall be held to be cancelled and of no effect.

2. That the following clause shall have the same force and effect as if it had been in the Original Royal Charter, viz:-

“And that a Stated General Meeting of the Corporation shall be held once in every year, and that other General Meetings of the Corporation may also be held from time to time as desired, and the time and place of all such General Meetings may be fixed at the preceding Stated Annual General Meeting, or by the Council of the Corporation in terms of the Rules and Regulations thereof, and that all such General Meetings shall have power to adjourn from time to time”.

IN WITNESS Whereof We have ordered the Seal appointed by the Treaty of Union to be kept and made use of in place of the Great Seal of Scotland, to be appended hereto.

Given at Our Court at St James’s, the Twenty-Seventh day of October in the year, Nineteen hundred and twenty-five, and in the Sixteenth year of Our Reign.

PER SIGNATURAM MANU S.D.N. REGIS SUPRA SCRIPTAM.

Written to the Seal and Registered and Sealed at Edinburgh the Fourth day of November in the year One thousand nine hundred and twenty-five.

J C STRETTEL MILLER
Director of Chancery and Depute Keeper of the Seal

SECOND SUPPLEMENTARY ROYAL CHARTER

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith: TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING! WHEREAS by Royal Charter dated the 13th day of May 1851 (hereinafter referred to as “the original Charter”) Her Majesty Queen Victoria did constitute a body politic and corporate by the name of “The Educational Institute of Scotland” (hereinafter referred to as “the Institute”) with perpetual succession and a Common Seal. AND WHEREAS His Majesty King George the Fifth was graciously pleased to grant a Supplementary Charter dated the 4th day of November 1925 amending the original Charter: AND WHEREAS an humble Petition has been presented unto Us by the Institute praying that We should be graciously pleased to grant to it a further Supplementary Charter: NOW THEREFORE KNOW YE that We having taken the said Petition into Our Royal Consideration by Virtue of Our Prerogative Royal have of Our especial grace, certain knowledge and mere motion granted and declared and by these Presents for Us, Our Heirs and Successors do grant and declare as follows:-

Notwithstanding the provisions of the original Charter:-

1. Membership of the Institute shall be open to teachers of and lecturers in any subject in schools and colleges irrespective of religious denomination.
2. The objects of the Institute shall include the interests and welfare of teachers generally in Scotland.

IN WITNESS WHEREOF We have ordered the Seal appointed by the Act of Union to be kept and used in Scotland in place of the Great Seal of Scotland to be appended hereto.

GIVEN at Our Court at St James’s the fifteenth day of May One thousand nine hundred and seventy-eight in the twenty-seventh year of Our Reign.

PER SIGNATURAM MANU S.D.N. REGINAE SUPRA SCRIPTAM.

Written to the Seal and Registered and Sealed at Edinburgh the Ninth day of June in the year One thousand nine hundred and seventy-eight.

D Williamson
Keeper of the Registers of Scotland and Deputy Keeper of the Seal

RULES AND REGULATIONS

I. THE EDUCATIONAL INSTITUTE OF SCOTLAND

On 18 September 1847, at a meeting held in Edinburgh to form a national association to be composed of all the teachers in Scotland, whether engaged in publicly constituted schools and classes or in schools and classes not publicly constituted, the Educational Institute of Scotland was founded for the purpose of promoting sound learning and of advancing the interests of education in Scotland.

On 13 May 1851, Her Majesty Queen Victoria, being satisfied that the intentions of the Institute were to advance the cause of education and the interest and welfare of the scholastic profession in Scotland, granted a warrant for the issue of a Royal Charter whereby the members then, and such other persons as should thereafter become members of the Institute, were constituted into one body politic and corporate.

In terms of the Rules and Regulations adopted by the Institute on its foundation and the Rules and Regulations as approved by the Royal Charter, there is vested in the General Meeting the complete control over matters of policy, the supreme authority over all bodies and members within the Institute, and the power to alter or modify the Rules and Regulations and Bye-laws from time to time, provided that such changes are not inconsistent with the Charter or contrary to the laws of the realm.

II. MEMBERSHIP

1. **Ordinary Members** - Membership of the Institute may be conferred on -
 - (a) teachers registered with the General Teaching Council for Scotland or in employment in Scotland on a permanent, temporary, part-time or supply basis or an exchange programme abroad for a pre-determined period;
 - (b) education advisers, staff tutors, development officers, quality assurance inspectors, members of education directorates or any equivalent posts;
 - (c) persons qualified as educational psychologists;
 - (d) EIS officials and officers;
 - (e) lecturing staff in universities and other designated institutions of higher education in Scotland, or staff that are employed in FE Colleges in Scotland whose duties include one or more of the following: teaching, lecturing, curriculum management & administration, tutoring or assessment,
 - (f) community-based adult education tutors (local authority and voluntary services);
 - (g) persons holding a teaching qualification who are employed by Colleges Scotland, the Scottish Qualifications Authority, Education Scotland, the Scottish Funding Council or the statutory successor to any or all of the foregoing;
 - (h) academic staff employed to undertake research in universities or other designated institutions of higher education in Scotland;
 - (i) professionally chartered librarians in schools, colleges, universities and other designated institutions of higher education in Scotland;

- (j) persons employed in universities or other designated institutions of higher education in Scotland as academic related staff or in counselling students, managing computing centres, or managing consultancy units;
- (k) the Chief Administrative Officer, Secretary, Registrar or holder of any equivalent post in any university or other designated institution of higher education in Scotland;
- (l) instructors -
 - (i) in expressive arts or home economics;
 - (ii) in former List D schools;
 - (iii) in outdoor education; or
 - (iv) in special education;
- (m) persons employed as Instrumental Music Teachers;
- (n) persons employed as graduate Early Years Practitioners.

2. **Student Members** - Every student who is accepted for entrance to a course in Scotland leading directly to a teaching qualification shall be eligible for admission as a student member of the Institute without payment of fees or contribution. Every student who is undertaking doctoral studies in an establishment of higher education and who is employed, other than on a full-time contract, as a teacher in the same educational institution shall be eligible for admission as a student member of the Institute without payment of fees or contribution. Student members shall be entitled to the rights and privileges of ordinary membership except that they shall be ineligible to vote in any Institute election or at any Institute meeting or to hold any post or office within the Institute. Student members will be members of the local association which contains the university or college at which the student is studying.

A member leaving teaching temporarily for the purpose of obtaining a further qualification at an establishment of higher education and not in receipt of salary shall be eligible for admission as a student member of the Institute, without payment of fee or subscription, on undertaking to resume ordinary membership immediately an appointment is secured. Student members must become ordinary members before eligibility in terms of Rule XXI 4(c) commences.

3. **Associate Members** – A teacher or lecturer, resident in Scotland, holding a teaching qualification obtained furth of Scotland, and whose application for asylum in the UK has been successful or is awaiting a decision shall be eligible for admission as an Associate Member of the Institute without payment of fees or contribution while seeking either registration with the General Teaching Council for Scotland or a teaching or lecturing post in Scotland. Associate Members shall be entitled to the rights and privileges of ordinary membership except that they shall be ineligible to vote in any Institute election or at any Institute meeting or to hold any post or office within the Institute. Associate Members shall be members of the Local Association in the area of their place of residence. A teacher or lecturer shall not be eligible for Associate membership when otherwise eligible for full membership. Associate members must become ordinary members before eligibility in terms of Rule XXI 4(c) commences.

4. **EIS Parliamentary Association** - A member, on election as a Member of Parliament or Member of the Scottish Parliament, may continue membership of the Institute on payment of subscription at a level and by a method determined by the Council. Such members will constitute the 'EIS Parliamentary Association' and shall enjoy such rights and privileges as determined according to a scheme approved by Council.
5. **Life Members** – Members who have retired (i.e. are in receipt of pension and are either no longer in employment or no longer seeking employment) and who are not in arrears at the date of their retiral shall be entitled to life membership. Application for such membership shall be made by the member and should normally be received within three years of the date of retiral. Life members who continue to pay the annual Life Members' subscription shall be entitled to the rights and privileges of ordinary membership except those related to continued employment; they will be ineligible to vote in any Institute election or at any Institute meeting. Life Members will be permitted to hold a number of defined positions within a Local Association according to a scheme to be approved by the Council. Members who are elected to a post or office within the Institute and who retire from their post within the education service shall be entitled to serve for the remainder of the period for which they have been elected provided that the remaining period does not exceed one year. Life Members will be members of a Local Association by domicile or by place of employment prior to retiral.
6. **Honorary Life Members** – A Local Association or Self-Governing Association may confer honorary life membership on a member who has retired but the number of such awards by each Local Association or Self-Governing Association shall be limited according to a scheme approved by the Council. Honorary life membership shall be an honorific title only; retired members wishing to retain a more active link with the Institute must apply for life membership as defined in Rule 11(5) above. The Council shall have the power to declare void any certificate of honorary life membership to any member who has been suspended or expelled from the Institute.
7. **Membership of Local Associations** - All members of the Institute in Scotland, excepting members of self-governing associations, shall be members of local associations, such associations corresponding to the local authority structure within Scotland. Membership of a local association shall be determined by place of employment.
8. **Members Leaving Scotland** - Members of the Institute leaving Scotland or resident outside Scotland may continue their membership of the Institute on payment of subscription at a level and by a method determined by the Council provided that
 - (a) They shall have no claim to benefit which entails expenditure from the funds of the Institute.
 - (b) They shall be ineligible to vote in any Institute election or at any Institute meeting or to hold any post or office within the Institute.
9. **Suspension and Expulsion of Members**
 - (a) There shall be appointed a Disciplinary Committee which shall, consistent with the terms of relevant legislation, have power to suspend any member from the exercise of any or all of the privileges of membership. It shall also have the power to expel any member. It shall be the function of the Disciplinary Committee to consider and make a determination on complaints referred to it.

- (b) The Disciplinary Committee will consist of five members, namely the Ex-President and four other members elected annually by the AGM as follows:
- 1 member employed in the area covered by Argyll & Bute, East Dunbartonshire, Glasgow City, North Lanarkshire and West Dunbartonshire Councils.
- 1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.
- 1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.
- 1 member employed in the area of Aberdeen City, Aberdeenshire, Angus, Dundee City, Highland, Moray, Orkney Islands, Perth & Kinross, Shetland Islands and Western Isles Councils.
- (c) In the election of members of the Disciplinary Committee by the Annual General Meeting, members who have been elected to the Council for the forthcoming year shall be ineligible. The Ex-President will convene the Disciplinary Committee.
- (d) The decisions of the Disciplinary Committee will be available for appeal by the members concerned. Any appeal will be heard by the Appeals Committee.
- (e) The Appeals Committee will consist of five members, namely the President and four other members elected annually by the AGM as follows:
- 1 member employed in the area covered by Argyll & Bute, East Dunbartonshire, Glasgow City, North Lanarkshire and West Dunbartonshire Councils.
- 1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.
- 1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.
- 1 member employed in the area of Aberdeen City, Aberdeenshire, Angus, Dundee City, Highland, Moray, Orkney Islands, Perth & Kinross, Shetland Islands and Western Isles Councils.
- (f) In the election of members of the Appeals Committee by the Annual General Meeting, members who have been elected to the Council for the forthcoming year shall be ineligible. The President will convene the Appeals Committee.
- (g) The decisions of the Appeals Committee will be final and binding on all concerned.
- (h) Members cannot stand for election for both the Disciplinary Committee and the Appeals Committee in the same year.
- (i) The procedures of the Disciplinary Committee and the Appeals Committee will be as set out in a scheme approved by Council, but will ensure that at each stage the member

- (i) shall have the right to receive at least five working days notice of any meeting to consider any allegations which may lead to suspension of the member from the exercise of any or all of the privileges of membership or expulsion from membership and the right to appear before that meeting; and
- (ii) shall be entitled to representation at the meeting of the Disciplinary Committee and/or Appeals Committee and to have representations made in his or her own defence before such suspension or termination of membership shall be operative; and
- (iii) shall be entitled to a full and clear explanation of why the Disciplinary and/or Appeals Committee made their decision.

10. **Complaints Procedure for Members** - The Institute shall constitute a Complaints Procedure for its members. The Complaints Procedure shall be operated according to a Scheme approved by Council.

III. ANNUAL SUBSCRIPTION OF MEMBERS

1. All members of the Institute with the exception of life members, Fellows of the Institute who have retired, Associate Members and student members shall pay an annual subscription to the Institute.
2. The ANNUAL SUBSCRIPTION of members, due and payable in advance on 1 September annually, shall be
 - (a) a sum to be determined by the Annual General Meeting, to be known as the NATIONAL SUBSCRIPTION, payable by each member;
 - (b) a sum to be determined by each local association, to be known as the LOCAL SUBSCRIPTION, due and payable by each member belonging to a local association; and
 - (c) The annual subscriptions received by the Institute as represents the self-governing association subscriptions shall be included as General Fund income, with proportions allocated to the self-governing associations as set out in a scheme agreed by Council.
3.
 - (a) Annual subscriptions shall be payable to the Institute by a means to be determined by the Council from time to time. Failure to pay the annual subscription as and when due, as detailed in a scheme approved by the Council, shall result in suspension of the rights and privileges which membership of the Institute confers.
 - (b) Such part of the annual subscription received by the Institute as represents the local subscription shall be paid by the Treasurer of the Institute to the appropriate local association.
4. It shall be competent for the Council at any of its stated or special meetings to resolve that the national subscription of members shall be increased for the current year by a stated amount for the purpose of augmenting the Professional Fund. Such a resolution of the Council may specify a single amount to be paid by a date specified by the Council or a succession of amounts to be paid at intervals specified by the Council. A member who fails to pay the specified amount or amounts by the date or dates specified by the Council shall be

deemed to be in arrears, which shall result in suspension of the rights and privileges which membership of the Institute confers.

5. Members admitted during the year shall pay, in respect of their subscriptions to the Institute, a proportionate part of the annual subscription for the period from the date of admission to the 31 August following. Reductions and/or waiving of subscriptions will be available for members taking up a first teaching appointment and other specified groups or categories of members as set out in a scheme agreed by Council.
6. Members other than those in full time permanent employment shall pay such part of the annual subscription set out in Rule III,2 as shall be determined from time to time by the Council.
7. In the case of a teacher who, being a member of the National Union of Teachers or of the National Association of Teachers in Further and Higher Education and having paid a subscription for the current year as a member of that Union or Association, obtains a teaching appointment in Scotland, membership of the Institute shall be recognised without subscription from the time the teacher takes up such appointment until the last date of any period for which a teacher has paid a subscription or instalment of a subscription to the Union or Association, provided that the teacher has signed an undertaking to become an ordinary member of the Institute.

IV. FELLOWSHIP AND HONORARY FELLOWSHIP

1. Fellows:

On the nomination of the Board of Examiners, the Grade of Fellow may be conferred on:

- (a) members who have attained eminence as teachers or lecturers, who have rendered valuable service to the Institute and who have been recommended as being worthy of the honour of the Grade of Fellow by the local association or self-governing association to which they belong. It shall be competent for these bodies to submit to the General Secretary of the Institute on or before the last day of February in each year the names of such members together with a statement of the nature and extent of the service to education and the Institute as specified above. The maximum number of Fellows who may be elected in any year under this section shall be limited to 20;
- (b) members of not less than five years' standing who present a thesis, not previously presented for any degree or diploma, which, in the judgment of the Board of Examiners, constitutes an original contribution to learning in relation to education. A thesis under this section shall be sent to the General Secretary not later than 1 October in each year;
- (c) persons who have rendered signal service to education in Scotland or elsewhere. It shall be competent for local associations and self-governing associations to transmit to the General Secretary of the Institute on or before the last day of February in each year the names of persons who have rendered signal service to education and whom they wish to recommend as being worthy of the honour of the Grade of Fellow together with a statement of the nature and extent of their service to education.

2. Honorary Fellows

On the nomination of the Board of Examiners, the Grade of Honorary Fellow may be conferred on persons who have rendered signal service to education in Scotland or elsewhere.

3. **Grade of Fellow or Honorary Fellow**

- (a) Fellows other than members upon whom the Grade of Fellow or Honorary Fellow has been conferred shall not be required to pay annual contributions to the funds of the Institute nor, except at a meeting of Fellows, shall they be entitled to vote in any Institute election or at any Institute meeting or to hold any post or office within the Institute.
- (b) A meeting of Fellows for the purpose of considering nominations to the Grade of Fellow shall be held at such a time as is determined by the Council. The Grade of Fellow and of Honorary Fellow shall, upon the nomination of the Board of Examiners and with the approval of the Council, be conferred on qualified persons by a majority of the Fellows of the Institute present at such a meeting provided that such a meeting is attended by no fewer than 15 Fellows.
- (c) The Council shall have the power to declare void any diploma of Fellowship conferred on any member who has been suspended or expelled from the Institute.
- (d) Fellows or Honorary Fellows who are members of the Institute and who retire shall be deemed to be honorary life members of the Institute and shall be entitled to all the rights and subject to same restrictions as other retired members except as regards the meeting of Fellows specified in paragraph 3b above and as regards membership of the Board of Examiners.
- (e) The Board of Examiners shall not entertain personal applications for the Grade of Fellow except in the case of those presenting a thesis under Rule IV 1(b). The Board of Examiners, local associations and self-governing associations shall not divulge to any individual under consideration for the Grade of Fellow that the individual is under consideration until a decision in the particular case is confirmed by the Council.

4. **Board of Examiners**

The Institute shall constitute and appoint a Board of Examiners for the purpose of considering and reporting to the Council on recommendations for the Fellowship. The Board of Examiners shall consist of the Office Bearers and a convener and twelve members (not necessarily members of the Council) elected according to a scheme approved by the Council. One third of the twelve elected members shall retire annually. Nominations of the twelve elected members, all of whom shall be Fellows at the time of nomination, shall be invited from members of the Council. The election shall be carried out by a postal vote of the members of the Council not less than three weeks before the Annual General Meeting. The convener of the Board of Examiners shall be appointed annually, but shall be eligible for re-election. The convener shall be elected by postal vote of members of the Council not later than three weeks before the Annual General Meeting. Each member of the Council shall have one vote but, where there are more than two candidates, the method of election shall be by first past the post. Should the convenership become vacant between Annual General Meetings, the Council shall fill the vacancy at its first meeting thereafter. If more than one person be nominated for the vacant convenership, the election shall be carried out at the Council meeting by the method stated above. The Board of Examiners may appoint committees to which it may remit such matters as it deems proper. In the event of any vacancy occurring in the Board of Examiners, the Council shall make the required appointment at its first meeting after the vacancy has occurred.

V. OFFICE BEARERS OF THE INSTITUTE

The Office Bearers of the Institute shall be members of the Institute. They shall consist of:

- (a) the President and the Vice-President who shall be elected annually and shall be eligible for re-election. Each shall hold office from the close of one Annual General Meeting to the close of the next; and,
- (b) the Ex-President, that is, the President for the immediately preceding year.

These Office Bearers shall be voting members of the Executive Committee and shall be eligible to attend and vote at meetings of the Education, Equality, Salaries and Employment Relations Committees of the Council. These Office Bearers shall be eligible to attend and vote at meetings of *ad hoc* committees and at meetings of the Sub-Committees of the Education, Equality, Executive, Salaries, and Employment Relations Committees of the Council. They may also stand for election to the Education, Equality, Salaries and Employment Relations Committees of the Council.

If, in the opinion of the Council, an Office Bearer has, through misconduct, acted in a manner which would make him or her ineligible to continue to hold the position to which he or she had been elected, the Council shall have the power to suspend or remove the Office Bearer and to appoint another instead. If any Office Bearer of the Institute shall die, or intimate his or her resignation from the office to which he or she had been elected, it shall be the duty of the Council to appoint a successor, who shall complete the term of office of his or her predecessor.

VI. OFFICIALS AND OFFICERS OF THE INSTITUTE

The officials and officers of the Institute shall be eligible or shall continue to be eligible for membership of the Institute after their appointment and shall be entitled to the rights and privileges of membership except that they shall be ineligible to vote in any Institute election or at any Institute meeting or submit a Complaint under the Institute's Complaints Procedure. The officials and officers shall consist of the General Secretary and Treasurer and such other full-time posts as may be determined by the Council.

VII. ELECTION OF PRESIDENT AND VICE-PRESIDENT

1. **Nomination of Candidates** - The General Secretary shall issue to all local and self-governing associations in the month of December nomination forms wherein shall be entered the names of those nominated for the offices of President and Vice-President at a meeting of the local or self-governing association. Each local or self-governing association shall have the right to nominate one member of the Institute as President and also one as Vice-President. These forms shall be returned to the General Secretary on or before 1 February.
2. **Withdrawal of Nomination** - Candidates may withdraw their names not later than 3 February by written notification to the General Secretary.
3. **Eligibility to Vote** - In the election of President and of Vice-President, all ordinary members and Fellows of the Institute (except those disqualified in terms of Rule II or III) in membership at 1 February in any one year shall be eligible to vote.
4. **Method of Voting** - Each member eligible to vote shall be entitled to one vote in the election of President and one vote in the election of Vice-President when there are only two candidates

for either office. In the event of there being three or more candidates for either of the offices, the method of election for that office shall be by the modification of proportional representation known as the alternative vote.

5. **Conduct of Elections** - Immediately after 3 February, the General Secretary shall cause to have issued voting papers to those members eligible to vote. Elections shall be conducted by independent scrutineers appointed in accordance with the appropriate legislation. On individual members rests the responsibility for taking whatsoever steps are necessary to ensure that their votes are duly recorded and forwarded in time to the appointed scrutineers.
6. **Return of Voting Papers** - Voting papers shall be returned to the appointed scrutineers not later than 15 March. Thereafter all arrangements including the declaration of results shall be made by the scrutineers.

VIII. ANNUAL GENERAL MEETINGS

An Annual General Meeting of the Institute shall be held during the month of June within any year, on such a date and in such a place as shall have been previously decided by an Annual General Meeting. If unforeseen circumstances render it impossible or inconvenient to hold the Annual General Meeting on the date or at the place decided, the Council shall make the necessary adjustments. If the date of the Annual General Meeting be changed at any time, the Council shall have the power to change any of the dates occurring in the Rules and to make any consequential changes.

1. The Annual General Meeting shall, consistent with the terms of Rule 1, act as the final decision making body of the Institute in all matters of strategy and policy. At each Annual General Meeting, the minutes of the Council shall be presented for approval, amendment or disapproval in accordance with procedures laid down in the Standing Orders, except that the Meeting shall not have the power to annul any legal contract or financial transaction which has been competently entered into or undertaken by the Council. The Annual General Meeting shall also consider competent motions from Council, local associations and self-governing associations.
2. The quorum for an Annual General Meeting shall be one third of the number of delegates, including the office bearers and members of the Council, entitled to be present at the meeting.
3. Any business not overtaken by the Annual General Meeting shall stand referred to the Council unless a motion to adjourn the Annual General Meeting to a future date is carried by not less than two-thirds of those present. The Council shall fix appropriate dates for the reconvened meeting.
4. The Annual General Meeting of the Institute shall consist of the Office Bearers of the Institute, members of the Council for the preceding year, delegates from local associations and self-governing associations. The number of delegates to the Annual General Meeting to be elected by each association, subject to a minimum of three delegates for any one association shall be in proportion to the number of ordinary members of the association on 31 August of the preceding year and shall be calculated to bring the total to approximately three hundred and fifty six, including the office bearers and the members of the Council. In the calculation of the representatives of associations, fractional parts of more than one half shall give an entitlement to one additional delegate. Delegates shall be elected by direct election of members of the association according to a scheme determined by the association and approved by the Council. Associations shall also make provision for the election of reserve delegates according to a scheme determined by the association and approved by the Council.

5. Before 7 April, the secretary of each local association shall forward to the General Secretary a list of delegates and reserve delegates elected according to the constitution of the local association as approved by the Council. Elections for the self-governing associations' delegates and reserve delegates shall be conducted by Headquarters according to a scheme approved by Council to enable the General Secretary to declare before 7 April a list of delegates and reserve delegates.
6. In these Rules and Standing Orders, 'working days' means working days of the EIS Headquarters office.
7. The General Secretary shall forward to delegates, to reach them at least ten working days before the date of the Annual General Meeting, copies of the agenda and other documentation. Any supplementary papers that require to be put in the hands of delegates shall be forwarded at the earliest possible date before the meeting.
8. The Annual General Meeting of the Institute shall be conducted in accordance with the Standing Orders of the Institute.

IX. SPECIAL GENERAL MEETINGS

1. The President or the General Secretary of the Institute shall convene at any time of the year a Special General Meeting on being required to do so by the Annual General Meeting or by the Council or, in cases of emergency, by the Executive Committee.
2. The President or the General Secretary shall also convene a Special General Meeting on receipt by the General Secretary of a requisition for a Special General Meeting which conforms to the following provisions:-
 - (a) the requisition shall state, in general terms, the object or objects for which the Meeting is to be convened;
 - (b) the requisition shall be signed by ten per cent of the ordinary membership of the Institute as at the preceding 31 August. Where, for such purposes, the list of ordinary members is not available for that date at the time of the requisition for a Special General Meeting, the list of ordinary members as at the previous 31 August shall be used; and,
 - (c) the General Secretary shall have been notified in writing, not earlier than one calendar month before the date on which the signed requisition is received, of the intention by a member or members to obtain signatures for the particular requisition and the signatures shall have been obtained during the period between notification of the intention to the General Secretary and receipt by the General Secretary of the signed requisition.
3.
 - (a) The General Secretary shall give fifteen working days' notice of such Special General Meeting and of the object or objects of the meeting to each delegate elected according to the terms of Rule IX 3(d).
 - (b) No business shall be transacted at any Special General Meeting except that specified by the Annual General Meeting, the Council or the Executive Committee or set forth in

the requisition for such meeting respectively, and unless one third of the delegates elected to the said General Meeting be present.

(c) Any business not overtaken by a Special General Meeting shall stand referred to the Council unless a motion to adjourn the Special General Meeting to a future date is carried by not less than two-thirds of those present. A period of at least two weeks shall elapse between a Special General Meeting and an adjourned meeting thereof.

(d) A Special General Meeting of the Institute shall consist of the Office-Bearers of the Institute, the members of the existing Council, the delegates (and in the case of any vacancy, the appropriate reserve delegates) from the local associations and self-governing associations. In the case of a Special General Meeting fixed for a date not less than fifteen working days after 7 April and before the date of the Annual General Meeting, delegates from local and self-governing associations shall be the elected delegates to the Annual General Meeting in that year.

4. Any Special General Meeting of the Institute shall be conducted in accordance with the Standing Orders of the Institute.

X. MANDATION

It shall be impermissible for members to be mandated as to how they shall speak or vote on any matter which is to be considered by the Council or by an Annual or Special General Meeting.

XI. THE COUNCIL OF THE INSTITUTE

1. The Council shall be the principal executive committee of the Institute with decision making powers on matters of policy consistent with the strategy determined by and decisions taken by the Annual General Meeting of the Institute, and subject also to the ultimate approval by the subsequent Annual General Meeting of its decisions, except of decisions taken under Rule XI 8 & 9.

2. The Council shall determine policy through approval of the decision of committees and through its own decision-making function. The Council following the Annual General Meeting, shall implement policy decisions taken by the Annual General Meeting.

3. The Council shall consist of the Office Bearers of the Institute and the representatives elected in accordance with Rule XII. The quorum for a meeting of the Council shall be one third of the number of members of Council including the office bearers.

4. Stated meetings of the Council shall take place five times between each Annual General Meeting during the months of September or October, November, January, March, and May, with an additional meeting of the incoming Council to take place in the course of the Annual General Meeting solely for the purposes of completing the Committee and other Council elections, as required.

5. The meetings of the Council shall be conducted in accordance with the Standing Orders of the Institute.

6. Not less than eight working days' notice shall be given of the business for each stated meeting of the Council. Any supplementary papers that require to be put in the hands of members shall be forwarded by the General Secretary at least three working days before the meeting, or, in exceptional circumstances, may be tabled at the meeting. It shall be the duty of the

Council to approve decisions contained in minutes of committees, to make a determination on any report by the Executive Committee on the decisions of other committees and to initiate matters as appropriate for the consideration of committees of the Council.

7. A special meeting of the Council shall be convened, if such is decided by the Council, or if the General Secretary receives a request for such a meeting signed by not less than one half of the members of the Council, or if so determined by the Executive Committee. Such decision or request or determination shall also specify the object or objects for which the meeting is to be convened. No business shall be transacted at any special meeting of the Council except that specified within that decision, request or determination.
8. The Council shall have the power to enter into any legal contract or financial transaction on behalf of the Institute.
9. The Council shall appoint the General Secretary and Depute General Secretary.

XII. ELECTION OF THE COUNCIL

1. **Number of Members** - Each local association and self-governing association shall be represented by at least two members. The number of members to be elected by each local association and self-governing association shall be in proportion to the number of ordinary members on 31 August of the preceding year and shall be calculated to bring the number of members to 139 inclusive of the three office-bearers. The election of local association Council members will be by the 'First Past the Post' method of election, and on the basis of an equal number elected from those members employed in each of the primary/nursery and secondary/special sectors. Local association members who are not employed in either of these categories may stand in either category (but not both) as appropriate to their employment or area of professional expertise. Where a local association is entitled to return an odd number of Council members, the final member will be the runner up with the highest number of votes in either sectoral category. The election of self-governing association members shall be based on the STV method of proportional representation and will be governed by a scheme approved by Council. The members of the Council shall be elected annually and shall hold office from the close of one Annual General Meeting to the close of the next.
2. **Nomination of Candidates** - In the month of December, the General Secretary shall give notice of the arrangements for the issue of nomination forms wherein shall be entered the names of candidates who wish to be nominated to the Council. The General Secretary will issue this notice to local and self-governing associations and will take all such other steps for notifying the members as is the practice of the Institute to take when matters of general interest to all its members need to be brought to their attention. Nomination forms shall be signed by five members of the association. Candidates shall not be nominated without their consent. Nomination forms shall be returned to the General Secretary of the Institute on or before 1 February. A member of the Institute may be a candidate for election as President or the Vice-President and at the same time be a candidate for election to the Council.
3. **Eligibility to Vote** - All ordinary members of the local association or self-governing association and Fellows of the Institute who are members of the local association or self-governing association (except those members disqualified in accordance with the terms of the Rules of the Institute) in membership at 1 February within any one year shall be eligible to vote.
4. **Method of Voting** - In the election of Council members, each voter shall have a number of votes equal to the number of Council members to be returned but may not give more than one vote to any one candidate.

5. **Conduct of Elections** - Immediately after 3 February the General Secretary shall cause to have issued voting papers to those members eligible to vote. Elections shall be conducted by independent scrutineers appointed in accordance with the appropriate legislation. On individual members rests the responsibility for taking whatsoever steps are necessary to ensure that their votes are duly recorded and forwarded in time to the appointed scrutineers.
6. **Return of Voting Papers** - Voting papers shall be returned to the appointed scrutineers not later than 15 March. Thereafter all arrangements including the declaration of results shall be made by the scrutineers.
7. **Vacancy** – In the event of any vacancy occurring in any constituency for election to the Council, the first unsuccessful candidate at the time of the election or, if appropriate, subsequent by-election shall be elected. In the event of there being no such candidate, provided the vacancy arises before the date of the stated January meeting of Council, the General Secretary shall make appropriate arrangements for a by-election to be held in accordance with the appropriate legislation”.

XIII. COMMITTEES OF THE COUNCIL

1. Committees

The following committees shall be appointed annually, following the election of the Council:

Executive Committee;
 Education Committee;
 Employment Relations Committee;
 Equality Committee;
 Salaries Committee.

- (a) An **Executive Committee** consisting of the Office Bearers together with Conveners of the Education, Equality, Salaries and Employment Relations Committees and sixteen members elected by the Council from among the members of the Council. The President will convene the Executive Committee and the Vice-President will be responsible for the presentation of the decisions of the committee to the Council and AGM.

The functions of the Committee shall be:

- (i) the execution of policy on behalf of Council, subject to report to the Council;
- (ii) the financial and administrative affairs of the Institute, with the exception of Benevolent and Donated Funds, including possible financial and administrative implications of the decisions of other committees;
- (iii) the management of planned expenditure and, with the exception of Benevolent and Donated Funds, the overview of all spending decisions of the Institute, its committees and its local and self-governing associations;
- (iv) the responsibility for staffing, including the leeting and appointment of all officers and officials up to and including Assistant General Secretary;
- (v) the constitution of the Institute and the formulation of proposals for change to the national constitution and to local and self-governing association constitutions;
- (vi) the management of all properties held by the Institute;
- (vii) the co-ordination of Institute activities at national and local level and the maintenance of the strategic direction of the Institute as established by the Council;
- (viii) the training of Institute members and the recruitment and retention of members;

- (ix) the conduct of industrial action on behalf of and in accordance with the framework established by the Council;
- (x) the implementation of the political, trade union and international work of the Institute as established by the Council.

The minutes of the Education, Equality, Salaries and Employment Relations Committees and of any ad hoc Sub-Committees, shall be submitted to the Executive Committee. The Committee shall have the power to recommend disapproval to the Council on the basis of (a) the financial implications for the Institute, and in particular, inconsistency with planned expenditure arrangements, (b) inconsistency with the strategic policy of the Institute, (c) inconsistency with approved administrative arrangements for the Institute and its offices and (d) inappropriate extension of the remit of the committee into areas which are not properly the remit of that committee.

Finance, Strategy and Emergency sub-committees shall be set up, each consisting of the Office-Bearers and five further members elected, ensuring an overall gender balance of at least 50% female for each sub-committee, at the point of election. The Finance sub-committee shall oversee the detailed financial and staffing work of the Institute, the Strategy sub-committee shall oversee the strategic work of the Institute, and the Emergency sub-committee shall deal with matters of urgency between meetings of other appropriate committees.'

- (b) An **Education Committee** consisting of sixteen members, of whom eight shall be elected from the Primary and Nursery members of the Council and eight elected from the Secondary and Special Education members of the Council, with a Convener and Vice Convener elected from the Committee membership by the Council.

The functions of the Committee shall be:

- (i) the development of the educational policies of the Institute and the pursuit of these policies in all types of educational establishment and in all parts of Scotland;
- (ii) the determination of professionalism and professional standards;
- (iii) the definition of quality in education - including the prerequisites to quality, such as educational structure, management, resources and training;
- (iv) the response to educational initiatives from government, local authorities and individual educational establishments.
- (v) the development of policy on an Institute Learning Agenda for members, including the Continuing Professional Development of members, and also the development of policy in relation to Institute Learning Representatives.

A CPD Sub-Committee shall be set up consisting of three members from the Primary and Nursery members of the Committee, together with three members from the Secondary and Special Education members of the Committee. The Convener of the CPD Sub-Committee shall be elected from the Sub-Committee membership by the Education Committee. The Sub-Committee shall have powers to co-opt to the membership of the Sub-Committee a Learning Representative from the Further Education Sector together with up to two additional Learning Representatives. The Sub-Committee shall bring forward proposals to the Education Committee in relation to Rule XIII, 1(b) (v).

- (c) An **Employment Relations Committee** consisting of eight members with a Convener and Vice-Convener elected from the committee membership by the Council. The functions of the Committee shall be:
- (i) employment matters affecting members;
 - (ii) health & safety matters affecting members;
 - (iii) legal affairs affecting members;
 - (iv) the benevolent work of the Institute;
 - (v) the support of members on legal, grievance or disciplinary matters, whether through the courts or local or national procedures;
 - (vi) appropriate casework-related policy related to the above.

In its decisions relating to items (iv) and (v) above, the Committee will act at its own discretion and with the full powers of the Council and will report in general terms on the nature and extent of its work in these areas to the Executive Committee and the Council.

Members of the Employment Relations Committee will be invited to serve, on their own account, as Trustees of the Educational Institute of Scotland Benevolent Funds.

- (d) An **Equality Committee** consisting of sixteen members elected by the Council, with a Convener and Vice-Convener elected from the Committee membership by the Council. The function of the Committee shall be to promote equality of opportunity of all teachers and lecturers in Scotland regardless of race, gender, sexuality and disability and to make appropriate recommendations on equality issues to the Council.
- (e) A **Salaries Committee** consisting of sixteen members, of whom eight shall be elected from the Primary and Nursery members of the Council and eight from among the Secondary members of Council with a Convener and Vice-Convener elected from the committee membership by the Council. Membership of the Committee will be open to all members of Council other than those employed in further and higher education. The functions of the Committee shall be:
- (i) to seek to maintain and enhance the salaries and conditions of service of teachers in Scotland represented through the Scottish Negotiating Committee for Teachers (SNCT);
 - (ii) to act as the negotiating committee of the Institute for those matters under the aegis of the SNCT;
 - (iii) to provide the Institute representation on the Teachers' Panel of the SNCT and on the SNCT;
 - (iv) the direction of local Institute negotiating bodies outwith further and higher education;
 - (v) to deal with superannuation matters across all members of the Institute.

The Institute's Representatives on the Teachers' Panel of the SNCT shall be provided by the first six elected to the committee from each sector. If any of the six does not wish to serve as a member or in the event of a member's absence, the next elected person from the sector shall serve as the representative. The General Secretary shall be an ex officio member.

In pursuing the salaries and conditions of service business of the Institute, the following procedures will apply

1. The salaries proposals of the Institute for any particular salaries review shall be determined by the Council following receipt of recommendations from the Salaries Committee. All Institute bodies shall have the right to submit their views on salaries and conditions of service matters to the Salaries Committee. The decisions of the Council on salaries proposals shall be communicated to the Institute Representatives on the Scottish Negotiating Committee for Teachers.
2. Where neither the appointed representative nor a substitute representative in the same category is able to attend a particular meeting of the Institute Representatives on the Scottish Negotiating Committee for Teachers, the Salaries Committee may arrange for the vacancy to be filled by another member. It shall be in order for another official of the Institute to attend in place of the General Secretary.
3. It shall be the duty of the said Institute Representatives to present the salaries and conditions of service policies of the Institute in the said Scottish Negotiating Committee for Teachers, provided that the Representatives shall have the right to adapt the policies in the light of negotiating circumstances.
4. Periodic reports shall be submitted to the Council on the work of the said Scottish Negotiating Committee for Teachers. At their discretion, the Institute Representatives on the Committee may seek the advice of the Council on a matter which is under negotiation.
5. It shall be the duty of Institute Representatives on any Negotiating Committee for Teachers established within a local authority to present the salaries and conditions of service policies of the Institute in the said Negotiating Committee for Teachers, provided that the Representatives shall have the right to adapt the policies in the light of negotiating circumstances. However, where instructed by the Institute nationally to effect a particular settlement or follow a particular course of action, Institute Representatives will follow that instruction.
6. Periodic reports shall be submitted to the local association on the work of any Negotiating Committee for Teachers established within a local authority. At their discretion, the Institute Representatives on the Committee may seek the advice of the local association on a matter which is under negotiation.
- (f) **Specialist Professional Expertise** - In the operation of the foregoing Committees of Council, where appropriate, the work of the Committee may be augmented through the operation of ad hoc short-life working groups, which may include members with specialist professional expertise who are not members of the Committee or of Council.
- (g) In the operation of the foregoing Committees of Council, where discussions touch on matters specific to SGAs and additional expert knowledge is appropriate, Committees of Council may invite attendance from the relevant SGA.

2. **Election to the Committees of Council**

- (a) Any member of the Council may stand for election to the Executive Committee and a maximum of a further two committees, subject to the provisions of Parts 1 and 2 of this Rule.
- (b) Members of the Council shall have the right to nominate themselves for Convener or Vice-Convener of committees to which they have been elected.

- (c) Each member of the Council shall have a number of votes equal to the number of members to be elected for each committee, but may not give more than one vote to any one candidate.
- (d) In the election of conveners of committees, each member of the Council shall have one vote, but where there are more than two candidates for the same convenership the method of election shall be by the modification of proportional representation known as the alternative vote. The method of election for the vice-convenership of each committee shall be by the same method. When a convenership or vice-convenership becomes vacant between Annual General Meetings, any member of the committee concerned may be nominated and appointed by the Council at its first meeting after the vacancy occurs. If more than one person is nominated for the vacant convenership or vice-convenership, the election shall be carried out by the method stated above.
- (e) Committees of the Council shall be elected by the members of the Council not later than three weeks before the Annual General Meeting. Each candidate shall be entitled to submit a single photograph, a curriculum vitae, and a statement, of a number of words to be determined from time to time by Council, by a date to be determined by Council. In any election a single statement only may be submitted irrespective of the number of committees for which she/he is a candidate under XIII 2(a). With the permission of the successful candidate the photograph and information may subsequently form part of a Council web page during the ensuing year. The General Secretary shall act as Returning Officer, shall arrange for the counting of votes and shall declare the results.
- (f) In the event of any vacancy on a committee of the Council, the first unsuccessful candidate at the time of the election of the committee shall be elected.
- (g) In the election of members of the Education Committee and the Salaries Committee, members of the Council who are not Primary, Nursery, Secondary or Special Education members may stand in either the Primary/Nursery category or the Secondary/Special Education category (but not both), as appropriate to their employment or area of professional expertise, with the proviso that membership of the Salaries Committee is not open to those members of Council employed in further and higher education. Where elected to the Committee, such members will hold the same rights and privileges as other members elected to represent these sectors.

3. Minutes of Committees

Each committee of the Council shall keep minutes of its meetings, which shall show the names of members present and the business done at each meeting. Where it has been agreed that a vote should be taken during the course of a committee meeting, it shall be open to any committee member to move a proposal that the vote be a roll call vote. If this proposal is seconded and agreed by a majority of the committee members present at the meeting, then the result of the vote, including the names and voting positions of each committee member, shall be included in the minutes of the committee meeting. The convener shall be responsible for the minutes being forwarded to the General Secretary immediately after each meeting.

4. Strategy and Policy

- (a) Council, local associations and self-governing associations shall consider motions for submission to the Annual General Meeting. All submissions on these matters shall be

in the hands of the General Secretary of the Institute no later than ten working days prior to the March meeting of the Council, or in the case of Council for consideration at its March meeting.

- (b) At the March meeting of the Council, the motions from local associations and self-governing associations which have been found competent by the Standing Orders Committee shall be considered. The Council shall also consider any motions for submission to the Annual General Meeting in its own name.
- (c) The Standing Orders Committee will notify Council, local associations and self-governing associations of the motions which are to be debated at the Annual General Meeting. All competent motions submitted by Council, local associations and self-governing associations shall be presented for debate at the Annual General Meeting.
- (d) The Council at its May meeting shall determine whether or not to propose amendments to motions proposed by Council, local associations and self-governing associations.
- (e) The Council, at the appropriate stated meeting or at a special meeting called for that purpose, shall determine whether or not to adopt an attitude to the motions, amendments and all other matters for debate at the Annual General Meeting.
- (f) A meeting of the Executive Committee to be held in June following the Annual General Meeting shall recommend to the Council the action to be taken to implement resolutions of the Annual General Meeting.

5. **ad hoc Sub-Committees**

- (a) The Council shall have the power to form *ad hoc* sub-committees either from its membership or from the membership of its committees. In each case the *ad hoc* sub-committee shall consist of five members provided that, in the case of a sub-committee proposed by the Equality Committee to deal with minority interests, the sub-committee shall, if its establishment is approved by the Council, consist of five members of the Council and up to four additional members, who need not be members of the Council.

6. **Quorum**

The quorum for meetings of committees of the Council shall be one third of the members of each committee of the Council.

XIV. SELF-GOVERNING ASSOCIATIONS

1. The following self-governing associations shall be established:

- (a) The Further Education Lecturers' Association, to deal with matters concerning further and adult education in Scotland. Its powers are defined by the Constitution of the Further Education Lecturers' Association. Membership of the Further Education Lecturers' Association of the Institute may be conferred on any lecturer or other member of educational personnel in colleges or other institutions of further education consistent with the terms of these Rules & Regulations.
- (b) The University Lecturers' Association, to deal with matters concerning higher education in Scotland. Its powers are defined by the Constitution of the University Lecturers' Association. Membership of the University Lecturers' Association of the Institute may be

conferred on any lecturer or other member of educational personnel in Higher Education consistent with the terms of these Rules & Regulations.

2. The self-governing associations shall have constitutional autonomy in respect of the distinctive interests of their members.
3. The minutes of all annual and special conferences of the associations and of all meetings of the national executive committees of the associations shall be submitted to the General Secretary of the Institute. Where the General Secretary considers that any finding contained in those minutes affects members of the Institute other than those in the association concerned, the matters shall be reported to the Council of the Institute, or the executive body of the other self-governing association as appropriate. The General Secretary shall take steps to ensure that no action is taken on such a finding until appropriate efforts have been made to secure the support of all the executive bodies concerned. Where agreement cannot be obtained, the General Secretary shall rule where the majority interest lies.
4. Each self-governing association shall intimate to the General Secretary on or before 7 April in each year the Association Subscription applicable from 1 September in that year.
5. The self-governing associations will have responsibility for the determination of the Association Subscription as provided for elsewhere in these Rules, and shall be responsible for the control and use of the proportion of funds relating to that Association Subscription as allocated to them according to a scheme agreed by Council and such other funds held by the association, subject to the normal accounting procedures of the Institute and any relevant provisions set out elsewhere in these Rules.

XV. CONDUCT OF MEETINGS

At General Meetings and all meetings of the Council the President of the day shall take the chair. In the absence of the President, the Vice-President shall take the chair. In the absence of the President and the Vice-President at any meeting due to be chaired by one of the office bearers, the meeting shall elect a chairperson from the members present. At meetings of all other Committees, the elected Convener or, in the absence of the Convener, the Vice-Convener shall take the chair. In the absence of the Convener and Vice-Convener, the Committee shall elect an alternative chairperson. The chairperson for the time being of the meeting shall have a deliberative and, in the case of equality of votes cast, a casting vote.

XVI. LOCAL ASSOCIATIONS

1. Constitution

The constitutions of local associations shall be in accordance with the Rules of the Institute and with a scheme determined by the Council. The Executive Committee may propose to the Council from time to time alterations in the constitutions of local associations. Any alteration proposed by a local association shall be submitted to the Executive Committee, which shall recommend to the Council approval, disapproval or amendment of the proposed alteration.

2. The Executive or Management Committee

- (a) The local association will establish an executive or management committee consisting of such office bearers and representatives of the local association membership as may be approved by the constitution of the local association. The method of election of the members of the executive committee shall be according to a scheme approved by the Council and shall be contained within the constitution of the local association. The

results of such elections shall be made known to the General Secretary of the Institute immediately after the election takes place.

3. **Functions**

The functions of local associations shall be to:

- (a) promote and pursue Institute strategy and policy determined by the Annual General Meeting and Council within the area covered by the local association;
- (b) consider educational matters, pursue national or local campaigns and determine areas of local policy on educational and conditions of service matters consistent with national Institute policy;
- (c) provide support for members and educational establishments within the local association area;
- (d) develop policy in relation to the Learning Agenda within the area of the Local Association, consistent with policy determined by Council, including the appointment of Learning Representatives and overall promotion of the Institute's Learning Agenda;
- (e) develop policy in relation to the Equality Agenda within the area of the local association, consistent with policy determined by Council, including the appointment of Equality representatives and the overall promotion of the Institute's Equality agenda;
- (f) provide local arrangements to ensure that the interests of special interest groups within the area are properly protected, such arrangements to include, in the case of local associations with in excess of one thousand members, special interest sub-committees or representation of special interests on the management committee or executive committee;
- (g) provide Institute representation on any local negotiating forum, subject to the provisions of Rule XIII;
- (h) recruit and retain Institute members within the area;
- (i) provide the electoral base for representation on the Council and, through a method of direct election approved by the Council, for delegates to the Annual General Meeting and any Special General Meeting of the Institute;
- (j) determine, consistent with the terms of the Institute policy on casework protocol, the nature of support for members in casework matters;
- (k) liaise with branches of the self-governing associations within their geographic area;
- (l) oversee the appointment of a representative of the Institute in each educational establishment within each local association area. The representative shall be appointed in June each year by election of members in the establishment according to a scheme approved by the Council;
- (m) oversee the appointment of Health and Safety Representatives, Learning Representatives and Equality Representatives within each Local Association area.

4. **Other Matters**

- (a) Local associations shall not communicate with or otherwise support the work of national bodies or international bodies without reference to the Executive Committee or Council of the Institute.
- (b) Each local association shall transmit to the General Secretary of the Institute such information as may be required by the Executive Committee or Council of the Institute.
- (c) Among the returns which each local association shall transmit to the General Secretary are:

- (i) on or before the last day of February in each year, the names of members proposed for the Fellowship of the Institute;
- (ii) on or before the tenth working day following the March meeting of the Council any motions for the Annual General Meeting;
- (iii) on or before 7 April in each year, the list of delegates and reserve delegates to the Annual General Meeting;
- (iv) on or before 7 April in each year any decision to modify the Association Subscription;
- (v) on or before 31 October in each year, a certified copy of the accounts of the local association for the year ended the immediately preceding 31 August.

5. **Funds**

The local association will have responsibility for the determination of an Association Subscription as provided for elsewhere in these Rules, and shall be responsible for the administration and control of funds relating to that Association Subscription and such other funds held by the association, subject to the normal accounting procedures of the Institute and any relevant provisions set out elsewhere in these Rules.

XVII. REPRESENTATIVES TO OUTSIDE BODIES

In furtherance of the educational activities of the Institute, the Council may, as the occasion arises, appoint or nominate representatives to outside bodies, such representatives, except in cases considered as appropriate by the Council, to be members of the Council at the time of appointment or nomination. Such appointments shall be considered annually by the Council where such appointments are of annual duration or where nominations fall to be made annually. The Executive Committee shall report annually to the Council, summarising the role of Council appointees or nominated representatives to outside bodies.

XVIII. CUSTODY OF CHARTERS AND SEALS

The Council shall have the custody of the Royal Charters and the Common Seal of the Institute. The Council shall have powers to use the Common Seal for the affairs and concerns of the Institute.

Certificates of membership and diplomas of Fellowship shall be issued under the Seal of the Institute and the signatures of the President or Vice-President, the General Secretary, and such other Officials as the Council may determine.

XIX. CHANGES IN RULES AND REGULATIONS

The Annual General Meeting shall enact such Rules and Regulations as it deems necessary. The Rules and Regulations shall be binding on all concerned and may only be revised in accordance with the following procedure:

The Executive Committee may propose changes in the Rules and Regulations for consideration by the Council at its March meeting. In addition, members of the Council may propose changes in the Rules and Regulations for consideration by the Council at its March meeting.

Local associations and self-governing associations may also propose changes in the Rules and Regulations. All proposed changes to the Rules and Regulations must be received by the General Secretary no later than ten working days following the March meeting of the Council.

All proposed changes in the Rules and Regulations shall be submitted to the Standing Orders Committee, which shall determine the competence of the proposals submitted. Where there are two or more proposals having similar content, the Standing Orders Committee shall decide on the wording of a composite amendment. Proposals considered not competent by the Standing Orders Committee shall not be entered on the Agenda of the Annual General Meeting. Intimation of such ruling shall be sent to the body which has submitted the proposal along with a full and clear explanation as to why the proposal has been considered not competent.

No change in Rules and Regulations shall be effective until it has been approved by a 2/3 majority of those present in the hall and taking part in the vote.

XX. FUNDS

1. Application of Funds

The income of the Institute from the national subscriptions of members and the self-governing subscription of members shall in the first instance be recorded in a General Fund which will be used for the operational expenses of the Institute. The Council may determine from time to time the amounts or extent of members' subscription income which can be applied to support other Institute Funds.

2. Financial Year

The financial year of the Institute shall end on 31 August annually or on such other date as may be determined by the Council from time to time.

3. Auditors

The accounts of the Institute shall be audited or independently examined by professional auditors, who shall be appointed by the Annual General Meeting and who shall normally hold office from the close of one Annual General Meeting until the close of the succeeding Annual General Meeting. Casual vacancies in the professional auditors shall be filled by the Council. The qualifications and appointment and removal of the professional auditors shall be in accordance with the provisions of the legislation in force from time to time relating to Auditors of Trades Unions.

4. Accounts of the Institute

1. General, Professional, Political, & Consolidated Local Association Funds

(a) Accounts comprising Income and Expenditure Accounts for the year ended 31 August in each year and Balance Sheets, showing the assets and liabilities of the Funds at 31 August in each year, shall be prepared and, after approval by the Executive Committee, shall be submitted to the Council at a stated meeting before the Annual General Meeting. Thereafter, they shall be submitted to the Annual General Meeting.

(b) The accounts of the Funds, once signed by the Auditors and approved by the Annual General Meeting, shall be conclusive against all members of the Institute.

2. Benevolent and Donated Funds

The Accounts of the Educational Institute of Scotland Benevolent Funds, once approved by the Trustees, shall be submitted by the General Secretary to the Council and the Annual General Meeting for information only.

5. Arrangements on a Winding Up

In the event that the affairs of Institute are wound up, residual funds (which will include surplus funds returned to the General Fund as a result of the consequential dissolution of Local Associations) are to be dealt with as follows:

- (a) Where Council has nominated an appropriate successor organisation with purposes and values consistent with those of the Institute, the members, in an Annual General Meeting or Special General Meeting, may agree that residual funds should be transferred to the nominated organisation.
- (b) Where no such organisation has been identified, the residual funds of the Institute will be returned pro-rata to the Ordinary Members of the Institute as at the date on which the winding up of the Institute is approved.

XXI. PURPOSE OF FUNDS

1. General Fund

- (a) The General Fund shall be used to meet the routine expenditure of the Institute and shall be available to support the professional interests of its members in accordance with such arrangements as are made by the Council from time to time.
- (b) Expenditure shall not be incurred or accounts paid except in accordance with such arrangements as are made by the Council from time to time.
- (c) All claims for expenses by Office Bearers, members and employees shall be examined in accordance with such arrangements as are made by the Council from time to time and, if approved, shall be passed by the Executive Committee.

2. Professional Fund

- (a) A special reserve fund, to be known as the Professional Fund, shall be formed to meet expenditure in support of the professional interests of teachers.
- (b) It shall be the duty of the Executive Committee, in preparing the annual accounts, to recommend what proportion, if any, of the surplus funds of the General Fund should be transferred to the Professional Fund.
- (c) In the event of the amount of the Professional Fund falling below the sum of £1,000,000, it shall be the duty of the Executive Committee to give immediate consideration to ways and means of securing a reimbursement of the shortfall.
- (d) The expenditure of any part of the fund shall be governed by the provisions of the Rules of the Institute, and shall be subject to a decision of the Council or of the Annual General Meeting.

3. Political Fund

1. The objects of the Educational Institute of Scotland (the EIS) shall include the furtherance of the political objects to which section 72 of the amended Trade Union and Labour Relations (Consolidation) Act 1992 (the Act) applies. These objects are:-

1.1. The expenditure of money -

- (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;
- (b) on the provision of any service or property for use by or on behalf of any political party;
- (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
- (d) on the maintenance of any holder of a political office;
- (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
- (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.

1.2. Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.

1.3. In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the union.

1.4. In these objects -

"**candidate**" means a candidate for election to a political office and includes a prospective candidate;

"**contribution**", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;

"**electors**" means electors at any election to a political office;

"**film**" includes any record, however made, of a sequence of visual images, which is capable of being used as a means of showing that sequence as a moving picture;

"**local authority**" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and

"**political office**" means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.

2. Any payments in the furtherance of such political objects shall be made out of a separate fund of the union (hereinafter called the political fund).
3. The particular rules which apply to those people that joined the Union before **1 March 2018** and to political funds set up before **1 March 2018** are set out in Schedule 1 to these rules.
4. The particular rules which apply to those people that joined the Union on or after **1 March 2018** and to political funds set up on or after 1 March 2018 are set out in Schedule 2 to these rules.
5. For the purpose of enabling each member of the union who may pay a political contribution to know in respect of any such contribution, what portion, if any, of the sum payable by him is a contribution to the political fund of the union, it is hereby provided that £1.80 of annual contribution is a contribution to the political fund, and that any member who is exempt shall be relieved from the payment of the sum of £1.80 and shall pay the remainder of such contribution only.
6. A member who is exempt from the obligation to contribute to the political fund of the union shall not be excluded from any benefits of the union, or placed in any respect either directly or indirectly under any disability or disadvantage as compared with other members of the union (except in relation to the control or management of the political fund) by reason of his being so exempt.
7. If any member alleges that he is aggrieved by a breach of any of these rules for the political fund, being a rule or rules made pursuant to section 82 of the 1992 Act, he may complain to the Certification Officer, and the Certification Officer, after making such enquiries as he thinks fit and after giving the complainant and the union an opportunity of being heard, may, if he considers that such a breach has been committed, make such order for remedying the breach as he thinks just in the circumstances. Any such order of the Certification Officer may, subject to the right of appeal provided by section 95 of the 1992 Act, be enforced in the manner provided for in section 82(4) of the 1992 Act.
8. Contribution to the political fund of the union shall not be made a condition for admission to the union.
9. The union shall include in the annual return that is submitted to the Certification Officer details of political expenditure as required by section 32ZB of the 1992 Act.
10. The union shall ensure that a copy of the political fund rules is available, free of charge, to any member of the union who requests a copy.

Schedule 1

Rules that apply to members that joined the Union before 1 March 2018 and political funds set up before **1 March 2018**.

Notice to members

1. As soon as is practicable after the passing of a resolution approving the furtherance of such political objects as an object of the union, it shall ensure that a notice in the following form is given to all members of the union.

<p style="text-align: center;"><u>Notice to Members</u></p> <p style="text-align: center;">Trade Union and Labour Relations (Consolidation) Act 1992 (as amended)</p> <p>A resolution approving the furtherance of political objects within the meaning of the above Act as an object of the union has been adopted by a ballot under the Act. Any payments in the furtherance of any of those objects will be made out of a separate fund, the political fund of the union.</p> <p>Every member of the union has a right to be exempt from contributing to that fund. A form of exemption notice can be obtained by or on behalf of any member either by application at, or by post from, the head office or any branch office of the union or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.</p> <p>This form, when filled in, or a written request to the like effect, should be handed or sent to the General Secretary or the Membership Dept, EIS, 46 Moray Place, Edinburgh EH3 6BH.</p>

2. This notice shall be published to members by such methods as are used by the union to publish notices of importance to members. It is the union's current practice to publish such notices by: the union magazine (the SEJ) and on its website.

Request for exemption

3. Any member of the union may at any time give notice a) on the form of exemption notice specified in rule 4, or b) written request in a form to the like effect, that he objects to contribute to the political fund. A form of Exemption Notice may be obtained by, or on behalf of, any member, either by application at, or by post from, the head office or any branch office of the union, or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

4. The form of an exemption notice shall be as follows:-

Name of Trade Union
POLITICAL FUND EXEMPTION NOTICE
I give notice that I object to contributing to the political fund of the union and am in consequence exempt, in the manner provided by Chapter VI of the Trade Union and Labour Relations (Consolidation) Act 1992, from contributing to that fund.
Print Name.....Signature:
Address:
Date:

5. Any member may obtain exemption from contributing to the political fund by sending a Notice of Exemption to the General Secretary or such other person as is identified in the Notice to Members in rule 1. On receiving the Notice of Exemption the union shall send an acknowledgement of its receipt to the member at the address in the notice, and shall process the exemption as soon as reasonably practicable.

Manner of giving effect to exemption

6. On giving an exemption notice, a member shall become exempt from contributing to the union's political fund, where the notice is given:-
- (a) Within one month of the giving of Notice to Members in rule 1 following the passing of a political resolution on a ballot held at a time when no such resolution is in force, as from the date on which the exemption notice is given; or
 - (b) In any other case, as from 1st January next after the exemption notice is given [or any earlier date as decided by the union].
7. The union shall give effect to the exemption of members from contributing to the political fund of the union by relieving members who are exempt from the payment of the whole or part of any periodical contributions required from members towards the expenses of the union.

Schedule 2

Rules that apply to people that joined the Union on or after 1 March 2018 and to political funds set up on or after **1 March 2018**.

Opting in by union members to contribute to political funds

1. A member cannot be required to make a contribution to the political fund of the union unless they have given notice of their willingness to contribute to that fund (an “opt-in notice”).
2. A member of a trade union who has given an opt-in notice may withdraw that notice by giving notice to the union (a “withdrawal notice”).
3. A withdrawal notice takes effect at the end of the period of one month beginning with the day on which it is given.
4. A member of a trade union may give an opt-in notice or a withdrawal notice:-
 - (a) by delivering the notice (either personally or by an authorised agent or by post) at the head office or a branch office of the union;
 - (b) by sending it by e-mail to the following email address: membership@eis.org.uk
 - (c) by completing an electronic form provided by the union which sets out the notice and sending it to the union by electronic means with instructions by the union.
 - (d) by any other electronic means prescribed under the 1992 Act (as inserted by the 2016 Act)

Information to members about opting in to the political fund

5. The union shall take all reasonable steps to secure that, not later than the end of the period of eight weeks beginning with the day on which the annual return of the union is sent to the Certification Officer, all the members of the union are notified of their right to give a withdrawal notice.
6. Such notification may be given:-
 - (a) by sending individual copies of it to members; or
 - (b) by any other means (whether by including the notification in a publication of the union or otherwise) which it is the practice of the union to use when information of general interest to all its members needs to be provided to them.
7. The notification may be included with the statement required to be given by section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992.

8. A trade union shall send to the Certification Officer a copy of the notification which is provided to its members in pursuance of this section as soon as is reasonably practicable after it is so provided.
9. Where the same form of notification is not provided to all the members of the union, the union shall send to the Certification Officer a copy of each form of notification provided to any of them.
10. If any member alleges that he is aggrieved by a breach of any of these rules for giving information to members about opting into the political fund, being a rule or rules made pursuant to section 84A of the 1992 Act, he may complain to the Certification Officer. Where the Certification Officer is satisfied that the union has failed to comply with a requirement of section 84A of the 1992 Act the Officer may make such order for remedying the failure as he thinks just under the circumstances. Before deciding the matter the Certification Officer:-
 - (a) may make such enquiries as the Officer thinks fit;
 - (b) must give the union, and any member of the union who made a complaint to the Officer regarding the matter, an opportunity to make written representations; and
 - (c) may give the union, and any such member as is mentioned in clause (b), an opportunity to make oral representations.

Manner of giving effect to decision not to contribute to political fund

11. The union shall give effect to the members decision not to contribute to the political fund of the union by relieving members who are not contributors from the payment of the appropriate portion of any periodical contribution required from members towards the expenses of the union.
12. Any form (including an electronic form) that a person has to complete in order to become a member of the union shall include:-
 - (a) a statement to the effect that the person may opt to be a contributor to the fund; and
 - (b) a statement setting to the effect that a person who chooses not to contribute to the political fund shall not, by reason of not contributing, be excluded from any benefits of the union or be placed in any respect either directly or indirectly under a disability or at a disadvantage as compared with other members of the union (except in relation to control of the political fund).

4. **Donated Funds**

The Employment Relations Committee shall administer any funds established on receipt of any bequests or donations in accordance with the terms of the bequest and such rules as may be decided.

5. **Other Funds**

The Council may from time to time set up and administer such other funds as may be found necessary.

APPENDIX A - AFFILIATION TO A POLITICAL PARTY

Any decision by a General Meeting of the Institute that the Institute should become affiliated to a political party shall not take effect until the proposal has been approved by a majority of those voting in a ballot of the membership on the particular proposal. In the event of a majority of those voting in the ballot rejecting the proposal put to the membership in the ballot, the decision of the General Meeting shall be regarded as null and void.

Any ballot in terms of this Appendix shall be conducted in accordance with the provisions for a political fund ballot as contained in Chapter VI of Part I of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended from time to time.

STANDING ORDERS

1. COUNCIL

In these Standing Orders, the word 'President' shall include any other person who is in the Chair for the time being.

I. Council

The Council shall carry out its functions according to the terms of Rule XI. Election to it shall be according to the terms of Rule XII. Meetings of the Council shall be called by the President or the General Secretary.

II. Order of Business

1. Constitution of meeting and sederunt.
2. Minute of previous meeting of the Council.
3. Business arising out of the minutes not otherwise provided for on the agenda.
4. Presentation of minutes of and reports from the Executive Committee and other committees of the Council and any recommendations of the Executive Committee thereon.
5. Competent motions of which notice has been given.

The order of any item on the agenda may be altered on motion. It shall also be open to the President to suggest necessary alterations to the Order of Business and such alterations shall become operative with the consent of the meeting given without discussion.

III. Agenda and Minutes

1. The agenda and minutes for Council meetings shall be circulated to members at least eight working days before the meeting. The business to be brought forward, so far as known to the General Secretary shall be stated. Any supplementary papers that require to be put in the hands of members shall be forwarded by the General Secretary at least three working days before the meeting, or, in exceptional circumstances, may be tabled at the meeting.
2. All circulated minutes and reports, if posted to members prior to the meeting, shall be held as read.
3. No motion or discussion shall be allowed upon the correctness of the minutes of the previous meeting unless written notice has been sent to the General Secretary at least three working days before the meeting.

IV. Amendments to Minutes Proposed by the Executive Committee

Where the Executive Committee has indicated disapproval of a minute of another committee or has proposed to amend or to remit back a proposal of another committee in terms of Rule XIII 1.(a), debate shall be in terms of an amendment to the minute of the committee. The convener of such committee shall be afforded the opportunity to accept the terms of the amendment. Where the amendment is not accepted, the conduct of debate shall be according to the terms of paragraph VIII.

V. Notices of Motion or Amendment from Members of Council

1. Any member of the Council who wishes to move a motion shall submit the motion to the General Secretary, to be received at least ten working days before the meeting of the Council.
2. Any member of the Council who wishes to lodge an amendment to a motion to Council or to decisions of committees of Council or to a motion to the Annual General Meeting shall submit the amendment to the General Secretary to be received at least four working days before the meeting of Council.
3. The President shall determine when motions and amendments shall be taken as motions or as amendments to minutes.
4. The President shall determine the order of motions and amendments consistent with the Order of Business in paragraph II.
5. The moving of a motion or amendment of which notice has been given shall be by the member giving notice.
6. A motion or amendment considered not competent by the President shall not be entered on the agenda. Intimation of such ruling together with a full and clear explanation as to why it has been declared not competent shall be sent to the member who has given the notice of motion or amendment not less than three working days before the meeting.

VI. Business not on the Agenda

Business which is not upon the agenda may be considered only on the proposal of the President and with the consent, given without discussion, of a majority of the members present.

VII. Discussion of Subjects Disposed of

Business disposed of by decision of the Council shall not be reintroduced for discussion within the space of six months.

VIII. Conduct of Debate

1. No motion or amendment shall be spoken to except by the mover until it has been seconded. A member who formally seconds a motion or amendment *may* speak at a later period in the debate.
2. Motions or amendments not seconded shall not be recorded in the minutes.
3. Movers of motions and amendments shall be allowed ten minutes, and other speakers five minutes.
4. Members shall be allowed to speak only once on the same motion or amendment, provided that movers of any amendments shall have the right to reply to the discussion on the amendment and the mover of the original or substantive motion shall have the right to close the debate by replying to the discussion including the case put for an amendment. Such replies shall be limited to five minutes. Repliers must strictly confine

themselves to answering previous speakers, and must not introduce new matter into the discussion. The question shall then be put.

5. In the course of debate on any motion or amendment, the President shall not refuse to consider points of order, but the rulings thereon shall be final. The President shall give members a full and clear explanation as to why he/she has made the ruling.
6. Withdrawal of Motions or Amendments: A motion or amendment may be withdrawn by the mover, with the consent of the seconder and with the approval of the meeting, given without debate.

IX. **Competent Amendments**

Whenever an amendment to a motion or to a minute has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of. If an amendment is carried, it shall take the place of the original motion or minute and shall become the question upon which any further amendment may be moved. If an amendment is rejected, any subsequent amendment shall be moved to the original motion or minute under discussion. After the vote on all succeeding amendments has been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

X. **Competent motions which may be moved in the course of the meeting.**

At the conclusion of debate on any matter, it shall be competent for a member to move any of the following motions. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter initially by a show of hands.

1. Motion to amend further an amendment. The motion shall be competent only if the proposed amendment relates to the new wording of the amendment which has resulted from the previous debate and is an addition or amendment to the new wording. The President shall determine the competency of the amendment and the procedure to be followed thereafter. If the proposition is carried, the new wording of the amendment shall become the substantive proposition to be considered by the meeting.
2. Motion to adjourn the meeting. If this motion is carried, the meeting shall be adjourned to such time and date as the same meeting may determine.
3. Motion that the speaking time of speakers shall be reduced. The proposer shall state the proposed new time limit. If carried the new time limit shall apply until the conclusion of the meeting.

XI. **Procedural Motions.**

At the conclusion of any speech, it shall be competent for a member of the Council who has not previously spoken during the debate to move any of the following motions.

1. Motion to adjourn the debate. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter, initially by a show of hands. If it is carried, the meeting shall proceed to the next business. The discussion on the adjourned debate shall be resumed at the next meeting, or at such time as the meeting may determine.

2. Motion to proceed to next business. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter, initially by a show of hands. If carried, the matter under discussion shall be considered as dropped.
3. Motion to put the question. If the motion is seconded and if accepted by the President, the proposition shall be put to the meeting which shall determine the matter, initially by a show of hands. If the motion is carried, the matter under discussion shall be put to the vote after the mover of the motion, or of the motion and of the amendment have had the opportunity of replying.
4. Motion that the speaker be further heard. This motion may be moved by any member at the conclusion of the time limit set out for any contribution under Paragraph VIII,3, or as altered according to the terms of Paragraph X,3 of these Standing Orders. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter initially by a show of hands. When an extension of time is allowed, its duration shall be determined by the President and it shall be for not more than five minutes.

XII. **Voting**

1. At the conclusion of each debate, the President shall invite the meeting to vote on the motion, substantive motion or amendment.
2. The voting shall in the first instance be by a show of hands. Where, in the opinion of the President, the result is unclear, the President shall proceed to a count. Where, in the opinion of the President, the result is clear, the President shall intimate that result to the meeting. In that event any member may demand a count. If such a demand is supported by 10 members immediately rising in their places, such a count shall be conducted forthwith.
3. The count shall be conducted by the use of voting slips previously approved by the Council, which shall have been previously issued to members. When a count is called, members must remain in their place. No one may leave or enter the hall until the President declares all voting slips to have been collected. Each voting slip shall be numbered and the President shall announce which slip is to be used in each count. Any vote entered on the wrong voting slip shall be declared invalid. Members shall mark their slip according to the instructions on the slip and according to arrangements approved by the Council. While the vote is counted, the President may move to other business.
4. The result of the count shall be announced by the President and recorded in the Minute.

XIII. **Dissent**

It shall be open to members at any meeting of the Council or its committees to enter their dissent from any decision of the meeting. Where there is more than one dissenter from a particular decision, only the first dissenter shall have the right to enter her/his dissent orally, but the remaining dissenters shall be invited to submit their dissent in writing to the General Secretary not later than the end of the final business session of the day on which the particular decision was taken.

XIV. Suspension of Standing Orders

A motion to suspend Standing Orders shall specify the purpose and the particular Standing Order or Standing Orders which it is proposed to suspend. If the motion is seconded the President shall put the proposition to the meeting without discussion. It shall be carried if supported by two-thirds of those present. Once the purpose of the motion has been fulfilled, the proceedings shall immediately revert to Standing Orders. The President shall not refuse to accept a motion for the suspension of Standing Orders, but may postpone putting it to the meeting until the completion of any discussion which is in progress when the motion is presented.

XV. Quorum

No business shall be transacted by the Council unless there is a quorum. If there is not a quorum, any business not overtaken by the Council shall stand referred to the subsequent meeting of the Council, except for matters of urgency, which shall be dealt with in terms of the powers referred to in paragraph XIII,1(a) of the Rules and Regulations.

XVI. Committees of the Council

1. Each Committee of the Council shall normally meet on one occasion between meetings of the Council. Committees shall be called by the General Secretary.
2. The business of Committees shall be conducted according to the terms of Rule XIII and of Standing Orders I where applicable.
3. Committees shall take such decisions as are consistent with the terms of Rule XIII. Each decision shall be subject to scrutiny of the Executive Committee and the approval of the Council, and shall be in accordance with the terms of Rule XIII, subject to the Rules of the Institute.

XVII. Alterations to Standing Orders 1.

Alterations to Standing Orders 1 shall be proposed and processed in the same ways as changes in the Rules and Regulations, under Rule XIX of the constitution.

2. **ANNUAL GENERAL MEETING**

In these Standing Orders, the word 'President' shall include any other person who is in the Chair for the time being.

I. **Annual General Meeting**

The Annual General Meeting shall carry out its functions according to the terms of Rule VIII.

II. **Order of Business**

- (i) Reports of the Council and of its Committees for the previous year and the approval or amendment of minuted decisions of Council.
- (ii) Consideration of proposals for changes in the Rules and Regulations submitted in accordance with the procedure contained in Rule XIX.
- (iii) Consideration of motions from Council, local associations and self-governing associations which have been found competent by the Standing Orders Committee and of amendments to these motions which have been found competent by the Standing Orders Committee.

The order of any item on the Agenda may be altered on motion, provided that any such motion shall be competent only when the Order of Business is under consideration. It shall also be open to the President to suggest necessary alterations to the Order of Business and such alterations should become operative with the consent of the meeting given without discussion.

III. **Reports of Council and of its Committees**

The Reports of Council and of its Committees, as printed, shall be held as read. Conveners of committees shall present the reports orally and shall answer questions. All questions shall have been submitted in writing to the General Secretary no later than eight working days prior to the date of the Meeting. The Standing Orders Committee shall state a time limit for the presentation of each report and for questions to the convener.

IV. **Motions to the Annual General Meeting**

1. A motion shall only be placed before the Annual General Meeting if it has been submitted to and received the approval of Council, a local association or self-governing association. Such motions shall be in the hands of the General Secretary no later than ten working days following the March meeting of the Council.
2. The Standing Orders Committee shall determine which motions are competent for consideration by the Annual General Meeting and, where there are two or more of similar content, the committee shall make arrangements for one being taken or for the submission of a composite motion or for one or more motions to be taken as an amendment or amendments to the first. The committee shall also decide the order in which motions are to be considered by the Annual General Meeting. Any submitted motion may include a statement, of maximum 50 words, describing the context of the motion, for consideration by the Standing Orders Committee.

3. Motions considered not competent by the Standing Orders Committee shall not be entered on the Agenda of the Annual General Meeting. Intimation of such ruling shall be sent to the body which has submitted the motion along with a full and clear explanation as to why any motion has been considered not competent.

V. **Amendments to Competent Motions**

1. Competent motions shall be issued to Council, local associations and self-governing associations. An amendment to a competent motion may be proposed by Council, a local association or self-governing association and submitted for discussion at the Annual General Meeting. Such amendments shall be received by the General Secretary not later than the Thursday prior to the May meeting of Council, or in the case of Council, for consideration at its May meeting.
2. The Standing Orders Committee shall determine the competence of the amendments submitted and, where there are two or more amendments to the same motion having a similar content, shall decide on the wording of a composite amendment. Where an amendment has been determined to be not competent, a full and clear explanation as to why it has been so determined shall be given to the body which submitted the amendment. The order in which the amendments to a particular motion shall be taken will also be decided by the Committee.
3. The General Secretary shall circulate competent amendments to Annual General Meeting delegates at least four working days before the start of the Meeting.

VI. **Minutes of the Council**

Minutes of the Council for the previous year shall be circulated to delegates to the Annual General Meeting, local associations and self-governing associations no later than five working days following the May meeting of the Council. Any proposal to disapprove or amend a minuted decision of the Council shall be submitted by a local association or self-governing association and shall be in the hands of the General Secretary no later than eight working days prior to the date of commencement of the Annual General Meeting. All competent proposals to disapprove or amend a minuted decision of the Council shall be circulated to delegates no later than four working days prior to the date of commencement of the Meeting.

VII. **Emergency Motions**

The Council at a Stated or Special Meeting may propose emergency motions for consideration by the Annual General Meeting.

VIII. **Conduct of Debate**

1. No motion or amendment shall be spoken to except by the mover until seconded. A member who formally seconds a motion or amendment may speak at a later period in the debate.
2. Motions or amendments not seconded shall not be recorded in the minutes.
3. Movers of motions and amendments shall be allowed five minutes, other speakers three minutes.

4. Members shall be allowed to speak only once to any motion or amendment provided that the mover of an amendment shall have the right to reply to the discussion on the amendment and the mover of the original or substantive motion shall have the right to close the debate by replying to the discussion, including the case put for an amendment. Such replies shall be limited to three minutes. Replies must be confined to answering previous speakers and must not introduce new matter. The question shall then be put.
5. In the course of debate on any motion or amendment, the President shall not refuse to consider points of order, but the rulings thereon shall be final. The President shall give delegates a full and clear explanation as to why he/she has made such a ruling.
6. **Withdrawal of Motions or Amendments:-** A motion or amendment may be withdrawn by the mover with the consent of the seconder and with the approval of the meeting, given without debate.

IX. Competent Amendments

Whenever an amendment to an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of. If an amendment is carried, it shall take the place of the original motion and shall become the question upon which any further amendment may be moved. If an amendment is rejected, then subject to a ruling on competence by the President, and a full and clear explanation having been given to delegates by the President as to why he/she has made such a ruling, any subsequent amendment shall be moved to the original motion under discussion. After votes on all amendments have been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

X. Competent motions which may be moved in the course of the meeting.

At the conclusion of debate on any matter, it shall be competent for a delegate to move any of the following motions. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter initially by a show of hands.

1. Motion to amend further an amendment. The motion shall be competent only if the proposed amendment relates to the new wording of the motion or amendment which has resulted from the previous debate and is an addition or amendment to that new wording. The President shall determine (a) the competence of the amendment, (b) shall give a full and clear explanation to delegates as to why any amendment may have been determined to be not competent and (c) the procedure to be followed thereafter. If the proposition is carried, the new wording of the amendment shall become the substantive proposition to be considered by the meeting.
2. Motion to adjourn the meeting. A motion to adjourn the meeting in accordance with Rule VIII,3, may only be carried if it is supported by not less than two-thirds of the delegates present. Adjournment shall be to a time and date or dates determined by the Council.
3. Motion that the speaking time of speakers shall be reduced. The proposer shall state the proposed new time limit. If carried, the new time limit shall apply until the conclusion of the meeting.

XI. **Procedural Motions.**

At the conclusion of any speech, it shall be competent for a delegate who has not previously spoken during the debate to move any of the following motions.

1. Motion to proceed to next business. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter, initially by a show of hands. If it is carried, the matter under consideration shall be considered as dropped.
2. Motion to put the question. If the motion is seconded, and accepted by the President, the proposition shall be put to the meeting which shall determine the matter, initially by a show of hands. If the motion is carried, the matter under discussion shall be put to the vote after the mover of the motion, or of the motion and of the amendment, have had the opportunity of replying.
3. Motion that the speaker be further heard. This motion may be moved by any delegate at the conclusion of the time limit set out for any contribution as set out under Paragraph VIII,3 or as amended by Paragraph X,3 of these Standing Orders. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter, initially by a show of hands. When an extension of time is allowed, its duration shall be determined by the President and it shall be for not more than three minutes.
4. Motion to remit the question to Council. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter, initially by a show of hands. If the motion is carried, the matter under discussion shall be remitted to the Council for further consideration and decision.

XII. **Voting**

1. At the conclusion of each debate, the President shall invite the meeting to vote on the motion, substantive motion, amendment or substantive amendment.
2. The voting shall, in the first instance, be by a show of hands. Where, in the opinion of the President, the result is unclear, the President shall proceed to a count. Where, in the opinion of the President, the result is clear, the President shall intimate that result to the meeting. In that event, any delegate may demand a count. If such a demand is supported by 20 delegates immediately rising in their places, such a count shall be conducted forthwith.
3. The count shall be conducted by the use of voting slips, previously approved by the Council, which shall have been previously issued to delegates. When a count is called, delegates must remain in their place. No one may leave or enter the hall until the President declares all voting slips to have been collected. Each voting slip shall be numbered and the President shall announce which slip is to be used in each count. Any vote entered on the wrong voting slip shall be declared invalid. Delegates shall mark their slip according to the instructions on the slip and according to arrangements approved by the Council. While the vote is counted, the President may move to other business.
4. The result of the count shall be announced by the President and recorded in the minutes.

XIII. Dissent

It shall be open to delegates to enter their dissent from any decision of the Meeting. Where there is more than one dissenter from a particular decision, only the first dissenter shall have the right to enter her/his dissent orally, but the remaining dissenters shall be invited to submit their dissent in writing to the General Secretary not later than the end of the final business session of the AGM during which the particular decision was taken.

XIV. Suspension of Standing Orders

A motion to suspend Standing Orders must specify the purpose and the particular Standing Order or Standing Orders which it is proposed to suspend. If the motion is seconded, the President shall put the proposition to the meeting without discussion. It shall be carried if supported by two-thirds of those present. Once the purpose of the motion has been fulfilled, the proceedings shall immediately revert to Standing Orders. The President shall not refuse to accept a motion for the suspension of Standing Orders, but may postpone putting it to the meeting until the completion of any discussion which is in progress when the motion is presented having given a full and clear explanation to delegates as to why he/she has decided to postpone putting it to the meeting.

XV. Quorum

No business shall be transacted by the Annual General Meeting unless there is a quorum. If there is not a quorum, any business not overtaken by the Annual General Meeting shall stand referred to the subsequent meeting of the Council.

XVI. Alteration of Standing Orders

Alterations to Standing Orders 2 shall be proposed and processed in the same way as changes in the Rules and Regulations under Rule XIX of the constitution.

XVII. Standing Orders Committee

The Standing Orders Committee for Annual General Meetings of the Institute shall comprise the Office-Bearers, plus members elected by the previous Annual General Meeting as follows:-

1 member employed in the area covered by Argyll & Bute, East Dunbartonshire, Glasgow City, North Lanarkshire and West Dunbartonshire Councils.

1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.

1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.

1 member employed in the area of Aberdeen City, Aberdeenshire, Angus, Dundee City, Highland, Moray, Orkney Islands, Perth & Kinross, Shetland Islands and Western Isles Councils.

In the election of members by the Annual General Meeting, delegates who have been elected to the Council for the forthcoming year shall be ineligible. As soon as the President-Elect and

the Vice-President-Elect have been elected, they shall become members of the Committee ex officio.

The Standing Orders Committee which was in being at the beginning of an Annual General Meeting shall remain in being until the end of that Annual General Meeting and shall carry out any necessary functions in relation to the business of the Meeting. The Ex-President shall be the Convener of the Standing Orders Committee.

3. **SPECIAL GENERAL MEETING**

The Standing Orders for a Special General Meeting shall be as for the Annual General Meeting except where hereafter specified.

I. **Special General Meeting**

A Special General Meeting of the Institute shall be convened and carry out its functions according to the terms of Rule IX.

II. **Order of Business**

1. The Order of Business shall be submitted by the President for approval.
2. The position of any item on the Agenda may be altered on motion, provided that any such motion shall be competent only when the Order of Business is under consideration. It shall also be open to the President to suggest necessary alterations in the Order of Business and such alterations shall become operative with the consent of the meeting given without discussion.

III. **Notices of Motion**

Notices of motion may be submitted only by the Council or the Executive Committee or a local association or a self-governing association. They must be received by the General Secretary at least seven days before the opening of the Special General Meeting. The Standing Orders Committee shall decide on the competence of the motions submitted. Where there are two or more of similar content, the committee shall decide the wording of a composite motion. The committee may also decide that certain motions should be taken as amendments to other motions. The order in which the motions and amendments shall be considered will also be decided by the committee.

IV. **Alteration to Standing Orders**

Alterations to Standing Orders 3 shall be proposed and processed in the same way as the changes in the Rules and Regulations under Rule XIX of the constitution.

V. **Standing Orders Committee**

The Standing Orders Committee for a Special General Meeting shall be the same as the Standing Orders Committee elected by the last Annual General Meeting of the Institute.