



**GLASGOW
LOCAL ASSOCIATION**

OF

**THE EDUCATIONAL INSTITUTE
OF SCOTLAND**

**CONSTITUTION
MARCH 2021**

1. The Association shall be called the Glasgow Local Association of the Educational Institute of Scotland.
2. The membership of the local association, hereafter referred to as "the Association", shall consist of members of the Institute who are employed wholly or mainly in the area of Glasgow City Council, excepting members of a self-governing association.
3. Subject to the control of Council, the Association shall operate within the area covered by the Association and its functions 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) 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;
 - (e) Provide Institute representation on any local negotiating forum, subject to the provisions of Rule XIII.1 (e) 5 and 6;
 - (f) Recruit and retain Institute members within the area;
 - (g) Provide the electoral base for representation on Council and, through a method of direct election approved by Council, for delegates to the Annual General Meeting and any Special General Meeting of the Institute;
 - (h) Determine, consistent with the terms of the Institute policy on casework protocol, the nature of support for members in casework matters;
 - (i) Liaise with branches of the self-governing associations within their geographic area;
 - (j) 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 Council.

The Local Association shall not communicate with or otherwise support the work of national bodies or international bodies without prior reference to the Executive Committee or Council of the Institute.

4. LOCAL SUBSCRIPTION

As part of the annual subscription, a sum to be determined (from a range of subscription levels set by Council) by the Association at its Annual Business Meeting, to be known as the local subscription, shall be due and payable by each member belonging to the Association. Such sums shall be due and payable on 1 September annually by a means determined by Council from time to time but, where subscriptions are payable by instalments, failure to pay regular instalments as and when due shall result in suspension of the rights and privileges which

membership of the Institute confers. 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 Association.

5. FUNDS OF THE LOCAL ASSOCIATION

(a) Application of Funds

- (i) The annual income of the association, including the whole of the income derived from the local subscription, shall be allocated to a General Fund, which shall be used for the pursuit of the activities of the Association within the area of the Association and according to the terms of paragraph 3 of this Constitution. Such activities shall include the right to pay an honorarium at a level determined by the Annual Business Meeting of the Association to the Secretary/Treasurer.
- (ii) The Association shall not hold any other funds without the prior approval of Council of the Institute.

(b) Financial Year

The financial year of the Association shall end on the last day of August in each year or on such other date as may be determined by the Council of the Institute from time to time.

(c) Audit Requirements

The accounts of the Association will be included within the annual audited accounts of the Institute. Where the appointed Auditors of the Institute require access to the financial or administrative records of the Association or require supplementary information or explanations as part of their audit, the Executive Management Committee will ensure that any such documents, information or explanations are supplied on a timely basis.

(d) Accounts of the Association

- (i) Accounts comprising an Income and Expenditure Account for financial year and a Balance Sheet, showing the assets and liabilities of the Association at the end of each financial year, shall be prepared such as to give a true and fair view of the state of affairs of the Association and of the income and expenditure of the Association for the financial year and, after consideration by the Finance Sub-Committee of the Executive Committee of the Institute and approval by the Management Committee of the Association, shall be submitted to the Annual Business Meeting of the Association.
- (ii) The accounts of the Association, once approved by the Annual Business Meeting of the Association, shall be conclusive against all members of the Association.

(e) Expenditure

- (i) Expenditure from the General Fund of the Association shall not be incurred or accounts paid except in accordance with such arrangements as are made by the Management Committee of the Association from time to time and which establish and maintain a satisfactory system of control of the accounting records of the Association, its cash and investment holdings and all receipts and payments and include a requirement for the Secretary/Treasurer to provide a report on such matters to each meeting of the Management Committee of the Association.
- (ii) All claims for expenses by Office-Bearers, members and employees of the Association shall be examined in accordance with such arrangements as are made by the Management Committee of the Association from time to time, and, if approved, shall be passed for payment by the Secretary/Treasurer.
- (iii) Any cheque or other instrument drawn on a bank account of the Association shall be signed in accordance with such arrangements for the signing of such documents as are made by the Management Committee of the Association from time to time.

6. COMMITTEE OF MANAGEMENT

The Committee of Management shall consist of the Office-Bearers, 34 members elected by the membership of the Association, members co-opted if required, members representing designated sectors, and, if they have not been otherwise elected or appointed to the Committee of Management, the Association's representatives on the Council.

Vacancies on the Committee of Management which arise between Annual Business Meetings shall be filled by the Committee of Management. The Committee of Management shall hold office from the close of one Annual Business Meeting of the Association until the close of the succeeding Annual Business Meeting. The Committee of Management shall transact the business of the Association in accordance with paragraph 3 of the Constitution. The Annual Business Meeting will be considered the March Committee of Management meeting and will take place on the first Tuesday of the month.

The Committee of Management shall meet on a regular basis, normally once per calendar month with the exception of the months of July and August. Any members failing to attend three consecutive meetings of the Committee without submitting apologies will be deemed to have resigned.

Other meetings of the Committee of Management shall be held as determined by the Committee or by the Office-Bearers.

At the December meeting of the Committee, consideration shall be given to any proposed changes to the national rules and regulations and to any nominations for National President or Vice-President.

At the February meeting of the Committee, the business of the Committee shall include the following:

- (a) Consideration of proposed changes in the Association constitution in accordance with Paragraph 25 of the Constitution;
- (b) Consideration of the level of local subscription for recommendation to the Annual Business Meeting of the Association.

7. ELECTED OFFICE-BEARERS OF THE LOCAL ASSOCIATION

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

- (a) The Chairperson, Vice-chairperson and Secretary/Treasurer who shall be elected annually and shall be eligible for re-election; each shall hold office from the close of one Annual Business Meeting to the close of the next;
- (b) The Ex-Chairperson, that is the immediate past Chairperson.

8. ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY

- (a) **Nomination of Candidates:** The Secretary/Treasurer of the Association shall, prior to the end of the second week in January, advise all educational establishments within the area of the Association of the availability of forms for the nomination of Chairperson, Vice-chairperson and Secretary/Treasurer.

Any nomination form shall be signed by five members of the Association. Candidates shall not be nominated without their consent. Nomination forms, duly signed, shall be returned to the Secretary/Treasurer on or before 1 February.

- (b) **Eligibility to Vote:** All ordinary members of the Association except Fellows of the Institute who are members of the Association (except those members disqualified in accordance with the terms of Rule II.6 and II.8 of the national Constitution) in membership at 1 February within any one year shall be eligible to vote.
- (c) **Method of Voting:** The Secretary/Treasurer shall make the necessary arrangements for the election, which shall take place in accordance with a scheme approved by the Council of the Institute. Each member eligible to vote shall be entitled to one vote each in the election of the Chairperson, Vice-Chairperson, Secretary/Treasurer where there are, in any case, only two candidates for the office. In the event of there being three or more candidates for any office, the method of election for that office shall be by the modification of proportional representation known as the alternative vote.
- (d) **Return of Voting Papers:** Voting papers shall be issued during the month of February allowing 10 working days for their return to the Secretary/Treasurer of the Association. Thereafter, all arrangements,

including the declaration of results, shall be made by the Secretary/Treasurer of the Association.

The list of Office-Bearers and Members of Committee of Management shall be notified to General Secretary not later than 7th April.

9. ELECTION OF THE ELECTED MEMBERS OF THE COMMITTEE OF MANAGEMENT

- (a) Seventeen members shall be elected each year to serve for a period of two years on the Committee of Management. Members shall be eligible for re-election.
- (b) Any nomination form shall be signed by five members of the Association. Candidates shall not be nominated without their consent. Nomination forms duly signed shall be returned to the Secretary/Treasurer on or before 1 February.
- (c) **Eligibility to Vote:** All ordinary members of the Association and Fellows of the Institute who are members of the Association (except those members disqualified in accordance with the terms of Rules II.6 and 8 of the national constitution) in membership at 1 February within any one year shall be eligible to vote.
- (d) **Method of Voting:** The Secretary/Treasurer shall make the necessary arrangements for the election. Each member eligible to vote shall have 17 votes but may not give more than one vote to any one candidate. The 17 members elected shall be those with the greatest number of votes.
- (e) **Return of Voting Papers:** Voting papers shall be issued during the month of February allowing 10 working days for their return to the Secretary/Treasurer of the Association. Thereafter, all arrangements, including the declaration of results, shall be made by the Secretary/Treasurer of the Association.

The list of members of the Committee of Management shall be notified to the General Secretary by the due date.

10. DESIGNATED SECTORS

The Committee of Management of the Association shall ensure that the following designated sectors within the area of the Association are represented on the Committee of Management:-

Nursery Teachers;

Teachers employed within Special Education (Additional Support for Learning);

Where no member of the designated sector has been elected to the Committee of Management, a representative of that association or sector shall be co-opted to the Committee of Management, in the first place from unsuccessful candidates in the

most recent open election to the Committee of Management who are members of that sector.

11. LOCAL SECTIONS

A group of members of the Association having a common educational or professional interest may be recognised by the Committee of Management as a Section. A Section will operate in accord with a constitution approved by the Committee of Management, and with the Guidelines for the Operation of Sections laid down by the Committee of Management. Sections shall consider educational matters relating to the special interest of the group.

No action arising from considerations of a Section shall be taken by a Section except with the approval of the Committee of Management. Any Section proved to have violated this rule shall cease to be recognised as a Section.

12. ELECTION TO COUNCIL, PRESIDENCY, VICE PRESIDENCY, OF THE INSTITUTE

The Association secretary shall, during the month of December, advise all educational establishments within the area of the Association of the availability of forms for the election of members to Council. 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. Election thereafter shall be conducted by independent scrutineers in accordance with Rule XII of the national constitution.

President, Vice-President: An Association meeting will be called during the month of December for the purpose of considering nominations for the Presidency and Vice-Presidency of the Institute.

13. ELECTION OF DELEGATES TO THE ANNUAL GENERAL MEETING OF THE INSTITUTE

The delegates of the Association to the Annual General Meeting shall be appointed in the following order from election candidates, other than Council members, until the number of delegates to be elected by the Association as indicated annually by the General Secretary has been achieved; within any one category members shall be appointed in order of votes received:

- (a) The Chairperson, Vice-chairperson, Ex-chairperson and Secretary/Treasurer for that year;
- (b) The 17 members elected to the Committee of Management in that year;
- (c) The 17 members elected to the Committee of Management in the preceding year who remain members of the Committee of Management;
- (d) Additional delegates to be filled by a separate election of the Local Association Membership held specifically for that purpose.

When the number of delegates to be elected by the Association as indicated annually by the General Secretary has been achieved reserve delegates shall be appointed according to the same pattern.

Members shall be informed that the election to the Committee of Management shall also function as the partial election of Delegates to the Annual General Meetings of that year and of the succeeding year.

The list of delegates, together with the names of reserve delegates, shall be notified by the Secretary/Treasurer of the Association to the General Secretary not later than 7 April.

14. SUB-COMMITTEES

The Committee of Management shall elect each year at its first meeting the following sub-committees:-

- (a) Executive Committee of nine members together with the Office-Bearers, whose duty shall be to take up all matters remitted to it by the Committee of Management and to carry out the instructions of the Committee of Management; in all cases of emergency the Executive Committee shall have the full powers of the Committee of Management between the stated meetings of the Committee of Management; it shall also be the duty of the Executive Committee to exercise control over the financial affairs of the Association;
- (b) Benevolent Fund Committee of three members: all applications for the benefits of the Benevolent Fund must be made to the Secretary/Treasurer who shall act as local correspondent of the Fund;
- (c) Education Committee of five secondary teachers and five primary teachers;
- (d) Membership and Publicity Committee of five members; to consider matters relating to publicity, recruitment and training subject to approval of Committee of Management.
- (e) Negotiating Committee of the requisite number (to be determined by the composition of any LNCT established for that purpose). There shall be, in addition, a Negotiating sub-group which shall consist of the Office-Bearers.

It shall be the duty of Institute Representatives on the Negotiating Committee for Teachers established within the local authority to present the relevant 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. Periodic reports shall be submitted to the Local Association Executive or Management Committee on the work of the Negotiating Committee for Teachers established within (council) area. At their discretion, the Institute Representatives on the Committee may seek the advice of the Local

Association Executive or Management Committee on a matter which is under negotiation.

- (f) Standing Orders Committee for meetings of the Local Association which shall consist of three members of the Local Association who are not members of the Committee of Management elected at the Annual Business meeting and two members of the Committee of Management, one of whom shall be elected Convenor by the Committee of Management.

The Office-Bearers shall be ex-officio members of all sub-committees.

No member of the Committee of Management shall be a member of both the Education and Membership and Publicity Committees.

Each sub-committee shall report its findings to the Committee of Management.

15. AD HOC COMMITTEES

The Committee of Management shall have the power to set up ad hoc Committees, which shall report their findings to the Committee of Management.

16. FELLOWSHIP OF THE INSTITUTE

A Committee shall be set up consisting of all the Fellows of the Educational Institute of Scotland who are members of the Association together with the Office-Bearers of the Association. Its sole function shall be to make recommendations to the Board of Examiners of the Institute regarding the conferring of the Fellowship of the Institute. The deliberations of the Committee shall be confidential and its recommendations shall be passed on, in confidence, to the Board of Examiners.

17. DUTIES OF THE SECRETARY/TREASURER

The Secretary/Treasurer of, the Association shall:-

- (a) Carry out the decisions of the Committee of Management according to the terms of Paragraph 3 of the Constitution;
- (b) Provide support for members and educational establishments in terms of Paragraph 3(c) of the Constitution;
- (c) Liaise with the national body and the local office of the Institute as appropriate;
- (d) Ensure that the agenda for each meeting of the Committee of Management and of its sub-committees is in the hands of members of the committee or sub-committee at least one week prior to the meeting of the committee or sub-committee;
- (e) Ensure that due notice of all general meetings is notified to all establishments at least ten days prior to the date of the meeting;

- (f) Keep minutes of the Annual Business Meeting, any other general meeting, the Committee of Management and its sub-committees (if applicable), such minutes to be submitted to the Committee of Management for approval;
- (g) Ensure that the terms of the national and association constitutions are adhered to at all times.

Among returns which the Secretary/Treasurer shall transmit to the General Secretary are:-

- (a) on or before the last day in February in each year, the names of members proposed for the Fellowship of the Institute;**
- (b) on or before the tenth working day following the March meeting of the Council, any motions for the Annual General Meeting;**
- (c) On or before 7 April in each year, the list of delegates and reserve delegates to the Annual General Meeting.
- (d) On or before 7 April in each year any decision to modify the local subscription; within the subscription level approved by Institute (within the subscription level approved by the Institute);
- (e) On or before 31 October in each year, a certified copy of the accounts of the Association for the immediately preceding financial year.

The Secretary/Treasurer shall record all receipts and payments of the Association and shall maintain proper accounting records with respect to the transactions of the Association and its assets and liabilities. The accounting records shall be such as are necessary to give a true and fair view of the state of affairs of the Association and to explain its transactions.

18. BUSINESS MEETING OF THE ASSOCIATION

The Annual Business Meeting of the Association shall be held in **March** in each year on a date to be determined by the retiring Committee of Management. The Secretary/Treasurer shall give not less than 10 days intimation to all educational establishments in the area of the Association of the date, place and time of the Meeting. All members of the Association shall be entitled to attend the meeting.

At the Annual Business Meeting:-

- (a) The Chairperson shall report on the activities of the Association for the preceding year including any negotiations with the local council;
- (b) The Secretary/Treasurer shall report on the results of the election of Office-Bearers of the Association and representatives to the Committee of Management;
- (c) The annual accounts of the Association shall be presented for approval;

- (d) The level of local subscription shall be determined;
- (e) Proposals for change in the constitution shall be considered according to the terms of paragraph 13 of the constitution;
- (f) Vacancies to the Annual General Meeting of the Institute with the required number of delegates in accordance with the terms of paragraph 23 of the Constitution shall be filled;
- (g) The meeting shall consider motions for the Annual General Meeting of the Institute.

19. GENERAL MEETINGS

General Meetings shall be called:-

- (a) By decision of the Committee of Management, or
- (b) By a signed requisition of no fewer than 10% members of the Association. The Local Association Secretary/Treasurer shall be 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 the notification of the intention to the Secretary/Treasurer and receipt by the Secretary/Treasurer of the signed requisition.

In each case, the reason or reasons for calling the additional meeting shall be specified within an agenda sent to all establishments in the area of the Association no later than ten days prior to the meeting.

20. EDUCATIONAL ESTABLISHMENTS AND INSTITUTE REPRESENTATIVES

- (a) Each educational establishment in the area of the Association shall elect an Institute Representative. The election shall take place each year during the month of June. The result of the election shall be notified no later than one week following the election to the secretary of the Association.

In certain establishments where the Institute membership exceeds forty, a Representative's Committee may be set up. The setting up and size of such a committee are for the approval of the Committee of Management.

The duties of the Representative shall be:-

- (i) To promote and pursue Institute strategy and policy determined by the Annual General Meeting, Council and Association within the educational establishment;
- (ii) To distribute to members information issued for the advice and information of members within the establishment from the Association and from the national body of the Institute;

- (iii) To retain for the use of members within the establishment any other advice and information issued by the Association or the national body of the Institute;
- (iv) To recruit new members to the Institute and update existing records when required to do so by the Association or national body;
- (v) To provide advice for the Institute members;
- (vi) To liaise with the Association secretary on matters pertaining to the Institute within the establishment;
- (vii) To provide information when requested by the Association or by the national body of the Institute;
- (viii) To liaise with Institute representatives on the Parent/Teacher Forum;
- (ix) To hold meetings within the establishment. Such meetings shall take place at least once per term, on the instruction of the Association or the national body of the Institute, by decision of the Representative, or where requisitioned by at least ten per cent of the members within the establishment. Except in exceptional circumstances, such a meeting shall take place with at least three days' prior notification and on the basis of an agenda which is available to all members. At such meetings the representative or other person appointed by members at the meeting shall act as Chairperson.

The representative shall hold a record of any meeting held which shall be available to members in the school and to the Association.

- (b) A Representative shall be removed from office where the following procedures are carried out:-
 - (i) A requisition is presented to the representative calling a meeting exclusively for that purpose and signed by no fewer than ten per cent of the members in the establishment;
 - (ii) Notice of no less than 1 week is given of the meeting;
 - (iii) No fewer than two-thirds of members in the establishment are present at the meeting;
 - (iv) A majority of those attending the meeting support the motion for removal.

In the event of the removal of a representative, a chairperson shall be appointed to move to the election of an interim representative to serve as representative until the election at the date stated in Paragraph 20(a).

(c) **Health and Safety Representative**

Each establishment in the area of the association shall elect an Institute Health and Safety Representative according to the procedures in Paragraph 20(a). The Health and Safety Representative may be the same person as the Institute Representative.

The duties of the Health and Safety Representative shall be:-

- (i) To investigate potential hazards and dangerous occurrences in the establishment (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the causes of accidents at the workplace (e.g. acid spillage, asbestos);
- (ii) To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (iii) To make representations to the Safety Officer of the Establishment on matters arising out of (i) and (ii) above;
- (iv) To make representations to the Safety Officer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- (v) To carry out inspections in accordance with the terms of the relevant section of the Health and Safety at Work etc Act (1974);
- (vi) To represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the HSE and of any other enforcing authority;
- (vii) To receive information from Inspectors in accordance with Section 28(8) of the Health and Safety at Work etc Act (1974);
- (viii) To attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions; and
- (ix) Other duties which shall from time to time be conveyed by the national body of the Institute or the Association.

(d) **Learning Representatives**

A Learning Representative/Learning Representatives shall be appointed to work within the local association according to a scheme approved by Council.

The role of the Learning Representative, within the area of the local association shall be the promotion of quality teacher professional development, liaison on issues related to professional development with the local association executive/committee of management; with the council and other employers; with providers of teacher professional development together

with support for members in accessing, planning and managing professional development.

21. TRAINING

The Association shall from time to time provide training for representatives and health and safety representatives within the area of the Association.

22. STANDING ORDERS

The procedure at all general meetings, meetings of committees or sub-committees or of members of the Institute within educational establishments shall be consistent with the Standing Orders of the Local Association.

23. QUORUM

The quorum for meetings of members shall be as follows:-

- (a) Committee of Management, Executive Committee, sub-committees, ad hoc committees, Section committees: one-third of the members of the committee;
- (b) Educational establishment: one-third of the members within the establishment;
- (c) Annual Business Meeting or General Meeting of the Association: 2%.

At any meeting where a quorum is not present, no business shall be transacted. In the case of a General Meeting of the Association, all business to be transacted shall be remitted to a subsequent meeting of the Committee of Management. In the case of an Annual Business Meeting which is inquorate, business referred to in paragraph 18(d) and 18(e) shall be remitted to a subsequent meeting of the Committee of Management.

24. CHANGES TO THE CONSTITUTION OF THE ASSOCIATION

The Association shall make such changes in the constitution which are from time to time required by decision of Council.

Any alteration proposed by the Association shall be in accordance with the following procedures:-

- (a) Intimation of a proposed change shall be made by any member of the Association no later than one week prior to the meeting of the Committee of Management held in February;
- (b) The Committee of Management shall, at its meeting in February, formulate its own proposed changes and shall determine whether to approve or disapprove any change submitted to it by a member;

- (c) The Committee of Management shall submit to the Annual Business Meeting of the Association any proposed changes, together with recommendations on approval or disapproval;
- (d) The Annual Business Meeting of the Association shall vote on any proposed change;
- (e) Any proposed change which is accepted by two-thirds of those attending the Annual Business Meeting shall be submitted to the Committee of Management of the Institute for approval.

GLASGOW LOCAL ASSOCIATION: GUIDELINES FOR THE OPERATION OF SECTIONS

The following guidelines are intended to supplement the procedures regarding Sections as laid down in the LA Constitution.

FORMATION

A Section can only be constituted after a meeting is held for this purpose with representation from the Local Executive present. All Sections, including those which operated under the previous Constitution, shall undergo this process.

Each Section shall have its Constitution which shall stipulate -

- (a) Purpose.
- (b) Membership.
- (c) Office-Bearers (Secretary/Treasurer, Chairperson and Treasurer).
- (d) Committee.
- (e) Procedures Regarding Minutes.
- (f) Procedures Regarding Finances.

PROCEDURES

1. A sederunt of all meetings shall be kept and recorded In the Minutes.
2. A copy of the Minutes shall be kept by the Section Secretary and another copy forwarded to the LA Secretary/Treasurer for consideration by the Committee of Management, if deemed necessary.
3. All administrative tasks associated with the operation of the Section shall be undertaken by the Office-Bearers of the Section. The Section shall not be serviced by the LA Secretary/Treasurer and Office other than for the purposes of advice on procedures.

4. In the event of a matter being regarded by the Section as requiring direct representation to the Local Authority, the LA Secretary/Treasurer shall, after agreement by the Committee of Management, arrange a meeting for such representation to be made.
5. All Sections shall have an elected committee including the Office-Bearers.
6. The committee shall consist of 7 members and the quorum for meetings shall be 3 members.

FINANCE

1. Each duly constituted Section shall receive, on application to the Executive Committee, an annual grant, being a sum not more than £100, for the purpose of servicing its administration.
2. The Treasurer of the Section must keep an account of the use of this money and an annual statement must be submitted to the Secretary/Treasurer by the due date specified by the Secretary/Treasurer.

Glasgow Local Association: Standing Orders

1. General

- 1.1 All standing orders shall apply to meetings of the Committee of Management, Annual Business Meetings and General Meetings, unless otherwise specified.

2. Meetings: Order of Business

- 2.1 The Secretary/Treasurer shall intimate in the notices calling meetings all the business known to her/him.
- 2.2 The order of business at meetings of the Committee of Management shall be:-
 - (i) Sederunt and apologies.
 - (ii) Minutes of the previous stated meetings of the Committee of Management, of meetings of the Executive Committee and of General Meetings of the Local Association held in the interval.
 - (iii) Business arising out of the Minutes not otherwise provided for on the agenda.
 - (iv) Remits from previous meetings of the Committee Management or from General Meetings.
 - (v) Sub-committee reports.
 - (vi) Reports from special interest Sections.
 - (vii) Headquarters Report.

- (viii) Motions from branches in educational establishments of which due notice has been given.
- (ix) Motions from members of the Committee of which due notice has been given.
- (x) Correspondence.
- (xi) Any other competent business.

In addition the agenda for certain meetings of the Committee of Management shall include the items specified in the Constitution of the Local Association for consideration at meetings.

2.3 The order of business at the Executive Committee of the Committee of Management shall be:-

- (i) Sederunt and apologies.
- (ii) Remits from previous meetings of the Committee of Management.
- (iii) Membership report.
- (iv) Financial report.
- (v) Negotiating report.
- (vi) Correspondence.
- (vii) Any other competent business.

2.4 The order of business at the Annual Business meeting shall be:-

- (i) Chairperson's Annual Report.
- (ii) Declaration of results of election of Office-Bearers and of Committee of Management.
- (iii) Annual Account of the Association.
- (iv) Consideration of level of local subscription rate.
- (v) Consideration of any proposals for changes to the constitution.
- (vi) Election of reserve delegates to the Annual General Meeting of the Institute.

2.5 The order of business at General Meetings shall be competent motions of which due notice has been given.

2.6 The order of business at a meeting may be altered if a motion to alter the order is moved and seconded and approved by a majority at the start of a meeting. The Chairperson may suggest alterations to the order of business as and when him/her considers this necessary; such alteration shall become operative with the consent of the meeting, given without discussion.

3. Business not on the Agenda of the Committee of Management

3.1 Any other competent business shall not be considered unless intimated in writing to the Chairperson before the commencement of the meeting. Any correspondence received subsequent to the issue of the agenda shall be considered with the consent of the majority of those present, given without discussion.

4. Notices of Motions and Amendments

4.1 Notices of motion for the Committee of Management must be in writing and signed by the proposer and lodged with the Secretary/Treasurer at least seven days before the meeting.

4.2 Reports of sub-committees and of special interest groups which imply action shall be considered as motions.

4.3 Motions from branches shall only be considered if moved and seconded at a meeting of the Committee of Management by members of the Committee.

4.4 Amendments to motions of which notice has been given, amendments to reports of sub-committees and special interest groups which have been previously circulated, and objections to minutes must be submitted in writing and signed by the proposer and handed to the Chairperson at least five minutes before the commencement of the meeting.

4.5 Notices of amendments to the motion or motions on the billet for a General Meeting must be in writing and signed by both proposer and seconder and must be lodged with the Secretary/Treasurer at least five days before the meeting.

5. Discussion of Subjects Previously Disposed of by the Committee of Management

5.1 A subject once disposed of shall not be introduced for re-discussion within the space of six months.

6. Inquorate Meetings

6.1 Where a meeting of the Committee of Management is or becomes inquorate, business not dealt with shall be referred to a subsequent meeting.

6.2 Where the Annual Business Meeting or a General Meeting is or becomes inquorate, business not dealt with shall be referred to a meeting of the

Committee of Management in accordance with paragraphs 18 and 24 of the Constitution.

7. Chairing of Meetings

7.1 The Chairperson shall chair all meetings; in her or his absence the Vice-Chairperson shall take the chair; in her or his absence the Ex-Chairperson shall take the chair; in her or his absence the meeting shall elect a member to take the chair.

8. Conduct of Debate

8.1 No motion shall be spoken to except by the proposer until seconded at the meeting. A member who formally seconds a motion or an amendment will retain the right to speak at a later stage of the debate.

8.2 Proposers to motions and amendments shall be allowed ten minutes and other speakers five minutes provided it shall be open to any member to move that a speaker be further heard, this motion if seconded being put to the meeting without discussion. When such an extension to time is allowed it shall be for not more than five minutes.

8.3 A member may speak only once on the same motion or amendment. Proposers of motions and amendments may however reply but they shall strictly confine themselves to answering previous speakers and shall not introduce new matter into discussion. For the reply the proposer shall be allowed five minutes. The proposer of the motions has the right to sum up and the Chairperson shall then put the question to the meeting.

8.4 A member wishing to raise a point of order or explanation shall state the point without argument. The Chairperson shall not refuse to consider a point of order or explanation but his/her decision thereon shall be final.

8.5 The motion or amendment may be withdrawn by the proposer with the agreement of the seconder and with the consent of the meeting, given without debate.

9. Procedural Amendments

9.1 For the purpose of the order the following proposition shall be dealt with as amendments.

9.2 *To Amend the Motion*

Whenever an amendment on an original motion has been proposed and seconded no subsequent amendments shall be moved until the first amendment has been disposed of. If an amendment has been 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 be rejected the next amendment, if any, may be moved to the original motion under discussion.

After the vote on each succeeding amendment has been taken the surviving proposition shall be put to the vote as the substantive motion and if carried shall then become a resolution of the meeting.

9.3 *To Adjourn the Debate*

If this amendment is carried the debate shall proceed to the next business. The adjourned debate shall be resumed at the next meeting or such time at the same meeting as the meeting may determine (or in the case of the Annual Business Meeting, shall be remitted to the Committee of Management with full powers).

9.4 *To put the Question*

A member who has not previously spoken during the debate may competently move without comment at the conclusion of any speech "That the question be now put", the motion, if seconded and accepted by the Chairperson, shall be put forthwith. If carried, the motion or amendment under debate shall be put after the proposers of motion and the amendment have had their opportunity of replying.

9.5 *To Proceed to Next Business*

At any stage during debate, at the conclusion of any speech, it shall be competent for any member who has not spoken on the question to move, to, "proceed to next business", meaning thereby that no decision can be taken on the question raised. This shall have precedence over any amendment and shall be put at once to the meeting without debate. If carried by a two-thirds majority of those present it shall forthwith become and be declared the finding of the meeting. If it is not seconded, or falls to obtain the requisite majority, the Chairperson shall again propose the motion and the amendment, if any, and the discussion shall proceed.

9.6 *To Adjourn the Meeting*

Any time after the meeting has been in continuous session for two and a half hours it shall be competent for any member to move that the meeting be adjourned until such other time as the meeting may determine.

10. Challenge to Ruling of Chairperson

10.1 The ruling of the Chairperson on any question of the interpretation of Standing Orders or on points of order or explanation shall be final, unless a particular ruling is immediately challenged by at least 4 members present. In the event of a challenge the Chairperson may make a statement in explanation of his/her ruling. If at least 4 members still challenge the ruling, the procedure shall be as follows:- The Chairperson shall vacate the Chair and the Chair shall be occupied by the Secretary/Treasurer until the challenge has been resolved. A member shall move and another member shall second the motion "that the Chairperson's ruling be not upheld". The mover and seconder of the motion shall be allowed to make statements, the Chairperson

shall be allowed to reply and the Secretary/Treasurer shall then put the motion to the meeting without further discussion. The motion shall only be carried if it is supported by two-thirds of those present. Once the challenge has been disposed of, the Chairperson shall resume the chair and the meeting shall return to normal business.

11. Voting

11.1 Every question shall in the first instance be decided by a show of hands. The Chairperson may instruct a count. It shall be competent for any member to demand a count; where this demand is supported by at least 4 members present a count shall be taken. The result of any count shall be announced to the meeting. It shall be competent for any member to propose a roll call vote and where this demand is supported by a quarter of members present (on a show of hands) the Secretary/Treasurer shall read out the sederunt and the members shall state how they vote on the question.

11.2 The Chairperson shall have a deliberative and, in the case of equality of votes, a casting vote. The Chairperson shall however have the right to withhold his/her casting vote.

12. Suspension of Standing Orders

12.1 A motion to suspend Standing Orders must specify the purpose and particular Standing Order or Standing Orders which it is proposed to suspend, and must be seconded. It shall be carried only if supported by two-thirds of those present. Once the purpose of the motion has been fulfilled the proceedings shall immediately revert to the control of Standing Orders. The Chairperson shall not refuse to accept a motion for the suspension of Standing Orders but he/she may postpone putting it to the meeting until completion of any discussion which is in progress when the motion is tabled.

13. Amendments to Standing Orders

13.1 Amendments to Standing Orders shall be effected by the same means as amendments to the Constitution.

APPENDIX 1

TIMETABLE FOR A LOCAL ASSOCIATION

(Bracket denotes National Function of Institute)

Month	Business at Meeting to Include Following	Election Calendar
AUGUST	End Financial Year	(August 31st , at which membership level counted for Council/AGM electoral purposes)
OCTOBER	31st October, certified copy of accounts of Local Association to General Secretary	
NOVEMBER		(*General Secretary intimates number of members of Council and AGM delegates for forthcoming year)
DECEMBER	Consideration of changes to national rules and regulations	(*General Secretary sends out nomination forms for nominations to (1) Presidency/Vice-Presidency, (2) Council) *Date at which membership counts for eligibility to vote in any elections will be 15th December
JANUARY	LA Committee of Management considers nominations for national Presidency, Vice-Presidency	* By end of second week the LA Secretary advises educational establishments of availability of forms for nomination of (1) Office-Bearers plus members of Committee of Management, (2) candidates as delegates to AGM

Month	Business at Meeting to Include Following	Election Calendar
FEBRUARY	<p>LA Committee of Management considers:-</p> <p>(a) motions and amendments to the ABM;</p> <p>(b) LA Constitution changes</p> <p style="padding-left: 20px;">(i) from educational establishments,</p> <p style="padding-left: 20px;">(ii) from CoM</p> <p>Filling of vacancies to the AGM with required number of delegates and reserve delegates.</p>	<p>1st February, closing date for nominations for Office-Bearers and Committee of Management</p> <p>(1st February), final date for nomination forms for national President/Vice-President to General Secretary)</p> <p>(1st February), date by which national President, Vice-President and Council nominations may be withdrawn)</p>
MARCH	<p>ABM of LA</p> <p>(1) Reports by President/Treasurer</p> <p>(2) Local subscription determined</p> <p>(3) Motions to the National AGM</p> <p>(4) Proposed changes in LA Constitution agreed</p> <p>LA Secretary notifies General Secretary of motions no later than 10 working days following the March Council meeting</p>	<p>ABM to take place first Thursday in March.</p> <p>First working day for proposed changes to national rules and regulations to be received by General Secretary.</p>
APRIL		<p>By 7th April, LA Secretary notifies General Secretary of election of AGM delegates, reserve delegates, Local Office-Bearers, Management Committee members, and of any changes in LA Constitution.</p> <p>*LA Treasurer notifies General Secretary of any change in local subscription.</p> <p>*Voting papers for President, Vice-President and Council representatives returned to Scrutineers</p>

Month	Business at Meeting to Include Following	Election Calendar
JUNE	Educational establishments notify Secretary of name of elected Representative/Health and Safety Representative/Learning Representative	