

# **SOCIETY OF EDUCATION CONSULTANTS**

## **CONSTITUTION**

### **1 TITLE**

The name of the organisation shall be the **Society of Education Consultants**.

### **2 AIM**

The aim of the Society shall be to advance the profession of education consultancy by promoting high standards of performance and conduct by its members and the knowledge and skills required for that purpose.

### **3 ACTIVITIES**

In furtherance of its aim, the Society shall:

- 3.1 adopt a Code of Practice
- 3.2 arrange meetings including an Annual General Meeting
- 3.3 provide such other facilities as the members of the Society shall from time to time decide

### **4 MEMBERSHIP**

The Society may have: Associate, Ordinary, Corporate, Honorary and Retired Members. Ordinary membership of the Society shall be open to those who are currently engaged or intend to engage, full or part time, in education consultancy.

### **5 SUBSCRIPTION**

There shall be an annual subscription determined by the Annual General Meeting. Decisions with regard to the remission of fees, in full or in part, shall be made in accordance with the Society's Standing Orders.

### **6 COMMITTEE**

A Committee of Members of the Society shall conduct the affairs of the Society on behalf of the members.

### **7 ELECTION OF COMMITTEE**

The Committee shall be elected at the Annual General Meeting and shall consist of: Chair, Vice-Chair, Secretary, Treasurer, Press Secretary and up to six other committee members.

### **8 CO-OPERATION OF EXTRA COMMITTEE MEMBERS**

The Committee shall have the power to co-opt up to FOUR extra members of the Society to be members of the committee.

### **9 PERIOD OF OFFICE**

The Officers and Elected Members of the Committee shall hold office from one AGM to the following AGM. Co-opted members shall hold office until the following AGM. Officers and members shall be eligible for re-election.

### **10 CASUAL VACANCIES**

Any vacancy occurring on the Committee during its period of office may be filled by the Committee at its discretion. Those appointed to fill casual vacancies shall hold office until the following AGM.

## **11 COMMITTEE MEETINGS**

The Committee shall meet not less than three times between successive Annual General Meetings. In emergency the Chair may call a special meeting. The quorum for a Committee meeting shall be one third of the total number of committee members. Decisions shall be taken by a majority of those voting, and in the event of equality the Chair shall have a second and casting vote. The Committee may delegate any of its functions to one or more of its members, subject to any decision to the contrary by a general meeting.

## **12 GENERAL MEETINGS**

12.1 The Society shall hold an Annual General Meeting in each calendar year, the notice for which shall be sent to all members at least 21 days before the date of the meeting. The Committee may call, and any ten members of the Society may at any time require the Secretary to call, an Extraordinary General Meeting of the Society. An Extraordinary General Meeting shall be held within 28 days of the Secretary being required to call one. The quorum at a General Meeting shall be 20 members or one third of the total membership whichever is less. No inadvertent want of notice to any individual member shall invalidate any proceedings of a General Meeting except as provided in rule 14 of this constitution. Decisions shall be taken by a majority of those voting.

12.2 In the event of equality of Chair shall have a casting vote.

12.3 The business to be conducted at the AGM will include:

- 12.1.1 receipt of reports from the Officers
- 12.1.2 receipt of the annual statement of accounts
- 12.1.3 election of Officers and Committee for the ensuing year
- 12.1.4 appointment of auditors
- 12.1.5 determination of the membership subscription for the following calendar year
- 12.1.6 approval of the Society's Standing Orders
- 12.1.7 discussion of any issues raised by any member.

## **13 STANDING ORDERS**

The Committee shall prepare Standing Orders for the conduct of the Society for submission to the Annual General Meeting. The Committee shall have the power to suspend Standing Orders at any time. Any such suspension will be reported to the next Annual General Meeting of the Society.

## **14 AMENDMENT TO THE CONSTITUTION**

This constitution may be amended by a resolution at an Annual General Meeting provided the resolution is supported by two thirds of those present and voting. Notice of intention to propose an amendment to the constitution shall be submitted in writing to reach the Secretary at least 14 days before the AGM, and the Secretary shall notify members of the proposed amendments at least 7 days before the meeting.

## **15 EMERGENCY ACTION AS A LAST RESORT**

Where it would otherwise be impossible under the Constitution for the Society to function, as a result of a reduction in membership, want of a requisite quorum at a General Meeting or Committee, or any other failure, the remaining Committee members for the time being shall have the power to do anything necessary to keep the Society operating, or if needs be to wind up the Society, notwithstanding any provisions to the contrary elsewhere in this Constitution.

**As adopted at the AGM on 10 November 2006**