

SOCIETY OF EDUCATION CONSULTANTS

STANDING ORDERS

Revised November 2006

1 ACTIVITIES: The Society may:

- 1.1 publish annually a Directory of its members and their interests and expertise, and distribute this widely to education authorities, schools, universities, colleges, and public bodies, and make it freely available on request to the Secretary;
- 1.2 actively seek to increase membership and influence;
- 1.3 establish and maintain a web site including a full list of members;
- 1.4 through the Directory, and on request to the Secretary or any other member, assist prospective clients to find consultants who can deal with their needs;
- 1.5 publicise the Society in order to further education consultancy and promote its acceptability;
- 1.6 seek to obtain for any members who wish to use them benefits such as professional indemnity insurance and access to professional libraries;
- 1.7 arrange opportunities for professional development and training;
- 1.8 publish relevant studies;
- 1.9 provide members with copies of past papers and reports;
- 1.10 publish a regular newsletter on matters of interest and concern to education consultants;
- 1.11 take no action, such as trading, which would involve the Society in competing with its own members, nor act in any way that might promote the particular business interests of a member or group of members to the disadvantage of other members.

2 MEMBERSHIP

- 2.1 Ordinary Membership and Corporate Membership of the Society is open to those who are currently engaged or intend to engage, full or part-time, in education consultancy. Applicants for Membership are requested to complete an application form that includes:
 - 2.1.1 their formal acceptance of the Society's Code of Practice and
 - 2.1.2 a statement about what they have to offer as education consultants which will form the basis of the member's entry in the Directory and on the web site. (The maximum number of words for this statement which will apply to all members will be agreed by the Committee from time to time and members will be informed) and
 - 2.1.3 a statement confirming that they are not legally barred from undertaking work involving direct contact with children and/or young people (if the nature of their work will or might reasonably be expected to bring them into such contact).

- 2.2 Applicants are requested to give the names of two referees, of whom one should preferably be an existing member of the Society, and to send applications to one of their referees so that the referee can add a short statement before sending the application to the Secretary. Decisions will be made by a Membership Committee consisting of one of the Society's officers and two other officers or members of the Committee.
- 2.3 Honorary Membership: The Committee shall decide whom to recommend to the Annual General Meeting for election as Honorary Members of the Society. Decisions about the election of Honorary Members shall be taken at the Annual General Meeting by a majority of those voting.

3 SUBSCRIPTIONS.

- 3.1 Ordinary Members, Corporate Members, Associate Members and Retired Members shall pay an annual subscription. The rate shall be determined at the Annual General Meeting in the preceding year.
- 3.2 Honorary Members shall pay no subscription.

4 NOTICE OF COMMITTEE MEETINGS

- 4.1 The agenda and papers for any Committee meeting shall be circulated at least seven days before the meeting.
- 4.2 Any member of the Society wishing to have an item included on the agenda shall inform the Secretary at least 21 days before the meeting.

5 PROGRAMME MEETINGS

- 5.1 In addition to the ANNUAL GENERAL MEETING and other General Meetings for which the Constitution provides, the Society will arrange such other meetings each year as interest arises. These meetings will be open to all members.
- 5.2 Meetings will be free to members, except for refreshments. However, where significant costs arise in organising a meeting, an attendance fee will be charged.

6 REGIONAL, INTEREST, AND OTHER SPECIAL GROUPS

- 6.1 The Society welcomes the development of Regional, Interest and other Special Groups of members. Where regional, interest or special groups operate, the Society expects each of the activities of each of these groups to be self-financing.
- 6.2 The Society, via the Secretary, should be informed in advance of any decision by members to form a regional, interest or other group within the Society.

7 ATTENDANCE OF NON-MEMBERS AT PROGRAMME MEETINGS

- 7.1 The Society welcomes reciprocal arrangements with the groups with common or mutually compatible interests. Where such arrangements exist members of such groups will be admitted to all programme meetings on the same terms as members of the Society,

except that members of the Society shall have priority if a meeting is over-subscribed. Other non-members will not normally be admitted though consideration will be given to requests from members to bring guests and from people who intend to join the Society.

- 7.2 The Secretary and Treasurer shall determine in each case what fee is to be paid by non-members.

8 CONFIDENTIALITY

The proceedings and discussion at the Society's meetings shall be confidential to those attending the meeting and other members of the Society

9 PUBLICITY

The Society's Committee and Officers may publish on behalf of the Society statements about the Society and its activities. Any other members making statements that indicate that they are members of the Society must say that they are speaking as individuals and not on behalf of the Society.

10 PROFESSIONAL STANDARDS

- 10.1 As a mark of its concern for the reputation of education consultancy, the Society undertakes that one of its Officers will take up with the member concerned any complaint made to it about the way in which a member has conducted his or her consultancy unless it appears to the Society that the complainant should seek redress through the legal system. A serious breach of the Society's Code of Practice would lead the Committee to withdraw membership.

- 10.2 The Society is not responsible in any way for the professional activities of its individual members.

11 SUSPENSION OF STANDING ORDERS

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

November 2006

The Standing Orders from which the above revised draft version has been adapted, were adopted at the Annual General Meeting on 23 September 1993, subsequently revised and adopted on 06 October 2002.
