

The Scottish Association for Teaching English as an Additional Language.

Constitution

1 Name

The Association shall be called 'The Scottish Association for Teaching English as an Additional Language' and is hereinafter referred to as 'the Association.'

2 Address

The Association's address shall be that of its Honorary Secretary for the time being.

3 Objects

The objects of the Association shall be to foster and develop teaching English as an additional language in a multi-cultural environment. In furtherance of these objects the Association may arrange meetings and conferences, support or establish publications and engage in such other activities as the Executive Committee shall from time to time determine.

4 Membership

- a Individual and Corporate Membership shall be open to all who are interested in furthering the objects of the Association, subject to the payment of the annual subscription. Application for membership shall be made on the appropriate form available from the Honorary Secretary.
- b There shall be a category of Associate Membership for Publishing Houses or other bodies deemed appropriate by the Executive Committee. Associate Members shall have not have voting rights.

5 Organisation

- a The Association year shall be from Annual General Meeting to Annual General Meeting.
- b The governing body of the Association shall be the Annual General Meeting of members, which shall be the first General Meeting (other than a Special General Meeting) of the calendar year.
- c The Annual General Meeting shall elect for the ensuing Association year a Chairperson, a Vice-Chairperson, a Correspondence Secretary, a Minutes Secretary, a Treasurer, and a Newsletter Editor. These Officers together with not more than eight other members elected at that meeting shall constitute the Executive Committee.
- d The eight other members of the Committee shall be elected from the general membership, to include representatives from mainstream and further education.
- e The Executive Committee shall manage the Association's affairs until the conclusion of the Annual General Meeting next following and shall have the power to co-opt up to three other members at its discretion; the continuous tenure of office by the Chairperson shall be limited to three years.
- f The Executive Committee shall be empowered to set up Sub-Committees with such membership (including co-option) and for such purposes as may seem expedient from time to time.

5 Organisation continued

- g If any Office shall fall vacant between Annual General Meetings, the remaining Officers shall have power to appoint another member of the Association to the vacant office for the period until the next General Meeting (other than a Special General Meeting).
- h The quorum of Committee Meetings shall be four committee members.
- i In the absence of the Chairperson and Vice-Chairperson from a Committee Meeting, the members present shall select from themselves an acting Chairperson for the occasion.
- j If at a Committee Meeting there should be an equality of votes, the Chairperson of the meeting may exercise a casting vote.
- k The Executive Committee shall arrange General Meetings of members.
- l The Secretary shall call a Special General Meeting immediately before the next Ordinary or General Meeting or Annual General Meeting on the written request, of not less than fifteen members, received by the Secretary not less than one month in advance of the said meeting. Such a Special General Meeting shall deal only with the business for which it is called, which shall be clearly stated in the requisition, which letter shall state also the terms of any Motion which the Requisitioners propose to put to the Special General Meeting.
- m At all Ordinary and Annual General Meetings, and at Special General Meetings, twelve shall constitute a quorum, if at such meetings a quorum shall not be present, the Meeting shall be adjourned until the next General Meeting, and at any such adjourned Meeting the members shall constitute a quorum.
- n At General Meetings, the Chairperson, if present, shall preside. In the absence of the Chairperson or the Vice-Chairperson, a member of the Executive Committee shall be elected acting Chairperson for the session.
- o For all General Meetings other than Special General Meetings the Executive Committee shall arrange an agenda.
- p The business of the Annual General Meeting shall be as follows: -
 - i The reception of the retiring Executive Committee's report, and of the audited accounts for the preceding calendar year.
 - ii The election of Officers for the forthcoming Association year.
 - iii The appointment of an auditor for the forthcoming Association year.
 - iv The discussion of any motion duly submitted. A duly submitted motion is one that is given to the Secretary one calendar month before any general meeting. The Secretary shall give written notice of the proposal to the membership at least 14 days before the general meeting.
 - v The transaction of any such business as the Committee may have arranged, or as the Meeting shall resolve.
- q Voting shall be by show of hands except in the matter of elections to office, where the Executive Committee may arrange a secret ballot; in the event of an equality of votes the Chairperson may exercise a casting vote; the Chairperson's vote on the result of any vote shall be final

6 Finance

- a The financial year shall be the calendar year, i.e. from 1st January to 31st December.
- b The Association's funds shall be collected, held and disbursed by the Treasurer who shall keep accounts to be submitted by a person (not being an Officer) appointed for the purpose at the Annual General Meeting.
- c The Auditor shall conduct an audit at the end of the financial year, and also at such other times as the Executive Committee may request, and may also conduct interim audits at the Auditor's own discretion.
- d There will be a membership subscription due on the first day of the financial year. The amount of the subscription shall be decided by the Annual General Meeting.
- e There will be a subscription for the Association Members due on the first day of the financial year. The amount of the subscription shall be decided by the Annual General Meeting.

7 Cessation of membership

- a A person shall cease to be a member if:
 - i They shall submit to the secretary their resignation in writing.
 - ii The subscription remains unpaid by 31st March of the year following that for which the subscription was due.
- b In either case, membership may be resumed any time without re-election provided that the subscription for the calendar year then current be paid.

8 Amendment of Rules

These rules may be amended at any General Meeting provided that written notice of the proposal shall have been given to the secretary one calendar month before any general meeting. The Secretary shall give written notice of the proposal to the membership at least fourteen days before the general meeting.

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