

# 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 one of its office bearers.

### 3. Objective

The objectives 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 membership 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 not have voting rights.

### 5. Organisation

- a. The Association year shall be from 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 Minutes Secretary, a Treasurer, a Conference organiser and a Webmaster. 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 (including co-option) and for such purposes as may seem expedient from time to time.
- e. The SATEAL Committee may appoint sub-committees, delegations, advisory groups or working parties and other persons from time to time to carry out its work. The terms of reference, duration , composition and reports of such groups will be determined by the Committee. The SATEAL Chair will be liaison person of such groups but may delegate suitable others as required.\*

## **6. Finance**

- a. The financial year shall be the calendar year, i.e. from 1<sup>st</sup> January to 31<sup>st</sup> 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:
  - 1. They shall submit to the secretary their resignation in writing.
  - 2. The subscription remains unpaid by 31<sup>st</sup> 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.

**May 2015**

**To be agreed at AGM March 2019 re addition of item 5e\***