

## ESSEX CLERKS ASSOCIATION

### CONSTITUTION

#### **1. Name**

The name of the Association shall be the "Essex Clerks Association (ECA)", hereafter called the Association.

#### **2. Aims and Purposes of the Association**

- i. To seek the recognition of the Essex Clerks' Association as a professional body set up to support all clerks of Essex school governing bodies.
- ii. To ensure and improve the communication of information, advice, guidance and best practice, including the maintaining of a dedicated website.
- iii. To recognise the clerk's role and to offer an independent forum for discussion.
- iv. To act as a voice for Essex clerks.
- v. To hold meetings that offer opportunities for clerks to network and socialise with colleagues.
- vi. To develop links with other professional bodies and associations.

#### **3. Objectives of the Association**

- i. To be an independent democratic forum for all clerks to governing bodies in Essex.
- ii. To assist clerks to governing bodies to further the interests of children in Essex schools.
- iii. To encourage clerks to governing bodies to be active members of the Association.
- iv. To promote high standards in the exercise of their responsibilities.
- v. To offer advice and guidance to clerks
- vi. To encourage co-operation between clerks.
- vii. To provide a vehicle for expressing collective views of clerks to governing bodies and to make appropriate representation at local or national level.
- viii. To develop links and further good relationships with education authorities, governing bodies and other relevant bodies.

#### **4. Membership**

- i. Every clerk (or the equivalent person appointed to clerk the Governing Body) to the Governing Body in Essex shall be eligible for membership and shall be entitled to vote
- ii. Each clerk shall have one vote.
- iii. Honorary, non voting membership, may be offered to other appropriate and relevant bodies at the discretion of the Executive Committee subject to any policy of the Association.

#### **5. Attendance**

Clerks shall be entitled to attend general meetings and hold office of the Association for as long as they hold office as a clerk.

## 6. Subscriptions

- i. On the recommendation of the Executive Committee the Annual General Meeting of the Association shall determine the subscription fee from each Clerk, or school, as determined by the Association due on the first day of the following financial year.
- ii. The Association shall seek funding from other sources as determined by the Executive Committee
- iii. The Association shall maintain a list of members.

## 7. Meetings of the Association.

- i. There shall be one annual meeting of the Association.
- ii. There shall be 14 days notice given for the annual meeting or any other additional meeting.
- iii. Additional meetings may be called either at the request of the Executive Committee or at the request of 10 clerks to consider special or immediate concerns.
- iv. The Executive may choose to arrange additional meetings to promote the aims and objectives of the Association.
- v. The quorum shall be 9 representatives.
- vi. Clerks present at the Annual Meeting will elect the Chair of the Association.
- vii. Each clerk attending the meeting shall have one vote and decisions shall be made by a simple majority of those present and voting.
- viii. The agenda for each meeting shall be drawn up by the Committee. The agenda for the AGM must include any resolutions submitted to the Committee up to 4 weeks prior to the meeting. The agenda shall be circulated to clerks not less than 2 weeks prior to the meeting.
- ix. Resolutions may not be put from the floor at any meeting unless agreed by the majority of those present.
- x. In the event of the AGM being inquorate then the Executive Committee shall be responsible for the business set out in the agenda of the AGM. Where rule changes are required then 50% of the executive committee in place shall agree.
- xi. All formal communications to outside bodies (such as press releases) will be undertaken by the Communications Officer in consultation with the Chair.

## 8. Executive Committee and Officers

- i. There shall be an Executive Committee (hereinafter referred to as "the Committee") responsible for the general management of the Association.
- ii. The Committee will be appointed by the Association at each annual meeting.
- iii. It shall consist of eight elected representatives determined by the executive, each to serve for a period of one year unless they cease to be a clerk and comprise: Chair, Vice Chair, Minutes Secretary; Membership Secretary; Treasurer, Communications Officer; Programme Co-ordinator; Website Manager
- iv. The Committee may co-opt additional members during the year as deemed appropriate by the Committee.
- v. There will be a minimum of three meetings during the year.

- vi. Each member of the Executive Committee is required to complete a Business Interest Register form and at each meeting will declare any new business interests or potential conflict of interest with any item on the agenda.
- vii. The Committee can vote to change the designation of officers within the Committee.
- viii. Provided the Chair or Vice Chair is elected annually there shall be no maximum period for which they may serve in those posts.
- ix. Where any officer ceases to be a clerk or resigns then the Executive Committee shall elect such officers who shall serve until the next AGM.
- x. The quorum shall be 5 members of the full Executive Committee.
- xi. The Committee may create honorary offices, as it deems fit.
- xii. If a member of the Executive fails to attend consecutive meetings for a period of six months, they will be deemed to have resigned from the committee (unless prevented from attending by extenuating circumstances, as decided by the Executive Committee)

## **9. Other Committees**

The Association may establish other committees as it sees fit.

## **10. Finance**

- i. The Committee shall, as necessary, maintain a Bank/Building Society account(s) in the name of the Association. Cheque withdrawals shall be made on the signature of two officers. Any Internet banking transaction of the account(s) shall be conducted by an authorised officer, (normally the Treasurer), who shall also be responsible for the strict security of the system.  
The Association may pay reasonable expenses to members of the executive or other persons who attend approved meetings on behalf of the Association. In the event of claims for expenses by the Treasurer, authorization should be received from the Chair or other officer. In the event of claims for expenses by the Chair, authorization should be received from the Treasurer or other officer.
- ii. All monies shall be applied to further the objects of the Association and for no other purpose.
- iii. The financial year shall be from April 1st to March 31st the following year. The Committee shall require the accounts to be examined annually and presented at the AGM at the end of the financial year.

## **11. Affiliations**

- i. The Association may affiliate to any other body whose aims are consistent with those of the Association.
- ii. The Committee may negotiate on behalf of the Association and make recommendations for action.

## **12. Representation on other Bodies**

- i. Where the Association is invited to nominate representatives onto other bodies the Committee shall elect such persons.
- ii. Wherever possible such appointees should be members of the Committee.

## **13. Amendments to the Constitution**

- i. Amendments to the Constitution shall only be considered at the AGM or an Extraordinary General Meeting called specifically for that purpose.
- ii. Amendments to the Constitution shall require two thirds of the members present to vote in favour at a quorate AGM or EGM.

#### **14. Dissolution**

- i. If the Committee decides by a simple majority or is requested by 10 or more member clerks to propose the dissolution of the Association, it shall call a special meeting giving not less than 80 days' notice.
- ii. If a simple majority of those members attending agrees, the Association shall be dissolved.
- iii. If the meeting is inquorate under rule 7v a further meeting shall be called not less than one month after the first.
- iv. If that meeting is inquorate the Association shall be deemed to be dissolved.
- v. Any assets remaining shall be transferred to such other non-profit making organisation having objects similar to those of the Association as the Committee shall decide.

April 2015 (amended at AGM on 25 March 2015)

**Approved** 23 March 2016 at AGM

Updated 15.05.17