

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/Governance Professionals and those who have employment in an administrative role connected to governance in education **as follows:**
 - a) Within the administrative borders of Essex
 - b) Within the unitary authorities of Southend on Sea and Thurrock, Essex
 - c) Within those London Boroughs which border Essex and/or have an Essex postcode i.e. RM
- ii. To ensure and improve the communication of information, advice and guidance and best practice including maintaining a dedicated website.
- iii. To recognise the role of the Clerk/Governance Professional and those who have an administrative role connected to governance in education and to offer an independent forum for discussion.
- iv. To act as a voice for Clerks/Governance Professionals and those who have an administrative role connected to governance in education, as outlined under Membership (No.4).
- v. To hold meetings that offer opportunities for Clerks/Governance Professionals and those who have an administrative role connected to governance in education, as outlined under Membership (No.4) 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 those outlined in 2.i above.
- ii. To assist Clerks/Governance Professionals and those who have an administrative role, connected to governance in education, to further the interests of children in schools.
- iii. To encourage Clerks/Governance Professionals and those who have an administrative role connected to governance in education to become active members of the Association.
- iv. To promote high standards in the exercise of their responsibilities.
- v. To offer advice and guidance to all members of the Association.
- vi. To encourage co-operation between all members of the Association.
- vii. To provide a vehicle for expressing collective views of all members of the Association and to make appropriate representation at local or national level.
- viii. To develop links and further good relationships with education authorities, governing bodies/boards.

4. Membership

- i. Membership of the Association shall be open to those as shown under 2.i above, hereinafter referred to as "Members".
- ii. In addition, membership may be offered to other appropriate individuals and relevant bodies at the discretion of the Executive Committee, subject to any policy of the Association.
- iii. Each member shall have one vote and the Association shall maintain a list of such members.

5. Attendance

All members shall be entitled to attend general meetings and hold office of the Association for as long as they hold office and fulfil the membership criteria as set out above.

6. Subscriptions

- i. All members seeking membership of the Association shall be invited to subscribe to the Association on an annual basis
- ii. Subscriptions shall be paid annually, either in April or September in line with historical payments. Membership of the Association shall not be prohibited to any prospective member belonging to any educational establishment which does not contribute an annual subscription.

- iii. The Executive Committee shall review and determine the subscription fee on annual basis.
- iv. The Association shall seek funding from other sources as determined by the Executive Committee.

7. Meetings of the Association.

- i. The Annual General Meeting of the Association shall be held every April.
- 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 members of the Association 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 for any meeting shall be 9 representatives.
- vi. Those members present at the Annual General Meeting will elect the Chair of the Association.
- vii. Each member 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 Annual General Meeting must include any resolutions submitted to the Committee up to 4 weeks prior to the meeting. The agenda shall be circulated to all members 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 Annual General Meeting being inquorate then the Executive Committee shall be responsible for the business set out in the agenda of the Annual General Meeting. 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 of the Association.
- xii. In circumstances where it is considered necessary, meetings/briefings will be held remotely.

8. Executive Committee and Officers

- i. There shall be an Executive Committee (hereinafter referred to as "the Committee").
- ii. The Committee will be appointed by the Association at each Annual General Meeting.
- iii. It shall consist of at least eight elected representatives determined by the Executive, each to serve for a period of one year unless they cease to be a member of the Association and include:
 - Chair
 - Vice Chair
 - Minutes Secretary
 - Membership Secretary
 - Treasurer
 - Communications Officer
 - Website Managers
 - Any additional members
- iv. The Committee may co-opt additional members during the year as deemed appropriate by the Committee.
- v. At least 50% of the Executive must be present at the Annual General Meeting.
- vi. There will be a minimum of three Executive Committee meetings per year.
- vii. 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.
- viii. The Committee can vote to change the designation of officers within the Committee.
- ix. Provided the Chair or Vice Chair is elected annually there shall be no maximum period for which they may serve in those posts.
- x. In the event of the resignation of the Chair and/or Vice Chair which results in the Association no longer being able to function, then any officer on the Executive Committee, regardless of the current position they hold, shall be eligible, whilst retaining their current role on the Committee, to fill one of these posts in a temporary capacity until such time as a permanent replacement can be appointed. This temporary post shall cease at the next AGM of the Association in April the following year, after which if no new appointment is made, the Association shall be deemed to have reached its natural conclusions and be wound up as per Section 14 of the Constitution. This Clause will come into effect if any officer of the Executive Committee shall, for whatever reason, cease to be a member of the Executive Committee. Due to the time of year when such a decision may be required, it may not be possible to put this decision to the membership, therefore any changes are to be made with the approval of the other members of the Committee and notified to the membership once made.

- x. Before any steps are taken to wind up the Association, a membership vote amongst those present at the AGM will be taken as to whether or not the temporary arrangement should continue for a further 12 month period, thereby enabling the Association to continue until the next AGM.
- xii. The quorum shall be 5 members of the full Executive Committee.
- xiii. The Committee may create honorary officers as it deems fit.
- xiv. Any current member of the Executive Committee who has served for at least 5 years and retires from their role as a Governance Professional/Clerk to the Governors may become an honorary member of the Executive Committee for as long as it is deemed appropriate. No subscription will be required, though voluntary contributions would be welcomed. The membership of honorary officers will be subject to annual review by the Executive Committee at the last Executive Committee meeting held before the AGM in April.

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.
- ii. 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, authorisation should be received from the Chair or other officer. In the event of claims for expenses by the Chair, authorisation should be received from the Treasurer or other officer.
- iii. All monies shall be applied to further the objectives of the Association and for no other purpose.
- iv. 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 Annual General Meeting 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 be considered at the Annual General Meeting 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 Annual General Meeting or Extraordinary General Meeting.

14. Dissolution

- i. If the Committee decides by a simple majority or is requested by 10 or more members 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 7(v) 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.

Approved at the Annual General Meeting held on Wednesday 15 April 2026