



The Association of
Directors of Children's Services

Constitution

Final
Adopted 6 March 2007

Purposes and Values

1. The Association of Directors of Children's Services (ADCS) ('The Association') is the national leadership organisation in England for directors of children's services appointed under the provisions of the Children Act 2004 and for other children's services professionals in leadership rôles.
2. The Association brings together leaders of children's services from a wide range of professional backgrounds.
3. The Association provides a national voice as a champion for children, with local and central government, and with the public.
4. Within local government, the Association is the professional contact point on children's services issues with central government.
5. The Association supports professional development for its individual members and national succession planning across the breadth of children's services, and provides a network for mutual support.
6. The Association promotes good management practice in children's services; provides a national network and framework for the exchange and sharing of ideas, good practice, and understandings on children's services development and delivery; and supports and sponsors research about development, strategy and practice in children's services.
7. The Association contributes to the work of national and international children's services and education organisations, and works to maintain effective links with such organisations.
8. The Association corporately, and its members individually, promotes improvement in the outcomes for all children and young people, and their families and carers:
 - be healthy;
 - stay safe;
 - enjoy and achieve;
 - make a positive contribution; and
 - achieve economic well-being.

9. The Association corporately, and its members individually, are committed to:
- a national framework for children's services with a clear definition of accountabilities, powers and responsibilities;
 - local delivery of children's services that are accountable to local communities through the democratic process;
 - working in partnership with other agencies;
 - securing appropriate representation on relevant local, regional and national boards, committees and working groups;
 - making full use of the breadth of membership and the associated expertise of the Association;
 - promoting research, development, innovation and learning across children's services;
 - promoting equality and diversity in service delivery and in the children's services workforce; and
 - securing both adequate and equitable funding to deliver and support the work of children's services in each local authority area.
10. Members of the Association must observe the highest standards of public service and carry out their work in accordance with the principles and values of the Association.
11. The Association does not represent or seek to represent its members for the purposes of collective bargaining or employment issues at an individual level.

The Charitable Objects

12. The Charitable Objects of the Association are:
- to promote the education of the public in matters of education, social and health care policy for children, young people and their families and carers;
 - to promote the better care and upbringing of children in need and the preservation of family life for the benefit of the public;
 - to promote improved outcomes for children, young people and their families and carers so that:
 - they are healthier and safer;
 - they achieve highly and enjoy their education;
 - they are able to make a positive contribution to society; and
 - they are able to achieve economic well-being;for the benefit of the public.

Constitution and Governance

13. The Association is constituted as an unincorporated association with charitable status.
14. The membership year of the Association runs from 1 April to 31 March. Terms of office are for this period and end after a term of office of one year, or three years for the posts of Honorary Treasurer, Honorary Secretary, regional representatives and the Chairs of Policy Committees. The Annual General Meeting of the Association will normally be held at the start of the membership year.
15. The financial year of the Association runs from 1 January to 31 December.

Trustees

16. The President of the Association shall chair meetings of the Trustees, failing which the Vice President will chair, failing which the Trustees present will elect a chair for a single meeting only.
17. The Trustees are personally and statutorily responsible for the operation of the Association within its charitable objects.
18. The quorum for meetings of the Trustees is five.
19. The five elected officers of the Association (see below) are *ex officio* Trustees, together with four ordinary members of the Association appointed by the Council for a period of three years. At least three of the appointed Trustees must be serving directors of children's services. In the event of any appointed Trustee resigning their ordinary membership or, if appointed as a director of children's services and if there is already a non-Director Trustee, losing their status as a statutory director of children's services, the Council will appoint a replacement who will serve for the full term of three years from the date of appointment.
20. The Trustees must endorse any change to the Constitution resolved by a General Meeting before it takes effect. Such endorsement should not be unreasonably withheld. Were the Trustees to consider that any proposed constitutional change would compromise the Association's charitable status or not be consistent with the charitable objects, they must refer the matter back to a subsequent general meeting with a report offering advice as to an appropriate way forward.

The Council

21. The Council is responsible for the policy direction of the Association within the terms of the Constitution.
22. The quorum for meetings of the Council is one third of the total number of members of the Council plus one.

23. No Ordinary Member shall normally be eligible to serve on the Council of the Association in more than one capacity simultaneously.
24. Membership of the Council is as follows:
- The five elected officers:
 - The President
 - The Vice President
 - The Immediate Past President
 - The Honorary Treasurer
 - The Honorary Secretary

 - Two, three or four Ordinary Members representing each Government Office region as follows, one of whom must be a director of children's services:

- Greater London (33 authorities)	4 representatives
- North West (22 authorities)	3 representatives
- South East (19 authorities)	3 representatives
- South West (16 authorities)	2 representatives
- Yorkshire and Humberside (15 authorities)	2 representatives
- West Midlands (14 authorities)	2 representatives
- Northern (12 authorities)	2 representatives
- Eastern (10 authorities)	2 representatives
- East Midlands (9 authorities)	2 representatives

 - The chair of each Policy Committee approved by the Council of the Association, who must be a director of children's services; where a Council Policy Committee has two co-chairs one will be nominated by the Council as a member of the Council, and the other may attend as an alternate member of the Council in the absence of the nominated member.

 - The four Trustees of the Association who are not officers of the Association.

 - The chair of the Board of the Virtual Staff College.

The Officers of the Association

25. The officers of the Association provide executive leadership to the Association as a whole, and to the Council. The officers of the Association are *ex officio* members of the Council and are also Trustees. The officers of the Association must take account of the views and resolutions of the Council and General Meetings.

26. The elected officers are the President, the Vice-President, the Immediate Past President, the Honorary Treasurer, and the Honorary Secretary. All officers of the Association must be serving statutory directors of children's services on appointment and throughout their term of office. In the event of an officer losing this status they will resign with immediate effect and the succession arrangements described below will come into operation.
27. The **President** chairs the Council and all General Meetings and serves for a membership year, having served as Vice President in the previous membership year. The President shall be able to act on behalf of the Association in the event of the absence for any reason of an elected officer or Policy Committee Chair
28. The **Vice President** is elected by the whole ordinary membership for a membership year, after which they become President. The President and Immediate Past President are excluded from standing for election as Vice President.
29. The **Immediate Past President** served as President in the previous membership year.
30. The **Honorary Treasurer** is elected by the whole ordinary membership for a period of three membership years. The Honorary Treasurer may stand for re-election.
31. The **Honorary Secretary** is elected by the whole ordinary membership for a period of three membership years. The Honorary Secretary may stand for re-election. The Honorary Secretary is responsible to the Council for the human resources functions of the Association including the appointment and appraisal of senior staff. The Honorary Secretary is responsible for convening all General Meetings of the Association and for acting as Returning Officer for elections of the Association.
32. In the event of a vacancy occurring among the officers of the Association for whatever reason the vacancy will be filled as follows:
 - President: The Vice-President will become the President and remain President for the remainder of the membership year and the next membership year.
 - Vice President: A by-election will be held among the whole ordinary membership of the Association.
 - Immediate Past President: The Council will appoint a director of children's services, who need not be an existing member of the Council, to become an officer of the Association for the remainder of the membership year.

Honorary Treasurer: The Council will appoint a director of children's services, who need not be an existing member of the Council, to become Honorary Treasurer for the remainder of the membership year, when an election will be arranged.

Honorary Secretary: The Council will appoint a director of children's services, who need not be an existing member of the Council, to become Honorary Secretary for the remainder of the membership year, when an election will be arranged.

33. Any matter relating to the eligibility or behaviour of a member of the Association in any category of membership shall be considered by an *ad hoc* Membership Committee whose ruling shall be final and not subject to appeal. The *ad hoc* Membership Committee shall be convened by the Immediate Past President for the purpose of determining the matter. The Immediate Past President will select at least two other members of the Council, one of whom should be an elected officer and one of whom should be a regional representative who is not a director of children's services.
34. Members of the Council of the Association act as guarantors of the Virtual Staff College (the VSC) which is a company limited by guarantee. It is principally through the VSC that the Association actively seeks to meet its commitment to professional development and succession planning across children's services outlined in its purposes and values. The Council of the Association appoints the Directors of the VSC. The chair of the Board of the VSC is an *ex officio* member of the Council of the Association.
35. The Council of the Association will be the professional sponsor of Research in Practice (RiP), a department of Dartington Hall Trust, a company limited by guarantee.

Policy Committees

36. The Council of the Association may from time to time set up or dissolve Policy Committees. The Council of the Association will review the structure, operation and function of Policy Committees at least once each year, and will publish a Schedule of Policy Committees which will be appended to this Constitution as Schedule 1.
37. For each Policy Committee, the Council of the Association will determine its terms of reference.
38. The chair (or two co-chairs at the discretion of the Council) will be elected from the full ordinary membership of the Association. Chairs (and co-chairs) of Policy Committees will be elected to serve for three years. Each region will have at least one place on every Policy Committee.

39. A chair of a Policy Committee who ceases to be an Ordinary Member of the Association shall resign with immediate effect. A member of a Policy Committee who ceases to be a member of the Association shall resign with immediate effect.
40. In the event of a vacancy occurring for a chair of a Policy Committee during the course of a year, the Council shall appoint a chair for the remainder of the membership year from within the Policy Committee, with an election arranged for the next membership year.
41. The Council of the Association may also support joint committees for purposes of liaison and coordination between the Association and other associations. The Council of the Association will appoint members of the Council to such joint committees.
42. The chair (and both co-chairs) of each Policy Committee shall normally be a director of children's services. At the discretion of the Council of the Association, one of the two co-chairs of a Policy Committee may be an Ordinary Member who is not a director of children's services.
43. The chair (or a co-chair who is a director of children's services) of each Policy Committee shall have authority to speak for the Association on matters covered by the terms of reference for the Policy Committee.

Regional representatives

44. Regional representatives to the Council are elected by locally-determined and managed arrangements from among the whole regional ordinary membership. Elections for regional representatives must be held at least every three years.
45. One of the regional representatives shall be a director of children's services elected by and from among the directors of children's services in the region concerned.
46. A regional representative who ceases to be an Ordinary Member of the Association shall resign with immediate effect.
47. In the event of a vacancy occurring for a regional representative, a by-election shall be held as soon as practicable.
48. In the event of an irresolvable dispute in a region, whether about a representational process or otherwise, the Honorary Secretary will convene an arbitration panel normally comprising the Honorary Secretary, a director of children's services from outside the region concerned, and an Ordinary Member who is not a director of children's services from outside the region concerned. Where the Honorary Secretary is a member of the region concerned, they will delegate the convening of the arbitration panel to an officer of the Association who is not a member of the region concerned.

Membership

49. Ordinary membership of the Association is open to statutory directors of children's services, senior managers who report directly to a statutory director of children's services ('second tier managers'), and senior managers who report directly to second tier managers ('third tier managers').
50. All Ordinary Members have full voting rights at all General Meetings and in all elections within the Association.
51. Associate membership of the Association is open to children's services professionals in England who do not meet the criteria for ordinary membership but who are of equivalent seniority to ordinary members or who have held a post of equivalent seniority in the past, subject to approval by the Membership Committee.
52. All members of the precursor organisations (The Confederation of Education and Children's Services Managers (Confed) and the Association of Directors of Social Services (ADSS) at the date of the launch of the Association are eligible to become ordinary members of the Association.
53. The Council may admit people into Honorary Membership of the Association with exemption from membership fees.
54. All categories of membership are contingent upon payment of the appropriate fee for the membership year. Membership fees that remain outstanding for six months will be deemed as unpaid and membership will lapse at the discretion of the Council.
55. The Council of the Association is able to admit other associations and groups whose principles and values are consistent with those of the Association into affiliated status. Individual members of other associations will need to apply for membership of the Association in the normal way. If an applicant for any category of membership is ruled by the staff of the Association to be ineligible according to these rules, and wishes to appeal this judgement, the application will be referred to the Membership Committee whose ruling shall be final and not subject to appeal. The Membership Committee will be convened by the Immediate Past President for the purpose of determining eligibility according to the spirit of these rules. The Immediate Past President will select at least two other members of the Council, one of whom should be an elected officer and one of whom should be a regional representative who is not a director of children's services. A ruling by the Membership Committee is final and is not subject to appeal.

General Meetings

56. The Council shall draw up Standing Orders governing the conduct of meetings of the Association and Standing Orders governing the conduct of elections which

shall take effect after being adopted by a General Meeting of the Association. These Standing Orders shall be published as Schedules 2 and 3 to this Constitution.

57. General Meetings of the Association (Annual or otherwise) may make Resolutions to change the constitution of the Association which must be endorsed by the Trustees before having effect.
58. The Association shall hold an Annual General Meeting between April and September in each year for the purposes of considering the Annual Report of the Council and accepting the audited accounts of the Association for the preceding year, and other such business as may be placed on the agenda in accordance with the Standing Orders.
59. Resolutions may be put to General Meetings according to the Standing Orders for the conduct of meetings. In order to be carried a Resolution must secure the support of a simple majority of the Ordinary Members present and voting. If a Resolution is carried, it becomes a recommendation which the Council must endorse before it becomes Association policy.
60. A Resolution to dissolve the Association must be proposed and debated in accordance with the Standing Orders governing the conduct of meetings. In order to be carried the Resolution must secure the support of a two thirds majority of those Ordinary Members present and voting. In the event of dissolution the Council will have the duty of using the assets of the Association to meet liabilities and debts of the Association, and the Trustees will disburse the remaining assets according to charity law, the purposes and values of the Association, and the charitable objects of the Association.

Representatives of the Association on outside bodies

61. The Chairs of Policy Committees will normally nominate Ordinary Members of the Association to represent the Association on outside bodies within the remit of the relevant Policy Committee. In considering such nominations the Chairs of Policy Committees will have regard to any advice given by the Council of the Association.

Staffing and Support

62. The Association will decide its own arrangements for the provision of executive, administrative and support functions; these arrangements may include the appointment of staff employed by the Association, or contractual arrangements with other bodies, including the Association for Directors of Adult Social Services (ADASS) and the Local Government Association (LGA), or otherwise, at the discretion of the Association.

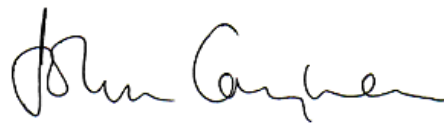
Subscriptions

63. Subscriptions are agreed at the Annual General Meeting on a recommendation from the Council.

Approved by the Council of the Association on 6 March 2007.



John Freeman
Joint President



John Coughlan
Joint President

Schedule 1

Policy Committees

1. The Constitution of the Association provides that the Council of the Association may from time to time establish or dissolve Policy Committees. The Council will agree the terms of reference for each Policy Committee and determine whether a chair or two co-chairs should be elected. Policy Committees are of no set size; however each region will be entitled to at least one place on every Policy Committee established by Council.
2. Each Policy Committee presents an annual report to the Council, and the chair (or co-chairs) will generally speak on behalf of the Association on a day-to-day basis concerning the relevant area of policy. However, where specific policy areas are the responsibility of named individuals or subcommittees of the relevant Policy Committee, that individual, or the chair of the subcommittee, will speak on behalf of the Association, in consultation with the chair (or co-chairs).
3. Where major policy issues need to be determined for the Association as a whole, the relevant Policy Committee will canvass views more widely among the membership before presenting a recommended policy position to Council for adoption. The Constitution provides for the whole membership to endorse Council's decisions and recommendations at the Annual General Meeting.
4. The Trustees of the Association (who include the elected officers) carry out a number of executive functions on behalf of the Association and Council. These include business planning, finance, staffing and internal policy development. In addition, the Constitution provides for an *ad hoc* Membership Committee to be convened as necessary, to decide on eligibility for membership in individual cases where this may be in doubt. At this stage, no other internal committees are envisaged.
5. The Policy Committees cover the full range of expected policy areas. Within the membership of each Committee, the Association aims to ensure broad representation from the membership, including a balance of directors of children's services and members who are not directors of children's services, members from both an education and social care background, and members from the different regions. Each region has the right to appoint at least one member for each Committee.
6. A key principle is that the Policy Committees should work collaboratively, recognising that the whole agenda for children is interlinked. This should be secured both informally, and formally through membership of the Council of the Association. Some areas of policy (such as the early years, or the educational achievement of children in care) could be shared by two or more Policy Committees.

7. A second key principle is that the Policy Committees should each be clearly identified with a major policy area, such that organisations and individuals working in different policy areas, both in central government and elsewhere, are able to enter into meaningful discussion with the Association through an appropriate Policy Committee.
8. Of necessity, the Policy Committees each cover a very broad area of policy. There may therefore be a need for them to establish standing sub-committees or task-and-finish groups to deal with specific policy areas requiring more detailed attention. This will be for the Policy Committees themselves to decide. There will also be a need to maintain strong links to other organisations and associations with whom the Association will need to work. The Constitution makes provision for Joint Policy Committees for purposes of liaison and coordination. A Joint Policy Committee will be set up with the Association of Adult Social Services (ADASS) to coordinate work on transition issues and the interface between the two associations. The work of this Joint Policy Committee will include issues such as transition for young people with disabilities, domestic violence, support for asylum seekers, support for adults with parental responsibility, family support, and critical incident planning. The Council will keep these relationships under review to ensure that appropriate joint mechanisms are in place.
9. It is expected that a number of areas of policy will be covered by more than one Policy Committee. In particular, equalities, including the implementation of legislation on race, disability and gender, will be a theme in the work-plan of all Policy Committees.
10. Both Confed and ADSS have had a tradition of establishing task groups or special interest groups which are not formally part of any standing policy committee. Examples might include International Links, or Research. Proposals from members to establish a special interest group may be made at any time, for approval by Council. They will operate on a largely informal basis, but will be expected to submit reports to Council as appropriate. Where possible, such stand-alone groups will be allocated a Policy Committee through which they can relate into the formal structure of the Association.
11. Members of two former component associations of Confed – the National Association of Senior School Improvement Professionals (NASSIPs) and the Association of LEA Advisory Officers for Multi-cultural Education (ALAOME) – are automatically members of the Association. It is expected that members of these associations will take a leading rôle in the relevant Policy Committees of the Association.
12. The Constitution also recognises two organisations which have a special status in relation to the Association: the Virtual Staff College, and Research in Practice. It is expected that these bodies will also be represented on relevant Policy Committees.

13. Other agencies – such as the National Foundation for Educational Research (NFER) and the Association of Principal Youth and Community Officers (APYCO) – have also approached the Association with a view to supporting and becoming involved in its activities. The Constitution provides for such agencies to be granted affiliate status in relation to the Association. Policy Committees are able to co-opt representatives of affiliated organisations.

The Policy Committees

14. **Resources and Sustainability Policy Committee**
This Policy Committee has lead responsibility for issues concerning the national and local organisation and funding (capital and revenue) of children's services, including schools; the overall use of resources; best value and sustainability. The Committee will have the principal responsibility for issues to do with strategic planning and commissioning, liaising with other Policy Committees as appropriate. The Committee's remit will also cover the Building Schools for the Future programme, school admissions, academies, pupil place planning and demography. The Chair of this Policy Committee will nominate representatives of the Association to serve on the DfES Service Working Group on Education and Children's Services (SWGECs) and the DfES Schools Funding Implementation Group. This Policy Committee will lead on work with the Office of the Schools Commissioner and the Office of the Schools Adjudicator.
15. **Health, Care and Additional Needs Policy Committee**
This Policy Committee has lead responsibility for 'Being Healthy', including mental health, and relationship with the NHS and the Department of Health. It leads on policy for children and young people in care and with disabilities, learning difficulties, complex health needs and other additional needs. The Committee liaises closely with the Educational Achievement Policy Committee over issues to do with educational inclusion and special educational needs, with the Families, Communities and Young People Policy Committee over safeguarding issues for children and young people with additional needs, and with ADASS over transition planning for young people with disabilities.
16. **Families, Communities and Young People Policy Committee**
This Policy Committee has lead responsibility for 'Staying Safe', 'Making a Positive Contribution' and 'Achieving Economic Wellbeing'. It leads on family policy (including childcare), preventative services and children's centres and extended schools, parenting support, community safety, community cohesion, anti-poverty work, youth work, Connexions and Youth Justice. It will also have the policy lead for Local Safeguarding Children Boards. This Policy Committee will lead on work with the Children's Commissioner.
17. **Educational Achievement Policy Committee**
This Policy Committee has lead responsibility for 'Enjoying and Achieving' and covers all aspects of educational achievement, including pre-school, primary school, secondary school, further education and training, higher education,

adult and continuing education, informal learning and innovation, and support for the improvement of educational standards. The Committee liaises closely with the Health, Care and Additional Needs Policy Committee over the well-being and educational outcomes of children in care. This Policy Committee will lead on work with the Qualifications and Curriculum Authority.

18. **Standards, Performance and Inspection Policy Committee**

This Policy Committee has lead responsibility for all aspects of service quality monitoring and development, including local area agreements, performance management, management and use of national and local data, links with sister organisations (eg ADASS), and links with inspectorates and the inspection process. This Policy Committee will lead on work with Ofsted and other inspectorates.

19. **Workforce Development Policy Committee**

This Policy Committee has lead responsibility for issues to do with professional standards and registration, the training and qualifications framework, workforce planning, and links with the national regulatory and training bodies. It will lead on work with the Children's Workforce Development Council and appoint a member of the Policy Committee to be nominated as a Board member of the Children's Workforce Development Council; and it will lead on work with the National College of School Leadership.

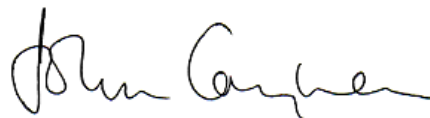
20. **Information Systems and Technology Policy Committee**

This Policy Committee has lead responsibility for issues to do with the development and application of new technologies in education and integrated services, including national and local e-strategy, the Child Index, Integrated Children's System, Common Assessment Framework, Information Sharing, Education ICT and Connectivity. This Policy Committee will lead on work with BECTA.

Endorsed by the Council of the Association on 6 March 2007.



John Freeman
Joint President



John Coughlan
Joint President

Schedule 2

Standing Orders governing the conduct of meetings of the Association

General Meetings of the Association

1. The President shall preside at General Meetings of the Association. In the absence of the President, the Vice President shall preside. In the absence of both of the above-named Officers, the Meeting shall elect its own Chair for the purpose of that Meeting only.
2. The Chair of any General Meeting shall have the duty to determine the conduct of the meeting according to these Standing Orders.
3. An Annual General Meeting shall be held each year between April and September for the purposes of considering the Annual Report of the Council and accepting the audited accounts of the Association for the preceding year and to transact such other business as may be proper.
4. The Honorary Secretary shall convene the Annual General Meeting on such a date and at such a location as the Council shall decide.
5. Any Ordinary Member of the Association may bring forward any matter appropriate to the Association for consideration at the Annual General Meeting by giving the Honorary Secretary three months notice in writing of a Resolution to be considered at the Annual General Meeting. Another Ordinary Member of the Association shall second such a Resolution before it is submitted in writing to the Honorary Secretary. The Council of the Association shall be empowered to decide the appropriateness of such a Resolution. Where the Council of the Association decides that a Resolution is appropriate, the Honorary Secretary shall, at least two months before the Annual General Meeting, inform all Ordinary Members of the terms of the Resolution received. Any Ordinary Member of the Association may give notice in writing to the Honorary Secretary of Amendment to any such Resolution at least one month before the General Meeting. Another Ordinary Member of the Association shall second the Amendment before it is submitted in writing to the Honorary Secretary. Notices of Resolution and Amendment shall be circulated by the Honorary Secretary to all Ordinary Members with the agenda at least two weeks before the Annual General Meeting.
6. Where two or more Resolutions, notice of which have been given in accordance with paragraph 5, to an Annual General Meeting relate to the same subject matter, the Council of the Association shall be empowered to submit a Composite Resolution.
7. Where the Council of the Association decides that a Resolution is not appropriate this shall be reported to the Annual General Meeting.

8. The President may consider that a Resolution be urgent, in which case the Resolution shall be put to an Annual General Meeting of which notice has not been given in accordance with paragraph 5, providing that the Resolution does not propose amendment to the Constitution or cause the Association to cease to be a charity.
9. If the President does not consider a Resolution to be urgent, and a simple majority of Ordinary Members present and voting at an Annual General Meeting consider that the Resolution is urgent, then President will nevertheless put the Resolution to the Annual General Meeting.
10. The Honorary Secretary shall convene a Special General Meeting of the Association within one calendar month of the receipt from fifty Ordinary Members of the Association of a signed requisition in terms that clearly invokes this paragraph and sets out the terms of a Resolution or Resolutions to be discussed at the Special General Meeting. The Honorary Secretary shall convene the Special General Meeting on such a date and at such a location as he or she shall decide. The Council of the Association may propose an Amendment or Amendments to the Resolution or Resolutions to be considered by a Special General Meeting. Such an Amendment or Amendments shall be circulated in writing at the Special General Meeting.
11. No Resolutions or Amendments shall be considered at a Special General Meeting other than provided for at paragraph 10.
12. If a Resolution, or an Amendment to a Resolution, to a General Meeting, notice of which has been given in accordance with paragraph 5 or paragraph 10, is not moved and seconded by two Ordinary Members at the General Meeting, it shall be treated as abandoned unless by consent of a simple majority of those Ordinary Members present and voting at the General Meeting.
13. A Resolution to a General Meeting of which notice has been given in accordance with paragraph 5 or paragraph 10, after being moved and seconded by two Ordinary Members, may, should the General Meeting so determine, stand referred to the Council or such other Committee of the Association as the General Meeting may determine for consideration, or consideration and report. An Ordinary Member who has proposed a Resolution so referred shall be invited to the Meeting at which the Resolution will be considered.
14. The quorum of any General Meeting of the Association shall be fifty Ordinary Members.

Voting at General Meetings of the Association

15. Each Ordinary Member of the Association present at a General Meeting shall have one vote, and in the event of an equality of votes, the Chair shall have a casting vote. It is not permissible for a member to appoint a second member to be his or her proxy to vote on their behalf at any General Meeting of the Association.
16. Any Resolution which does not propose to amend the Constitution or to dissolve the Association or to cause the Association to cease to be a charity shall be determined by a simple majority of those Ordinary Members present and voting at the General Meeting at which the Resolution is moved.
17. If a Resolution as defined by paragraph 16 is carried, it becomes a recommendation which the Council of the Association must endorse before it becomes Association policy.
18. Any Resolution which proposes to amend the Constitution or to dissolve the Association or to cause the Association to cease to be a charity, shall be determined by a two-thirds majority of those Ordinary Members present and voting at the General Meeting at which the Resolution is moved.
19. If a Resolution as defined by paragraph 18 is carried, the Trustees of the Association must endorse any change before it takes effect. Such endorsement should not be unreasonably withheld. Were the Trustees to consider that any Resolution to amend the Constitution would compromise the Association's charitable status or not be consistent with the charitable objects of the Association, they must refer the matter back to a subsequent General Meeting with a report offering advice as to an appropriate way forward.

Attendance of Officers and other representatives at meetings of the Association

20. Attendance of Officers and other representatives at Council, committee meetings and General Meetings of the Association shall be recorded and reported to the Annual General Meeting.
21. Officers and other representatives will be expected to achieve a 66% level of attendance at all meetings of the Association. Regions whose representative does not achieve 66% level of attendance may be asked to consider replacing their nominees.
22. If a representative arranges for a substitute eligible member to attend in his or her place that attendance will be deemed applicable for the purpose of the 66% rule referred to in paragraph 21.

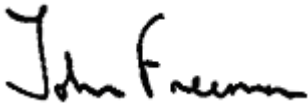
Alteration to and interpretation of the Constitution of the Association

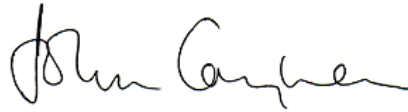
23. Any Resolution proposing amendment to the Constitution shall be proposed in accordance with paragraph 5 or paragraph 10 and shall be determined in accordance with paragraph 18 and 19. Such a Resolution shall not be considered as an urgent Resolution under the provisions of paragraph 8 or paragraph 9.
24. The charitable objects of the Association shall not be amended, rescinded or added to without the prior consent of the Charity Commissioners.
25. Any doubt as to the interpretation of this constitution shall be determined by the Council of the Association who shall give notice of their interpretation to the next General Meeting of the Association.

Dissolution of the Association

26. Any Resolution to dissolve the Association shall be proposed in accordance with paragraph 5 or paragraph 10 and shall be determined in accordance with paragraphs 18 and 19. Such a Resolution shall not be considered as an urgent Resolution under the provisions of paragraph 8 or paragraph 9.

Endorsed by the Council of the Association on 6 March 2007.


John Freeman
Joint President


John Coughlan
Joint President

Schedule 3

Standing Orders governing the conduct of elections of the Association

Election of Officers and Chairs of the Policy Committees of the Association

1. The Honorary Secretary shall act as Returning Officer for all elections of the Association. Where the Honorary Secretary is a candidate in an election the Council of the Association shall nominate an Acting Returning Officer.
2. Any Ordinary Member who is aggrieved by the conduct of any election may appeal to the Council of the Association. The decision of the Council of the Association shall be final.
3. With two exceptions, all elections shall be for periods of office which commence on 1 April and which end on 31 March after a term of office of one year for the President, Vice President and Immediate Past President of the Association or three years for the Honorary Treasurer, Honorary Secretary, the Chairs of Policy Committees and Regional Representatives. The exceptions are when a vacancy occurs in the position of Vice President, in which case a by-election will be held as soon as practicable, with the term of office ending on the 31 March following as the Vice President takes office as President, and when a vacancy occurs for a Regional Representative, in which case a regional by-election should be held as soon as practicable. When a by-election for Vice President is required in the period from 1 November to 31 March, the President, the Immediate Past President and the Honorary Secretary will determine how and when best to hold an election, and will inform all members of the Association.
4. No later than January every year, the Honorary Secretary shall supply all Ordinary Members of the Association with a list in which there will be indicated:
 - a) the Ordinary Members who will serve as President and Immediate Past President of the Association during the ensuing membership year;
 - b) the Ordinary Member who will relinquish the office of Immediate Past President of the Association during the ensuing membership year;
 - c) in every third year, the Ordinary Members who will relinquish the offices of Honorary Treasurer, Honorary Secretary and Chairs of Policy Committees of the Association during the ensuing membership year;
 - d) the timetable for nominations and elections.
5. All elections shall be conducted by non-secret electronic ballot, that is, with voting by email and where the names of those casting votes and the votes they cast are known only to the Returning Officer and their staff. All correspondence relating to elections, including nominations, seconding, signifying of assent to

nomination, and voting, and the notification of results to Members, shall be through email, in a form prescribed by the Returning Officer.

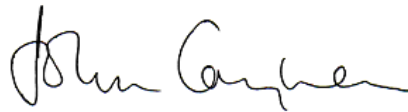
6. The deliberate revealing of any details of the votes cast other than those set out below shall be a matter requiring the resignation of the Honorary Secretary or be treated as a matter of gross misconduct for staff of the Association.
7. Any Ordinary Member of the Association may nominate or second from the eligible Ordinary Members candidates for the posts of Vice-President, Honorary Treasurer, Honorary Secretary and Chairs of Policy Committees.
8. A candidate for election shall be an Ordinary Member of the Association.
9. A candidate for election shall be nominated by an Ordinary Member and seconded by another Ordinary Member, and shall signify to the Returning Officer their unconditional consent to stand for election.
10. If there is more than one candidate, a ballot is necessary, voting papers containing the names of all candidates for contested posts shall be sent by email by the Returning Officer to all Ordinary Members of the Association. Voting papers shall be completed and returned to the Returning Officer by the predetermined date as set out in the election timetable.
10. All members of the Association shall be informed of the outcome of the election.
11. Voting papers received after the predetermined date, and voting papers incorrectly completed or in a format other than that specified by the Returning Officer, will be discounted.
12. Voting in all contested elections for a single post shall be by the alternative transferable voting system.
13. The alternative transferable voting system operates as follows: Ordinary Members voting will indicate an order of preference for the candidates. The votes will first be counted according to first preference votes. If one of the candidates has a simple majority of the first preferences then they will be elected. If none of the candidates has a simple majority, the votes for the candidate receiving the lowest number of votes will then be transferred according to the second preference votes. The process will then be repeated until one of the candidates has a simple majority and is elected.
14. In the event of an equality of votes for any posts, the Returning Officer will draw lots.
15. In the event of a vacancy occurring among the Officers of the Association for whatever reason the vacancy shall be filled in accordance with paragraph 32 of the Constitution.

16. Each regional representative shall be an Ordinary Member of the Association and shall also be a member of the corresponding region.
17. Regional representatives shall be elected at least every three years from among the whole regional ordinary membership of the Association by locally determined and managed arrangements and in time for the names of the members elected to be notified in writing to the Honorary Secretary no later than February in the year in which the term of office commences on 1 April.

Endorsed by the Council of the Association on 6 March 2007.



John Freeman
Joint President



John Coughlan
Joint President