

# **RULES OF THE SOUTH EAST OXFORD LOCAL ASSOCIATION**

## **1 NAME**

The name of the Local Association shall be the South East Oxford Local Association of the NASUWT.

## **2 OBJECT**

- (a)** The object of the Local Association shall be to further the objects of the NASUWT as set out in Rule 3 of the National Rules in the area represented by the Local Association as specified in the resolution of the National Executive forming this Local Association.
- (b)** Subject to National Rule 10(a) in furtherance of this object the Local Association may communicate with employers, other unions and organisations representing teaching and other educational staff, and the local authority within its boundaries but shall not communicate with such bodies outside its boundaries or nationally or with any government department or body without the authority of the National Executive.

## **3 MEMBERSHIP**

- (a)** Those members of the NASUWT who hold membership in accordance with Rules 4(1) (a), (b) and 4 (c) or 4(2) (b) and (d) of the National Rules shall qualify for membership of this Local Association.
- (b)** The total membership of this Local Association shall be calculated annually based on the total Conference figure as recorded at the NASUWT Headquarters on 31 December of the previous calendar year as notified to the Local Association in accordance with Standing Order 13 of the Standing Orders of Conference.

## **4 OFFICERS OF THE LOCAL ASSOCIATION**

- (a)** The Officers of the Local Association shall be:  
  
Secretary, Treasurer, President, Vice-President, Ex-President
- (b)** The Officers in 4(a) shall hold office for the period of one year commencing on the date of the Annual General Meeting until the Annual General Meeting of the following year.

## **5 ELECTION OF OFFICERS IN 4(a) (WITH EXCEPTION OF THE PRESIDENT AND EX-PRESIDENT) AND EXECUTIVE COMMITTEE MEMBERS REFERRED TO IN 8(a)**

- (a)** In accordance with National Rules 4(2)(c) and 8(c) only persons who are in Full Membership of the Union in accordance with National Rule 4(1)(a) shall be eligible for election as Local Association Secretary, President or Vice-President.
- (b)** In accordance with National Rule 20(1)(a) no member shall be eligible to stand in an election for any elected office within the Union if s/he is a member of the principal governing body of, or an elected officer of, another trade union

representing persons who are eligible for membership of the Union. On becoming a member of the principal governing body of, or an elected officer of, another trade union representing persons who are eligible for membership of the Union, a member of the Union shall immediately vacate any elected office within the Union.

- (c) Nominations for the posts of Officers and elected Executive Committee Members of the Local Association to which this Rule refers shall be proposed by one and seconded by another member of the Local Association and shall be submitted in writing to the President to be received by her/him no later than 28 days before the date of the Annual General Meeting.
- (d) In the event of more than one nomination being received for any office in 4(a) or more nominations than the total number of elected Executive Committee Members referred to in 8(a), there shall be a secret ballot of all full members of the Local Association held in accordance with such procedures as may be prescribed from time to time by the National Executive for the conduct of such ballots. These procedures must be sought on every occasion from the Union's National Headquarters.
- (e) In the event of an uncontested election, the candidate(s) concerned shall be declared elected unopposed at the Annual General Meeting.
- (f) In the event of it being declared at the Annual General Meeting that no nomination was received for one or more of the posts to which this Rule refers:
  - (i) Nominations shall be called for within five days of the Annual General Meeting and shall be subject to the procedure set out in (c), (d) and (e) above, save that any reference to the Annual General Meeting is substituted with the next General Meeting;
  - (ii) As an interim measure the Annual General Meeting may elect a temporary post holder who shall hold office until the next General Meeting.
- (g) Any casual vacancy for the posts to which this Rule refers shall be filled by secret ballot in accordance with (a), (b), (c), (d) and (e) above as though the next General Meeting was the Annual General Meeting.

## **6 PRESIDENT AND EX-PRESIDENT**

- (a) The outgoing Vice-President shall assume the office of President and the outgoing President shall assume the office of Ex-President in accordance with the terms of office as governed by 4(b).
- (b) In the event of a casual vacancy for President, the Vice-President shall assume the office of President for the remainder of that President's term of office in addition to his/her own term of office as President and the casual vacancy for Vice-President so caused shall be filled in accordance with the procedure set out in 5(g).
- (c) (i) In the event of a casual vacancy for Ex-President there shall be an election for an additional Officer in accordance with the procedure set out in 5(g).

- (ii) The additional Officer shall hold office for the remainder of the term of office of the Ex-President and shall carry out the duties of the Ex-President.

## **7 TREASURER**

- (a) The Treasurer shall cause adequate financial records to be kept and shall be responsible for the proper administration of the Local Association's financial affairs.
- (b) The Treasurer shall conduct the financial affairs of the Local Association in accordance with such instructions as shall be given by the National Honorary Treasurer from time to time.
- (c) The funds of the Local Association shall be kept in an account opened in the name of the Local Association at a Bank in accordance with such instructions as shall be given by the National Executive from time to time. Withdrawals from the account shall be under the signature of at least two of the named Local Association Officers in 4(a).
- (d) The Treasurer shall submit a statement of the current financial balances including details of income and expenditure to every General Meeting of the Local Association.
- (e) The Treasurer shall supply a statement of balances and an income and expenditure account to the National Honorary Treasurer at the end of the financial year. The financial year is the calendar year.
- (f) The Treasurer shall present the statement referred to in (e) above to the next Annual General Meeting.

## **8 EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall consist of the Officers named in 4(a) and 4 elected Executive Committee Members. The elected Executive Committee Members shall hold office for the period of one year commencing on the date of the Annual General Meeting until the Annual General Meeting of the following year.
- (b) Elections for the Executive Committee Members in (a) above shall be in accordance with the procedures specified in 5.
- (c) The Executive Committee may co-opt any number of members of the Local Association as additional members of the Executive Committee.
- (d) Subject to these Rules, the National Rules, and the decisions of any General Meetings of the Local Association, National Executive and National Conference, the Executive Committee shall have full power and authority to take such action as it deems necessary for the conduct of the Local Association's affairs and the realisation of the object set out in 2.
- (e) The Executive Committee shall have the power to create such subcommittees as it may deem necessary. Any such subcommittee may include as members of the

subcommittee members of the Local Association who are not members of the Executive Committee.

- (f) The Executive Committee from amongst its members shall appoint post holders to co-ordinate the work of the Local Association in the following areas:
  - (i) Equal Opportunities;
  - (ii) Health and Safety;
  - (iii) Recruitment and Organising;
  - (iv) Benevolence Officer;
  - (v) Any other post holders as it sees fit.
- (g) The quorum for the Executive Committee shall be 5.
- (h) Any Officer or elected Executive Committee Member who fails to attend three consecutive meetings of the Executive Committee without good cause accepted by the Executive Committee shall be deemed to have resigned their elected position. Any Officer or elected Executive Committee Member so deemed to have resigned shall be eligible to stand for re-election to the vacancy.

## **9 SPECIAL COMMITTEES**

Special Committees may be constituted at any General Meeting of the Local Association with that General Meeting prescribing the terms of reference and membership of any such Special Committee.

## **10 ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting shall be held each year between the months of January and March inclusive on a date not less than eight weeks prior to the Annual General Meeting of the Federation referred to in 15(a).
- (b) The date of the Annual General Meeting should be notified to all full members of the Local Association and the National Executive Member(s) for the Local Association's area in accordance with 13(b) and (c) below.
- (c) The Secretary shall send a reminder notice of and a provisional agenda for the Annual General Meeting to all full members of the Local Association and the National Executive Member(s) for the Local Association's area not less than thirty-five days before the date of the Annual General Meeting.
- (d) The Executive Committee shall present a report of its work during the preceding year to the Annual General Meeting.
- (e) The quorum for the Annual General Meeting shall be 1% of the total membership as referred to in 3(b) or the number equal to the total number of the Executive Committee as referred to in 8(a) plus one, whichever is the greater.

## **11 GENERAL MEETINGS**

- (a) A General Meeting shall be held not less than three times each academic year, spread evenly on the basis of the terms in that academic year.

- (b) The Secretary shall send a reminder notice of and a provisional agenda for the General Meeting to all full members of the Local Association and the National Executive Member(s) for the Local Association's area not less than fourteen days before the date of the General Meeting.
- (c) The quorum for the General Meeting shall be 1% of the total membership as referred to in 3(b) or the number equal to the total number of the Executive Committee as referred to in 8(a) plus one, whichever is the greater.

## **12 EMERGENCY GENERAL MEETING**

- (a) An Emergency General Meeting may be called:
  - (i) by agreement of the Secretary and the President; or
  - (ii) by members constituting 20% of the total membership of the Local Association submitting written notice to the Secretary of their desire for such a meeting.
- (b) The Secretary shall send notice of and the agenda for the Emergency General Meeting to all full members of the Local Association and the National Executive Member(s) for the Local Association's area not less than seven days before the date of the Emergency General Meeting.
- (c) The quorum for an Emergency General Meeting shall be 1% of the total membership as referred to in 3(b) or the total number of the Executive Committee as referred to in 8(a) plus one, whichever is the greater.

## **13 CONDUCT OF BUSINESS**

- (a) Conduct of business at meetings shall be in accordance with such requirements as may be issued by the National Executive from time to time.
- (b) The National Officers and the National Executive Member(s) for the Local Association's area shall have the right to attend and speak at all meetings of the Local Association but shall have no right to vote at such meetings unless they are a member of the Local Association.
- (c) Within four weeks of the beginning of each academic year the Executive Committee shall schedule and distribute to all full members of the Local Association and the National Executive Member(s) for the Local Association's area, dates for
  - (i) the Annual General Meeting referred to in 10(a);
  - (ii) General Meetings referred to in 11(a);
  - (iii) the submission of nominations for the elections referred to in 5(c);
  - (iv) the submission of proposed amendments to the Local Association Rules in accordance with 16(a).
- (d) Any General Meeting other than those notified to members under (c)(ii) above or 11(b) shall require a minimum of twenty-one days' notice to be sent with a

provisional agenda to all full members of the Local Association and the National Executive Members for the Local Association's area.

#### **14 CONFERENCE**

- (a)** The Local Association shall be represented at the NASUWT National Conference and at any NASUWT National Special Conferences as prescribed by National Rule 6.
- (b)** Representatives to the NASUWT National Conference and to any NASUWT National Special Conferences shall be members of this Local Association and shall be elected by secret ballot of those present at any General Meeting of the Local Association.
- (c)** Any Motion for an NASUWT National Conference or NASUWT National Special Conference submitted in the name of the Local Association shall first be approved by a General Meeting of the Local Association.
- (d)** The allocation of the Local Association's votes in the ballot of Motions appearing on the preliminary Agenda for an NASUWT National Conference or NASUWT National Special Conference shall be determined by a General Meeting of the Local Association.
- (e)** Any Amendment to a Motion on the provisional Agenda for an NASUWT National Conference or NASUWT National Special Conference submitted in the name of the Local Association shall first be approved by any General Meeting of the Local Association.
- (f)** Any Amendment to a Report or Motion not appearing on the provisional Agenda for an NASUWT National Conference or NASUWT National Special Conference submitted in the name of the Local Association shall first be approved by the Local Association's representatives to that Conference.

#### **15 FEDERATION**

- (a)** The Local Association shall be affiliated to the Oxfordshire Federation.
- (b)** Delegates and up to five alternate delegates to the Oxfordshire Federation shall be members of this Local Association in accordance with 3(a) and shall be elected annually by secret ballot of those present at the Annual General Meeting of the Local Association.
- (c)** In the event of a casual vacancy for a delegate to the Oxfordshire Federation an election shall be held by secret ballot of those present at the next General Meeting of the Local Association.
- (d)** Any elected delegate who fails to attend three consecutive meetings of the Federation and report back to the Local Association without good cause accepted by the Local Association Executive Committee shall be deemed to have resigned their elected position. Any elected delegate so deemed to have resigned shall be eligible to stand for re-election to the vacancy.

- (e) The Local Association shall contribute to the Oxfordshire Federation such proportion of its subscription apportionment and other income at such times and in such manner as shall be directed by resolution of the Federation from time to time.

## **16 AMENDMENTS TO THESE RULES**

- (a) Any amendment proposed to these Rules shall be submitted to the Local Association Secretary in writing not less than forty days prior to the date of the Annual General Meeting.
- (b) Amendments may be proposed by:
  - (i) The Executive Committee; or
  - (ii) Members constituting not less than 20% of the total membership of the Local Association.
- (c) An amendment to these Rules shall require:
  - (i) A two-thirds majority of those present and voting at the Annual General Meeting; and
  - (ii) the consent of the National Executive.

## **17 CONFLICT**

In the event of conflict between these Rules and the National Rules of the NASUWT, the National Rules shall have precedence.