

# **THE EDUCATIONAL INSTITUTE OF SCOTLAND**

## **Constitution of Highland Local Association**

### **1. THE ASSOCIATION SHALL BE CALLED THE HIGHLAND LOCAL ASSOCIATION OF THE EDUCATIONAL INSTITUTE OF SCOTLAND.**

### **2. MEMBERSHIP**

The membership of the local association, hereafter referred to as “the Association”, shall consist of members of the Institute who are employed wholly or mainly in the area of Highland Council, provided that a member of a self-governing association does not require to be in local association membership.

### **3. OPERATION AND FUNCTIONS**

Subject to the control of the Executive Council, the Association shall operate within the area covered by the Association and its functions shall be to:-

- (a) promote and pursue Institute strategy and policy determined by the Annual General Meeting and Executive Council;
- (b) provide support for members and educational establishments;
- (c) establish a management committee or executive committee to oversee the day to day work of the association;
- (d) determine areas of local policy on educational and conditions of service matters consistent with national Institute policy;
- (e) provide Institute representation on any local negotiating forum;
- (f) recruit and retain Institute members within the area;
- (g) provide the electoral base for representation on the Executive Council through a method of direct election approved by the Executive Council for delegates to the Annual General Meeting and any Special General Meeting of the Institute;
- (h) determine, consistent with the terms of the Institute policy on casework protocol, the nature of support for members in casework matters;
- (i) consider educational matters;
- (j) pursue national or local campaigns.

#### **4. LOCAL SUBSCRIPTION**

As part of the annual subscription, a sum to be determined by the Association at its Annual General Meeting, to be known as the local subscription, shall be due and payable by each member belonging to the Association. Such sums shall be due and payable in advance on 1 September annually by means determined by the Executive Council from time to time but, where subscriptions are payable by instalments, failure to pay regular instalments as and when due shall result in suspension of the rights and privileges which membership of the Institute confers. Such part of the annual subscription received by the Institute as represents the local subscription shall be paid by the Treasurer of the Institute to the Association.

#### **5. FUNDS OF THE LOCAL ASSOCIATION**

##### **(a) Application of Funds**

(i) The annual income of the association, including the whole of the income derived from the local subscription, shall be allocated to a General Fund, which shall be used for the pursuit of the activities of the Association within the area of the Association and according to the terms of paragraph 3 of the Constitution. Such activities shall include the right to pay an honorarium at a level determined by the Annual General Meeting of the Association to the Secretary and the Treasurer of the Association and such other office-bearers as the Association may determine.

(ii) The income of any funds held by the association for the purpose of benevolence shall be allocated to a Benevolent Fund, which shall be used to provide relief in cases of necessity to members, to former members and to widow, widowers or other dependants of members or former members of the Association.

(iii) The Association shall not hold any other funds without the prior approval of the Executive Council of the Institute.

##### **(b) Financial Year**

The financial year of the Association shall end on the last day of August in each year or on such other date as may be determined by the Executive Council of the Institute from time to time.

##### **(c) Auditors**

The accounts of the Association shall be audited by professional auditors, who shall be appointed by the Annual General Meeting of the Association or, on the recommendation of the Executive Council of the Institute by the Annual General Meeting of the Institute, and who shall normally hold office from the close of one Annual General Meeting of the Association until the close of the succeeding Annual General Meeting. Casual vacancies in the professional auditors shall be filled by the Executive Committee or, in the case of auditors appointed by the Annual General Meeting of the Institute, by the Executive Council of the Institute. The qualifications and appointment and removal of the professional auditors shall be in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 and with any Regulations made under that Act or with any subsequent enactment and with any Regulations made under that subsequent enactment.

**(d) Accounts of the Association**

(i) Accounts comprising an Income and Expenditure Account for each financial year and a Balance Sheet, showing the assets and liabilities of the Association at the end of each financial year, shall be prepared such as to give a true and fair view of the state of affairs on the Association and of the income and expenditure of the Association for the financial year and, after consideration by the Finance and General Purposes Committee of the Institute and approval by the Executive Committee of the Association, shall be submitted to the Annual General Meeting of the Association.

(ii) The accounts of the Association, once signed by the Auditors and approved by the Annual General Meeting of the Association, shall be conclusive against all members of the Association.

**(e) Expenditure**

(i) Expenditure from the General Fund of the Association shall not be incurred or accounts paid except in accordance with such arrangements as are made by the Executive Committee of the Association from time to time and which establish and maintain a satisfactory system of control of the accounting records of the Association, its cash and investment holdings and all receipts and payments and include a requirement for the Treasurer to provide a report on such matters to each meeting of the President's Committee of the Association.

(ii) All claims for expenses by Office-Bearers and members of the Association shall be examined in accordance with such arrangements as are made by the Executive Committee of the Association from time to time, and, if approved, shall be passed for payment by the Treasurer.

(iii) Any cheque or other instrument drawn on a bank account of the Association shall be signed in accordance with such arrangements for the signing of such documents as are made by the Executive Committee of the Association from time to time.

**6. OFFICE-BEARERS OF THE LOCAL ASSOCIATION**

The Office-bearers of the Association shall be members of the Association. They shall consist of:-

(a) The President, Vice-President, Secretary, Assistant Secretary, Treasurer, and such other Office Bearers as are decided upon at an Annual general Meeting of the Association shall be elected annually from within and by the membership of the Local Association and shall be eligible for re-election. Each shall hold office from the close of one Annual General Meeting to the close of the next.

(b) The Ex-President, that is the immediate past President.

(c) Where it is decided by the Executive to create Ad Hoc Committees, or other committees set out in the Constitution, to promote or deal with particular aspects of the Association or District activities, the President, or another delegate nominated by the Association Executive Committee will convene meetings of such committees or sub-committees.

## 7. EXECUTIVE COMMITTEE AND PRESIDENT'S COMMITTEE OF THE ASSOCIATION

The Association will operate as a delegate based association, comprising the directly elected representatives from each of the stated electoral districts, selected on a pro-rata basis as determined from time to time at an Annual General Meeting of the Association, and as set out in Section 8 of the local constitution, and the Highland Local Association members of Institute Executive Council, and delegates from Special Interest Groups unless already represented in another capacity; and a representative from each of the Self Governing Association; these together forming the principal executive committee of the Association which shall be known as the Association Executive Committee.

The Association Executive will manage all business relating to the Association including all correspondence from Institute Headquarters. The Association Executive shall hold office from the close of one Annual General Meeting until the close of the succeeding Annual General Meeting. Vacancies on the Association Executive which arise shall be filled in order from the list of unsuccessful candidates at the preceding election, failing which an election shall be held to fill the vacancy.

A management committee, known as the President's Committee shall consist of the Office-Bearers, and a directly elected delegate member of the Association Executive from any electoral district not thereby represented on the committee. Where all districts are represented amongst the Office Bearers, no further elected representatives from districts will be required.

The President's Committee will meet as necessary to carry forward the business of the Local Association, and will have authority to transact all business between meetings of the Association Executive and to manage all correspondence pertaining to the Local Association; and to bring forward the Association Annual Priorities paper for consultation with the membership, comment by Institute Headquarters, and approval by the Association Annual General Meeting.

Vacancies on the President's Committee which arise between Annual General Meetings shall be filled by election at an Executive meeting of the Association. The President's Committee shall hold office from the close of one Annual General Meeting until the close of the succeeding Annual General Meeting. The President's Committee shall transact the business of the Association in accordance with Rule 3 of the Constitution.

At the **September** Annual General Meeting of the Association, the business shall include consideration and approval of the terms of the Association annual priorities paper.

At the **December** meeting of the Association Executive, consideration shall be given to all proposed changes to the national rules and regulations.

At the **February** meeting of the Association Executive, the business of the Committee shall include the following:-

- (a) consideration of motions to the Annual General Meeting of the Institute, which shall be submitted in writing at least seven days prior to the date of the meeting;
- (b) consideration of proposed changes in the Association constitution in accordance with Paragraph 25 of the Constitution;
- (c) consideration of the level of local subscription for recommendation to the Annual General Meeting of the Association.

There will be a meeting of the President's committee in the first week in **March**.

At the **August** meeting of the President's Committee, the business of the Committee shall include the consideration of the manner of implementation of those motions, approved by the Annual General Meeting of the Institute, which are for implementation at a local level and determine the terms of the Association annual priorities paper for submission to the Association Annual General Meeting.

At the **April or May** meeting of the Association Executive, any vacancies to the Annual General Meeting of the Institute shall be filled with the required number of delegates in accordance with Rule 9 of the Constitution.

Other meetings of the Executive Committee and President's Committee shall be held as determined by the Executive Committee or by the Office-Bearers.

## **8. MEMBERSHIP OF LOCAL ASSOCIATION EXECUTIVE**

### **8.1.1 MEMBERS ELECTED AS DELEGATES FROM THE DISTRICTS TO THE LOCAL ASSOCIATION EXECUTIVE**

The Association will operate as a delegate executive body, with directly elected representatives from each of the stated electoral districts.

(a) **Nomination of Candidates.** The Secretary of the Association shall, by the first day of the new school session, advise all educational establishments within the area of the Association of the availability of forms for the nomination of delegates. Such delegates shall be nominated by members of the relevant district and on the basis of the electoral districts as follows:-

- Badenoch & Strathspey
- Caithness
- Inverness & Nairn
- Lochaber
- Ross-shire
- Skye and Lochalsh
- Sutherland

The number of delegates to be elected for any district will be calculated on the basis of the district membership numbers at 31 August in each year, and, subject to periodic review by the Association Executive, on a pro-rata basis determined by the Association Executive. Any nomination form shall be signed by five members of the Association. Candidates shall not be nominated without their consent. Nomination forms, duly signed, shall be returned to the secretary on or before **31 August**.

**(b) Eligibility to Vote.** All ordinary members of the Association and Fellows of the Institute who are members of the Association (except those members disqualified in accordance with the terms of Rule II.2,5 and 7 of the national Constitution) in membership at 1 February within any one year shall be eligible to vote within the appropriate electoral district.

**(c) Method of Voting.** The Secretary shall make the necessary arrangements for the election, which shall take place in accordance with a scheme approved by the Executive Council. Each member eligible to vote shall be entitled to one vote each in the election of delegates where there are, in any case, only two candidates for the office. In the election of Executive Committee members, each member eligible to vote shall have a number of votes equal to the number of Executive Committee members to be returned but may not give more than one vote to any one candidate. The number of members elected shall be in order according to the number of votes cast and according to the number of members to be elected to the committee from within the appropriate electoral district.

**(d) Return of Voting Papers.** Voting papers shall be issued to allow at least two weeks for their return to the Secretary of the Association not later than **20 September**.

**(e)** The list of members of the Executive Committee shall be notified to the General Secretary not later than **1 October**.

### **8.1.2 MEMBERS REPRESENTING SPECIAL INTEREST GROUPS AND FELLOWS**

A delegate will be drawn from each of the following groups of members according to a method determined by the Local Association Executive:-

- Highland Psychologists Network (Convener)
- Highland Education Network (Convener)
- Highland Headteachers Network(Convener)
- Fellows elected by the Institute who are employed in Highland Council Education Authority.

## **8.2 ELECTION OF OFFICE-BEARERS AND OF THE PRESIDENT'S COMMITTEE**

### **Nomination of Candidates.**

**Office Bearers.** The President, Vice-President, Secretary, Assistant Secretary and Treasurer and such other office-bearers as are decided on from by the Association at an Annual General Meeting shall be elected as set out in **Section 6** of the Constitution. Any nomination form shall be signed by five members of the Association. Each member eligible to vote shall be entitled to one vote each in the election of the President, Vice-President, Secretary, Assistant Secretary and Treasurer [and other categorised members]. In the event of there being three or more candidates for any office, the method of election for that office shall be by the modification of proportional representation known as the alternative vote.

**The President's Committee** will comprise the Office Bearers, and a directly elected delegate member of the Association Executive from any electoral district not thereby represented on the committee. Nominations will be considered by the President following the election of the Office Bearers.

**(i)** Any nomination form shall be signed by two members of the Association Executive. Candidates shall not be nominated without their consent. Nomination forms, duly signed, shall be returned to the secretary on or before the commencement of the Annual General Meeting of the Association.

**(ii) Eligibility to Vote.** All elected members of the Executive shall be eligible to vote.

**(iii) Method of Voting.** The election of members of the President's Committee from electoral Districts not otherwise represented amongst the Office Bearers will be by the method know as exhaustive voting. In the event of a tie, the outgoing President shall have a casting vote.

## **9. ELECTION OF DELEGATES TO THE ANNUAL GENERAL MEETING OF THE INSTITUTE.**

**(a) Nomination of Delegates.** The Secretary of the Association shall, prior to the end of the second week of **February**, advise all educational establishments within the area of the Association of the availability of forms for the nomination of candidates to be delegates to the Annual General Meeting of the Institute. Such forms shall contain the number of delegates to be elected by the Association as indicated annually by the General Secretary of the Institute.

Any nomination form shall be signed by five members of the Association. Candidates shall not be nominated without their consent. Nomination forms shall be returned to the secretary on or before **1 March**.

**(b) Eligibility to Vote.** All ordinary members of the association and Fellows of the Institute who are members of the Association (except those members disqualified in accordance with the terms of Rule II.2,5 and 7 of the national constitution) in membership at 1 February within any one year shall be eligible to vote.

**(c) Method of Voting.** The secretary shall make the necessary arrangements for the election. In the election of delegates, each member eligible to vote shall have a number of votes equal to the number of delegates to be returned but may not give more than one vote to any one candidate.

The number of delegates elected shall be in order according to the number of votes cast and according to the number of delegates to be returned. Unsuccessful candidates shall be reserve delegates according to the order of votes cast.

**(d) Return of Voting Papers.**

Voting papers shall be returned to the Secretary of the Association not later than 31 March.

**Vacancies.** In the event of there being insufficient delegates or reserve delegates, vacancies shall be filled by the Executive Committee. The list of delegates, together with names of reserve delegates, shall be notified to the General Secretary not later than **7 April**.

## **10. ELECTION TO THE EXECUTIVE COUNCIL OF THE INSTITUTE**

The Association secretary shall, by the middle of January, advise all educational establishments within the area of the Association of the availability of forms for the election of members to the Executive Council.

Any division of the LA into electoral districts for the purpose of electing members of the Executive Council shall be done according to a scheme devised by the Association Executive and approved by Executive Council.

Nomination forms shall be signed by five members of the Association. Candidates shall not be nominated without their consent. Nomination forms shall be returned to the General Secretary of the Institute on or before 1 February. Election thereafter shall be conducted by independent scrutineers in accordance with Rule XII of the national constitution.

## **11. SPECIAL INTEREST GROUPS**

The Association shall ensure that special interests within the area of the Association are fully and appropriately represented.

The Executive Committee of the Association shall establish the following committees

- Highland Psychologists Network
- Highland Education Network
- Highland Headteachers Network
- Fellowship Committee

Other committees and occupational networks as considered necessary by the association or by the institute, each of which committees shall include representatives from each of the special interest groups to which it refers.

Each committee shall consider educational matters relating to the special interest of the group. Each committee shall consist of seven members elected from the necessary membership of the group. The Association secretary shall make the necessary arrangements for any election, which shall take place prior to the Annual General Meeting of the Association. The minutes of each committee shall be reported to the Executive Committee of the Association, which shall monitor the contents and take appropriate action or issue appropriate advice. Each committee may propose to the Executive Committee that a general meeting of members of the group shall be held.

## **12. NEGOTIATING SUB-COMMITTEE**

- (a) The Executive Committee shall set up a Negotiating Sub-Committee. The Secretary, failing which another Office Bearer as decided by the Association Executive Committee, will convene this committee.
- (b) The Negotiating Sub-Committee shall consist of the President's, plus any members of the Association Executive Committee as the sub-committee shall co-opt, subject to the approval of the Association Executive Committee.
- (c) The association's entitlement to members of the Highland Council Local Negotiating Committee for Teachers shall be drawn from the membership of the Negotiating Sub-Committee, according to a method devised by the sub-committee and approved by the Association executive committee.

## **13. SUB-COMMITTEES AND *ad hoc* COMMITTEES**

The Executive Committee shall have the power to set up sub-committees and ad hoc committees, which shall report their findings to the Executive Committee.

#### **14. SELF-GOVERNING ASSOCIATIONS**

The College Lecturers' Association and the University Lecturers' Association shall each nominate 1 representative to the Executive Committee, such nominations to be intimated to the secretary of the association by 31 March.

#### **15. FELLOWSHIP OF THE INSTITUTE**

A Committee shall be set up consisting of Fellows of the Educational Institute of Scotland who are members of the Association. The fellowship Committee shall appoint a convener of the Committee who shall be the delegate to the LA Executive unless the committee is otherwise already represented on the LA Executive. Its sole function shall be to make recommendations to the Board of Examiners of the Institute regarding the conferring of the Fellowship of the Institute. The deliberations of the Committee shall be confidential and its recommendations shall be passed on, in confidence, to the Board of Examiners.

#### **16. DUTIES OF THE SECRETARY**

The Secretary of the Association shall:-

- (a) carry out the decisions of the Executive Committee according to the terms of Paragraph 3 of the Constitution;
- (b) provide support for members and educational establishments in terms of Paragraph 3(b) of the Constitution;
- (c) liaise with the national body and the local office of the Institute as appropriate;
- (d) ensure that the agenda for each meeting of the Executive Committee, the President's committee and of its sub-committees is in the hands of members of the committee or sub-committee at least one week prior to the meeting of the committee or sub-committee;
- (e) keep minutes of the Annual General Meeting, the Executive Committee, the President's committee and its sub-committees (if applicable), such minutes to be submitted to the Executive Committee for approval;
- (f) ensure that the terms of the national and association constitutions are adhered to at all times;
- (g) service the Association's Negotiating Sub Committee and negotiating machinery with Highland Council (LNCT).
- (h) By one week prior to the Annual general Meeting of the Association, inform all educational establishments of the results of the election of Office Bearers.

Among the returns which the Secretary shall transmit to the General Secretary are:-

- (i) not later than 31 December in each year, proposed changes to national Rules and Regulations;
- (ii) not later than 1 February in each year, nomination forms for the election of President and Vice-President;
- (iii) not later than the last day of February in each year, the names of members proposed for the Fellowship of the Institute;
- (iv) not later than 7 April in each year, the list of delegates and reserve delegates to the Annual General Meeting of the Institute along with any motions to the Annual General Meeting of the Institute, together with any proposed changes to the constitution of the Association.

#### **17. DUTIES OF TREASURER**

The Treasurer shall record all receipts and payments of the Association and shall maintain proper accounting records with respect to the transactions of the Association and its assets and liabilities. The accounting records shall be such as are necessary to give a true and fair view of the state of the affairs of the Association and to explain its transactions.

Among the returns which the Treasurer of each Association shall transmit to the General Secretary are:

- (a) on or before 7 April in each year any decision to modify the local subscription
- (b) on or before 31 October in each year, a certified copy of the accounts of the Association for the immediately preceding financial year.

#### **18. ANNUAL GENERAL MEETING OF THE ASSOCIATION**

The Annual General Meeting of the Association shall be held in September in each year on a date to be determined by the retiring Executive Committee. The Secretary shall give three weeks intimation to all delegates to the Association Executive and to all educational establishments of the date, place and time of the Meeting.

The delegates to the meeting shall be elected representatives from the Districts, and members of Executive Council for Highland LA.

At the Annual General Meeting:-

- a) the President shall report on the activities of the Association for the preceding year including any negotiations with the local council;
- b) the Secretary shall report on his/her work for the preceding year and on the results of elections to the Annual General Meeting of the Institute and result of elections of office bearers of the Association and delegates to Executive Committee;
- c) the Treasurer shall report on his/her work for the preceding year and the annual accounts of the Association shall be presented for approval;
- d) proposals for change in the constitution shall be considered according to the terms of Rule 25 of the constitution;
- e) the Meeting shall consider the recommendation of the Executive Committee on the appointment of auditors for the following year;
- f) It shall be open to members of the Association to attend the AGM of the Association but not to vote.

## **19. ASSOCIATION EXECUTIVE MEETINGS**

A meeting of the Association Executive shall be held in February to consider motions for the Annual General Meeting of the Institute.

All such submissions shall be in the hands of the General Secretary of the Institute no later than 10 working days prior to the March meeting of the Executive Council.

Other Association Executive Meetings shall be called:-

- (a) by decision of the Executive Committee, or
- (b) by decision of the office-bearers, or
- (c) by a signed requisition of no fewer than ten per cent of the membership of the Association.

In respect of case (c) the reason or reasons for calling the additional meeting shall be specified within an agenda sent to all elected delegates no later than ten days prior to the meeting.

## **20. EDUCATIONAL ESTABLISHMENTS AND INSTITUTE REPRESENTATIVES**

(a) Each educational establishment in the area of the Association shall elect an Institute Representative. The election shall take place each year during the month of **September**. The result of the election shall be notified no later than one week following.

In certain establishments where the Institute membership exceeds **forty**, a Representatives' Committee may be set up. The setting up and size of such a committee are for the approval of the Association Executive Committee.

The duties of the Representative shall be :-

(i) to promote and pursue Institute strategy and policy determined by the Annual General Meeting, Executive Council and Association within the educational establishment;

(ii) to distribute to members information issued for the advice and information of members within the establishment from the association and from the national body of the Institute;

(iii) to retain for the use of members within the establishment any other advice and information issued by the Association or the national body of the Institute;

(iv) to recruit new members of the Institute and update existing records when required to do so by the Association or national body;

(v) to provide advice for Institute members;

(vi) to provide information when requested by the Association or by the national body of the Institute;

(vii) to liaise with Institute representatives on the School Board;

(viii) to hold meetings within the establishment. Such meetings shall take place at least once per term, on the instruction of the Association or the national body of the Institute, by decision of the Representative, or where requisitioned by at least **ten** per cent of the members within the establishment. Except in exceptional circumstances, such a meeting shall take place with at least three days' prior notification and on the basis of an agenda which is available to all members. At such meetings the representative or other person appointed by members at the meeting shall act as chairperson. The representative shall hold a record of any meeting held which shall be available to members in the school and to the Association.

(b) A representative shall be removed from office where the following procedures are carried out:

(i) a requisition is presented to the representative calling a meeting exclusively for that purpose and signed by no fewer than **ten** per cent of the members in the establishment;

(ii) notice of no less than **1 week** is given of the meeting;

(iii) no fewer than **two-thirds** of members in the establishment are present at the meeting.

(iv) A majority of those attending the meeting support the motion for removal.

In the event of the removal or a representative, a chairperson shall be appointed to move to the election of an interim representative to serve as representative until the election at the date stated in Paragraph 20(a).

**(c) Health and Safety Representative**

Each establishment in the area of the association shall elect an Institute Health and Safety Representative according to the procedures in Paragraph 20(a). The Health and Safety Representative may be the same person as the Institute Representative. The duties of the Health and Safety representative shall be:

- (i) to investigate potential hazards and dangerous occurrences in the establishment (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the causes of accidents at the workplace (e.g. acid spillage, asbestos);
- (ii) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (iii) to make representations to the Safety Officer of the Establishment on matters arising out of (i) and (ii) above;
- (iv) to make representations to the Safety Officer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- (v) to carry out inspections in accordance with the terms of the relevant section of the Health and Safety at Work etc. Act (1974);
- (vi) to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the HSE and of any other enforcing authority;
- (vii) to receive information from Inspectors in accordance with Section 28(8) of the Health and Safety at Work etc Act (1974);
- (viii) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions; and
- (ix) other duties which shall from time to time be conveyed by the national body of the Institute or the Association.

**21. TRAINING**

The Association shall from time to time provide training for representatives, and health and safety representatives within the area of the Association.

**22. COMMUNICATIONS**

Associations shall not communicate with external bodies, that is to say bodies operating at Scottish or English and Welsh or United Kingdom levels, or international bodies without reference to the Executive Council of the Institute.

**23. STANDING ORDERS**

The procedure at all general meetings, meetings of committees or sub-committees or of members of the Institute within educational establishments shall be consistent with the Standing Orders of the Institute.

## **24. QUORUM**

The quorum for meetings of members shall be as follows:-

- (a) **Executive Committee, President's Committee, sub-committees, *ad hoc* committees, sections:** one-third of the members of the committee;
- (b) **educational establishment:** one-third of the members within the establishment
- (c) **Annual General Meeting** one-third of those delegates entitled to attend and vote.

At any meeting where a quorum is not present, no business shall be transacted. In the case of an Executive Meeting of the Association, all business to be transacted shall be remitted to a subsequent meeting of the President's Committee.

## **25. CHANGES TO THE CONSTITUTION OF THE ASSOCIATION**

The Association shall make such changes in the constitution which are from time to time required by decision of the Executive Council.

Any alteration proposed by the Association shall be in accordance with the following procedures:-

- (a) intimation of a proposed change shall be made by any member of the Association no later than one week prior to the meeting of the Executive Committee held in May;
- (b) the Executive Committee shall, at its meeting in May, formulate its own proposed changes and shall determine whether to approve or disapprove any change submitted to it by a member;
- (c) the Executive committee shall submit to the Annual General Meeting of the Association any proposed changes, together with recommendations on approval or disapproval;
- (d) the Annual general Meeting of the Association shall vote on any proposed change;
- (e) any proposed change which is accepted by two-thirds of those entitled to vote at the Annual general Meeting shall be submitted to the Finance and General Purposes Committee of the Institute together with the results of any vote.