

LIBERAL DEMOCRAT EDUCATION ASSOCIATION CONSTITUTION
Last Amended Annual General Meeting 18 March 2017

1. Name

1.1 The name of the Association shall be the LIBERAL DEMOCRAT EDUCATION ASSOCIATION.

2. Aims and Objectives

2.1. The objects of the Association shall be to promote and support the values and objects of the Liberal Democrat Party ("the Party") in the field of Education and in particular through its members:

2.1.1. to support the election of Liberal Democrats as Members of Parliament, and as members of other relevant international, national, regional and local elected public bodies;

2.1.2. to recruit new members of the Association concerned with Education, communicate with members regularly, and encourage members to renew their membership;

2.1.3. to participate in the formulation of Education policy of the Party;

2.1.4. to play a full part in the democratic processes of the Party by encouraging educational debate by a variety of means, including the holding of fringe meetings and stalls at conferences;

2.1.5. to play a full part in the educational campaigning activities of the Party including assisting those who speak on Education in the two Houses of Parliament, in Local Authorities and elsewhere;

2.1.6. to campaign and work throughout the Party on educational issues to achieve the objectives set out in the Preamble to the Federal Party Constitution;

2.1.7. to help all local people on educational issues without regard to party or any other factor, to secure their rights and to protect them against oppression.

3. Membership

3.1. Membership shall be open to all members of the Liberal Democrat Party on payment of the appropriate annual subscription.

3.2. Membership shall also be open to Liberal Democrat Council groups. The group may nominate one of its members to vote on its behalf.

4. Officers and Executive Committee

4.1. Officers: There shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, a Membership Secretary and a Policy Officer.

4.2. There shall be a President and any number of Vice-Presidents.

4.3. The Executive Committee:

4.3.1. The Executive Committee shall consist of the Officers and up to ten ordinary members.

4.3.2. The Committee shall meet at least four times a year to conduct the business of the Association, with particular reference to publications, membership, finance and conference activities.

4.3.3. Meetings shall be chaired by the Chair, failing whom, the Vice-Chair. Failing both, the Committee shall elect a Chair for that meeting.

- 4.3.4. The quorum for an Executive Committee meeting shall be four.
- 4.3.5. The Committee may recommend to an AGM people suitable to be President or a Vice-President.
- 4.3.6. The Committee may co-opt people to assist them at their meetings; not more than two may be co-opted members at any one time, who may serve until the next AGM, but may not vote at a meeting or count towards a quorum.
- 4.3.7. The Committee may create such jobs as it sees fit and appoint members to those jobs, to serve until the next AGM.
- 4.4. Election to the Executive Committee:
 - 4.4.1. Elections to the Executive Committee shall be made by members present at each Annual General Meeting of the Association; those elected shall serve until the next AGM.
 - 4.4.2. Nominations for election as an Officer or an ordinary member will be taken at the AGM by self-nomination. Anyone wishing to nominate themselves but not able to attend the AGM must contact the Secretary before the start of the AGM.
 - 4.4.3. If an election is contested, voting shall be by STV by online ballot or in writing in secret.
 - 4.4.4. If election is not made at the AGM of an Officer or of enough ordinary members, the Committee may fill the vacancy by appointment.
 - 4.4.5. If an Officer fails for whatever reason to serve the full year, the Committee may appoint a member to serve for the interim.

5. Financial Management

- 5.1. The annual subscriptions shall be as determined from time to time at an AGM.
- 5.2. All funds will be kept in an account, which shall be administered by the Treasurer. The Treasurer, the Chair and the Vice-Chair shall be the authorised signatories for the account; any two being required to sign each cheque. Cheques shall normally be signed by the Treasurer and the Chair, but if one of them is unavailable, the Vice-Chair should sign instead of that person.
- 5.3. The Treasurer will present a report of the Association's finances at each Executive Committee meeting and a written annual report to be approved by the Executive Committee for presentation at the AGM.
- 5.4. The Executive Committee shall appoint a person to examine the annual financial report independently and make a report on those accounts for the AGM.
- 5.5. The Treasurer shall be jointly responsible with the Chair for the Association's compliance with the Political Parties, Elections, and Referendums Act, 2000.

6. General Meetings

- 6.1. There shall be at least one General Meeting each calendar year which shall be the Annual General Meeting. This meeting shall normally be held at the Spring Conference of the Party.
- 6.2. Annual General Meeting:

- 6.2.1. The Chair shall submit a report on the activities of the Association in the previous year.
- 6.2.2. The Treasurer shall present the accounts for the previous year, together with the independent report on them.
- 6.2.3. The election of Officers and of ordinary members of the Executive shall be carried out at the Meeting.
- 6.2.4. Motions and Emergency Motions may be debated.
- 6.2.5. All matters for decision (except for changes to the Constitution) shall be decided by a simple majority of those present on a show of hands; the Chair shall have a casting vote.
- 6.2.6. The quorum for an AGM shall be eight.
- 6.3. Special General Meetings:
 - 6.3.1. A Special General Meeting shall be held if at least ten members whose subscriptions are current at the time together ask the Chair for one.
 - 6.3.2. The Chair shall announce a date for the Special General Meeting within one month of being asked as above.
- 6.4. Notice of General Meetings:
 - 6.4.1. Notice and agenda of all General Meetings shall be sent to all members to arrive no later than three weeks before the date of the meeting.
 - 6.4.2. Notice of an AGM shall contain a request for nominations of people to serve as Officers or as ordinary members of the Executive Committee.
- 6.5. Notice of Motions:
 - 6.5.1. Notice of Motions to be proposed at any General Meeting shall be given to the Secretary at least four weeks before the meeting.
 - 6.5.2. Notice of any motions received shall be sent to members no fewer than two weeks before the meeting.
 - 6.5.3. Emergency Motions may be proposed at the AGM by leave of the Chair.

7. The Constitution

- 7.1. This constitution may be amended only by a Motion at the AGM at which due notice has been given to all members of the amendments proposed.
- 7.2. A two-thirds majority of those present and voting at the Meeting is required to amend this constitution.