



Scottish Guidance Association

Scottish Guidance Association

Constitution

SCOTTISH GUIDANCE ASSOCIATION

CONSTITUTION

1. Title

The organisation shall be known as the Scottish Guidance Association, hereafter referred to as the Association, and is an unincorporated body.

2. Aims

The aims of the Association shall be to further the development of guidance/pupil support in education nationally by:

- a) supporting all who have a professional concern for guidance/pupil support in education.
- b) promoting the study of guidance/pupil support in education.
- c) providing a national forum for the exchange of ideas.
- d) encouraging communication and co-operation between guidance/pupil support staff, their colleagues, local Guidance associations, parents, school boards and other agencies.
- e) discussing, recommending and promoting relevant aspects of education, training and development.
- f) disseminating good practice in guidance/pupil support in education.
- g) endeavouring to access and share appropriate resources for guidance/pupil support in education.
- h) liaising with other organisations with similar aims.

3. Membership

- a) Membership of the Association shall be open to all those with an interest in guidance/pupil support in education.
- b) A subscription may be payable, the amount being determined by the Committee prior to the start of the academic year.
- c) A member of the Association shall be entitled to attend and vote at general meetings of the Association.
- d) The Committee may recommend to the Annual General Meeting that certain individuals be conferred Honorary membership of the Association in recognition of their contribution either to the Association or to guidance/pupil support in Scotland. To such members, any payment of subscriptions will be remitted and they will not be entitled to vote at general meetings.
- e) At such times as the Committee deem appropriate, an Honorary President may be appointed.
- f) Membership will be valid for one academic year.

4. Annual General Meeting

Members will be given minimum notice of 28 days before the Annual General Meeting. The business of the AGM will include:

- a) an invitation to SGA members to join the Committee
- b) annual reports from key office-bearers and the Committee
- c) amendments to the constitution
- d) any other competent business

The quorum for a general meeting of the Association will be 20 members.

5. Special General Meetings

A special general meeting, with minimum notice of 28 days being given to members, will be called by the secretary if so required by a resolution

- a) agreed by the committee; or
- b) signed by 21 members of the Association.

The quorum for a general meeting of the Association will be 20 members.

6. Election of Office-bearers

- a) The following office-bearers will be elected from within the Committee at the first meeting of the academic year:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Depute Secretary
 - v) Treasurer
 - vi) Depute Treasurer
- b) Office bearers will usually serve for a period of three years and may be asked to remain in post, subject to the restrictions of 7(c). The Committee will aim to maintain a wide degree of representation in the Association's office bearers, while taking account of the need to maintain consistency of skills in succession planning.
- c) The Committee will have powers to co-opt such additional members as it deems appropriate.
- d) An auditor will be appointed.

7. Committee

- a) Between Annual General Meetings, the business of the Association will be the responsibility of the Committee, who will meet on at least three occasions, excluding the Annual General Meeting, in each year.
- b) The Association may pay reasonable expenses incurred by Committee members in the pursuit of Scottish Guidance Association business.
- c) A maximum of 20 members will serve on the Committee of the Association. The Committee should have as wide a geographical and professional representation from within Scotland as possible.
- d) Committee members will give notice of intention to resign before the end of the academic year.

8. Amendments to the Constitution

Any proposed amendments to the constitution will be notified to the Committee at least 2 months, and to the membership at least 1 month, before the Annual General Meeting. Amendments to the constitution will require a two-thirds majority of those voting at the AGM.

9. Dissolution

Any proposal that the Association be dissolved or amalgamated with another body may be made by a two-thirds majority of those voting at a general meeting (annual or special) and determined at a subsequent general meeting not less than two months and not more than twelve months later. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities will be transferred to an organisation with similar aims.

10. Affiliations

The Association is not a political organisation and is not affiliated to any political organisation.

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IWK/AE
LF