



## CONSTITUTION

### 1. NAME

The name of the organisation shall be the National Organisation for Practice Teaching (hereinafter called the organisation) and its registered address shall be that of the serving Chair(s).

### 2. AIMS AND OBJECTIVES

2.1 The aims of the organisation shall be framed within the context of anti-oppressive and anti-discriminatory social work practice. The organisation shall advance education by promoting the increase of knowledge, values and skills required for practice teaching in social work and social service education and training.

2.2 In furtherance of the foregoing aims, but not further or otherwise, the organisation shall have the following objectives:

2.2.1 To promote anti-oppressive and anti-discriminatory practice throughout all aspects of its operation.

2.2.2 To promote good standards and adequate resources for practice teaching in social work and social services education and training.

2.2.3 To provide a national forum for discussion on major issues in social work and social services education, and in particular to actively promote nationally, through both the management committee and its membership, specific issues relating to the delivery of practice teaching.

2.2.4 To identify and develop the components of practice teaching.

2.2.5 To increase knowledge, skills and awareness of values relating to practice teaching.

2.2.6 To collect, collate and disseminate information about practice teaching via social media and representation at organised events.

2.2.7 To collaborate with such other bodies as are working for the advancement of practice teaching as above.

2.2.8 To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided that the organisation shall not undertake any permanent trading activities in raising funds for its charitable objectives.

2.9 To do all such other lawful things as are necessary for the attainment of the said objectives.

### 3. MEMBERSHIP

3.1 Membership of the organisation will be as an individual. Membership will be open to all of those who have an interest in social work practice teaching. An application for membership shall be via email. A member shall be entitled to one vote in the election of the Committee as hereinafter provided.

### 4. MANAGEMENT COMMITTEE

4.1 At the Annual General Meeting, the membership will aim to elect a Management Committee of a minimum of 8 members.

4.2 The membership will delegate to the Management Committee all the powers and duties of the organisation.

4.3 The Management Committee shall meet at least four times per year and attendance at four meetings shall be a requirement of each committee member so elected. Dates for the year will be set as soon as possible after the AGM. Non-compliance with this requirement will result in lapsed membership of the Management Committee, the exceptions to this being annual leave, illness, and jury service. The quorum at a meeting of the Management Committee shall be four persons.

### 5. FUNCTIONS OF THE MANAGEMENT COMMITTEE

5.1 The Management Committee shall have the responsibility for the general administration of the organisation and be responsible for the appointment and supervision of any staff.

5.2 The Management Committee will appoint a Secretary/Administrator, Treasurer and such other officers (paid or honorary) as necessary.

5.3 The Management Committee may co-opt other persons, who will not have a vote, to assist in its functions.

5.4 The Management Committee may appoint such sub-committees as it deems necessary. All acts and proceedings at such sub-committees shall be reported back to the Management Committee, fully and promptly, and a record kept.

5.5 The Management Committee shall have the power to approve or reject application for membership.

5.6 The Management Committee shall have the power to levy any subscription and/or seek donations.

5.7 The Management Committee shall have the power for good and sufficient reason to terminate the membership of any person in the organisation provided that that person has been given the right to be heard by the Management Committee before a decision is made.

## 6. ANNUAL GENERAL MEETING

6.1 The Annual General Meeting shall be held annually at such a time and place as the Management Committee shall determine.

6.2 At the Annual General Meeting, the membership shall elect a Chairperson and Vice-Chairperson or two Co-Chairs from its members for a period of three years.

6.3 At the Annual General Meeting, the membership of the committee shall be decided. One third of the Management Committee members serving the previous year will normally stand down if they have served for three years previously. The Annual General Meeting has however the right to reappoint such members if it so chooses, within the membership guidelines in Para. 4 above.

6.4 At the Annual General Meeting, the Management Committee will present a report to the membership, present accounts and propose auditors.

## 7. TRUSTEES

The title to all or any real and/or personal property which may be acquired by or for the purposes of the organisation shall be vested in trustees nominated by the Management Committee or any other body appointed by them who shall hold such property in trust for the organisation. The trustees will be *ex officio* members of the Management Committee and entitled to vote.

## 8. RULES OF PROCEDURE AT ALL MEETINGS

### 8.1 VOTING

All questions shall be decided by a simple majority vote, of those present. Arrangements for proxy voting and/or secret ballots may, from time to time, be made by the Management Committee, provided always that no such arrangements are made with regard to Clause 10 and 11 hereof. No member shall exercise more than one vote notwithstanding that he/she may have been appointed to represent two or more interests.

### 8.2 MINUTES

Minutes including a record of all attendances, proceedings, resolutions and decisions shall be kept by the Minutes Secretary who will distribute them to Committee Members via email

## 9. SPECIAL MEETINGS

The Chair of the Management Committee or two trustees may, at any time at their discretion or must within 21 days of receiving a written request to do so, signed by not less than half of the membership and giving reasons for the request, call a special general meeting of the organisation for the purpose of altering the Constitution in accordance with Clause 10 hereof or for any other purpose, other than dissolution which procedure is set forth in paragraph 11.

## 10. ALTERATIONS TO THE CONSTITUTION

10.1 Any prospective alteration to the Constitution must be received by the Chair or Co-Chairs of the Management Committee in writing not less than 21 days before the meeting at which the alteration is to be proposed.

10.2 The Minutes Secretary will give the Committee Members notice of the specially called meeting and the terms of the proposed alteration within 14 days.

10.3 Any alteration to this Constitution must receive the assent of not less than three quarters of the members of the organisation present and voting at the specially called meeting for this purpose.

10.4 Alterations can also be considered at the Annual General Meeting if designated as a specially called meeting.

## 11. DISSOLUTION

If the Management Committee, by a simple majority, decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the

organisation it shall call a meeting of the organisation and not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be given. Such resolution may have instructions for the disposal of any assets held by or in the name of the organisation, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the organisation but shall be given or transferred to such other charitable institution or institutions having objectives similar to some or all of the objectives of the organisation as the organisation may determine and in so far as effect cannot be given to this provision then to some other charitable purpose.

## 12. ARBITRATION

In the event of any dispute arising from the interpretation and implementation of this Constitution the matter shall be referred to an independent arbitrator provided by the Institute of Arbitrators and his or her decision shall be final. The Interpretation Act 1978 shall apply for the interpretation of this Constitution as it applies to the interpretation of an Act of Parliament.

29th SEPTEMBER 1992  
AMENDED 22<sup>nd</sup> July 2013  
AMENDED 12<sup>th</sup> November 2020