



CONSTITUTION

“Supporting and empowering Scotland’s school and college leaders to connect and lead, fostering innovation towards achieving excellence, equity, and collective national impact”

CONSTITUTION

1. TITLE

The title of the Association shall be
“School Leaders Scotland” (SLS)

2. DEFINITIONS

In this constitution, unless the subject or context otherwise requires:

The **Association** means **School Leaders Scotland**

A Local Group means the members of the Association working within a local authority area, a grouping of two or more local authority areas or a grouping of independent schools.

A Local Group Area means the geographical area cover by a local group.

3. VISION & VALUES OF THE ASSOCIATION

3.1 Supporting and empowering Scotland’s school and college leaders to connect and lead, fostering innovation towards achieving excellence, equity, and collective national impact.

3.2 Our values which support our vision are:

3.2.1 **Collaboration** - Strengthening partnerships to co-create educational experiences that engage and reflect the needs and aspirations of all our students.

3.2.2 **Inclusion** - Promoting fairness, celebrating diversity, and creating an environment where everyone can thrive and contribute.

3.2.3 **Integrity** - Embodying honesty, ethical behaviour, accountability, and trustworthiness. It’s about consistently doing what is right

3.2.4 **Social Justice** - Working toward a more equitable, inclusive, and compassionate educational system through individual actions and systemic changes that benefit all and promote a just society.

4. AIMS OF THE ASSOCIATION

- 4.1 To promote and safeguard the interests of School Leaders in Scottish secondary schools and colleges of further education.
- 4.2 To promote education in Scotland.
- 4.3 To support ingoing professional development of school leaders.
- 4.4 To secure for members of the Association an appropriate part in making and implementing policies which affect secondary education at local and national levels.
- 4.5 To provide members of the Association with advice on and assistance in professional matters.
- 4.6 To encourage the highest standards of professional conduct.
- 4.7 To provide to members of the Association, information pertaining to education and to encourage discussion of these matters and the widest possible participation in decision making at all levels.
- 4.8 To place the policies and the views of the Association at the heart of Scottish Education, before parents, the wider public, central and local government and before such other bodies as may be considered appropriate.
- 4.9 To endeavour to ensure that central and local Government provide the resources necessary for carrying out national and local policies in education.
- 4.10 To address the foregoing purposes the work of the Association shall be carried out by General Meetings of members, a Council, an Executive and other Committees and bodies as the membership may decide.

5. MEMBERSHIP

5.1 Full Membership

- 5.1.1 Any person working in a Secondary School and college of further education who has substantive school leadership responsibility shall be eligible to apply to be a full member.
- 5.1.2 If a full member is seconded to an educational organisation, such a person shall be eligible to retain full membership during the period of secondment. Any other individual member whose circumstances change and who wishes to retain membership will have the situation considered by Council.
- 5.1.3 Any person who previously held a substantive leadership post within a secondary school may also apply for full membership and have it considered by Council.
- 5.1.4 Members taking a period of parental or maternity leave, are entitled to a 50% reduction on their subscription during that leave.
- 5.1.5 Members whose contract is 0.6 FTE or less, are entitled to a 50% reduction on subscriptions.
- 5.1.6 School Leaders Scotland is fully affiliated to the Association of School and College Leaders (ASCL). ASCL is a listed trade union. Full membership of SLS entitles members to the rights and privileges of ASCL as per 'Professional associate members' in clause 5.2 of the ASCL Constitution. In exercising these rights members of SLS are bound by and subject to the provisions of the ASCL constitution. (see also Appendix D). In the event of any conflict of ambiguity regarding SLS members' benefits, the terms of the ASCL constitution will prevail.
- 5.1.7 Any person who wishes to become a Member of the Association shall make application to the General Secretary. Once eligibility is confirmed, the applicant may be admitted to membership on payment of the subscription. If membership is refused, the applicant may appeal in writing to the Council whose decision is final.
- 5.1.8 In the case of grant-aided or independent schools the contract of service will be examined before admission to membership
- 5.1.9 Pricing is considered annually at the AGM:

[Pricing – School Leaders Scotland \(sls-scotland.org.uk\)](http://sls-scotland.org.uk)

5.2 Honorary Membership

Council shall have the power to grant Honorary membership of the Association on account of valuable service to the Association or to Secondary education in Scotland. Honorary membership of SLS will not confer Honorary membership of ASCL.

5.3 Retirement

When a member retires, full membership may continue at a membership rate of 50%.

5.4 Obligations of membership

- 5.4.1 Members are obliged to inform the Association immediately on any change in their workplace or membership category eligibility. A failure to do so could invalidate the individual member's eligibility for support from the Association.
- 5.4.2 All members are expected at all times to act in accordance with values and objectives of the Association, not to act in a way that brings the Association into disrepute and to protect and act in a way that does not undermine the reputation of the Association as an accepted authority on education in the wider society.
- 5.4.3 All members are expected to carry out their duties in a professional and ethical way as Council shall determine from time to time.
- 5.4.4 A failure of a member to comply with membership obligations may lead to the suspension of the member or the termination of their membership.

5.5 Cessation of membership or removal from elected position

- 5.5.1 Any Member has the right to resign at any time in which case their current subscription has to be paid in full, including the month in which the Member resigns.
- 5.5.2 Subject to the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 as amended, the Association has the right to terminate the membership of a member or debar a member from holding any elected position for whatever period it deems appropriate on the grounds that the member has acted to the detriment, or contrary to the interests, aims or objectives of the Association or behaves offensively to fellow members or members of the Association's staff.
- 5.5.3 Upon receipt of a complaint from the Council, the Executive, a Region, a member, or a member of staff, the Presidential Team, acting on

behalf of Council, may temporarily suspend a member from their elected position or membership of the Association, pending a disciplinary panel. The decision to terminate or suspend membership will be taken by a disciplinary panel appointed by the President. Should a member of the Presidential Team be the subject of the complaint, the Honorary Treasurer will carry out the duties of the President. The disciplinary panel shall consist of three Representative Members of Council, at which the member in question shall be entitled to appear, accompanied by a professional colleague. The only penalties available to a disciplinary panel shall be expulsion, suspension from membership for a fixed period, suspension from an elected position (including acting in a representative capacity), or debarring the member from holding any elected position for whatever period the panel deems appropriate.

- 5.5.4 A member who is subject to any of these penalties, has a right of appeal. This appeal should be lodged within ten working days of the sanction being appealed. The appeal will be heard by an appeal panel appointed by the President consisting of three members of Executive chaired by an elected officer of the association. The panel can either uphold or dismiss the appeal.

6. RIGHTS OF MEMBERS

Full members have the following rights:

- 6.1 To attend and vote at Local group meetings, General meetings and Conference.
- 6.2 To stand for election to Council and serve as Officers of the Association in accordance with this Constitution and current legislation.
- 6.3 To vote at General meetings and in all elections of the Association.
- 6.4 To receive all publications and papers relating to General meetings.
- 6.5 To receive appropriate legal advice, guidance and support on professional matters.
- 6.6 To receive such other benefits as the Council may determine.

- 6.7 Honorary members shall be entitled to the rights and services which the Council may determine.
- 6.8 To have first right of access to Professional Learning programmes provided by the Association (See Appendix F)
- 6.9 Full membership of SLS entitles members to some of the rights of members of ASCL but excludes voting rights for ASCL as Professional Associate members as provided for at Clause 5.2 of the ASCL Constitution, or as otherwise provided for by ASCL. In exercising these rights members of SLS are bound by and subject to the provisions of the ASCL constitution. [ASCL - Constitution and policies](#)

7. ANNUAL CONFERENCE AND GENERAL MEETINGS (Appendix B)

- 7.1 The Annual Conference and the Annual General Meeting will be held within each calendar year. Council shall determine dates which fall not less than six months and not more than eighteen months after the previous comparable events.
- 7.2 Office bearers and members of Council shall take office immediately after the Annual General Meeting.
- 7.3 Final responsibility for policy shall lie with a General Meeting of the Association of which not less than one shall be held each year.
- 7.4 A Special General Meeting of the Association may be called by Council or by a requisition to the General Secretary signed by not fewer than 1/6th of the total membership.
- 7.5 The General Secretary shall give not less than 21 days' notice of any General Meeting of the Association.
- 7.6 Issues to be raised at an Annual/Special General Meeting must be with the General Secretary no later than 5 days prior to any meeting.

8. COUNCIL AND OFFICERS

- 8.1 The Council shall consist of the Officers, representatives elected by members of Local Groups and co-opted members.
- 8.2 Local Group representatives shall be elected on a scale determined from time to time by Council and based on the total Association membership in each Local Group Area. (See Appendix A)
 - 8.2.1 There shall be a minimum of 1 local area representatives per council area. In areas where only one representative buddying with other council representatives is encouraged, ensuring feedback on agenda if cannot attend.
 - 8.2.2 Each local group representative shall serve for a period of two years except that Council may prescribe that vacancies be filled for shorter periods. Local group representatives may stand for re-election.
 - 8.2.3 The General Secretary shall inform each Local Group of any vacancy(ies) on Council before each Annual General Meeting. Where necessary, Local Groups will invite nominations and proceed to an election, if required, by ballot of members in the Local Group Area. The cost of the ballot will be borne by the Association. The name(s) of the successful candidate(s) shall be forwarded to the General Secretary.
 - 8.2.4 Local area representatives will be expected to attend all council meetings as far as possible with a minimum of 50% of the council meetings mandatory attendance.
 - 8.2.5 Local area representatives should meet with their local area group prior to council meetings to gather views to enable representative contribution to the meeting.
 - 8.2.6 Feedback from the council meetings is via the General Secretary update. Local area representatives should share agendas and minute with their local area group.
 - 8.2.7 A local area representative for each area should make arrangements to sit on the LNCT (Teachers side).

- 8.2.8 Association members in each local group have the right to expect representation from their local area council member. Therefore if a local area representative fails to undertake their duties support will be offered by the General Secretary. Should this not improve the situation they would be asked to relinquish their post.
- 8.3 Vacancies occurring between Annual General Meetings of the Association shall be filled by election or by co-option after consultation between the General Secretary and the Local Group affected. The new representative shall serve until the date on which the vacancy would have occurred in the normal course of events.
- 8.4 The Officers of the Association shall be the following:
- President: who shall hold office for one year followed by a second year as Immediate Past President, and a third as Past President. Thereafter they are co-opted onto Council.
 - Two Vice-Presidents: who shall hold office for a maximum of two years
 - Honorary Treasurer
 - Honorary Minutes Secretary
 - Immediate Past President
 - Past President
- 8.4.1 Officers shall be elected annually, by postal/electronic ballot if required.
- 8.4.2 The Treasurer and the Minutes Secretary may be re-elected annually for a further four years and thus serve a maximum of five years.
- 8.4.3 Nominations for office bearers shall be made by a date prior to each Annual General Meeting determined by Council, from among members serving or who have served on Council. Such nominations may be submitted either by Council or by members of the Association. Nominations must be submitted to the General Secretary by the due date by the proposer and a seconder must bear the names of six assenters and be signed by the nominee.

- 8.4.4 Election of a Council member as an Officer of the Association automatically causes a vacancy among representatives elected by members which shall be filled in the usual way.
- 8.4.5 The General Secretary shall send to all members a list of nominations for officer posts and where necessary, arrange for a postal/electronic ballot of members in sufficient time for the list of successful candidates to be published at the Annual General Meeting.
- 8.4.6 Where there are no nominations for an officer post by the date of the Annual General Meeting, Council shall have the right to fill such vacancy and thereafter ask for approval at the next General Meeting of the Association.
- 8.4.7 Where an officer post becomes vacant between Annual Meetings Council may make an appointment for the remainder of the period.
- 8.5 The General Secretary shall give not less than 7 days' notice of any meeting of Council.
- 8.6 In the absence of the President from a meeting of Council, a Vice President shall conduct the meeting. In the absence of both Vice Presidents, Council shall elect a Chair from among its members.
- 8.7 Council shall transact business on behalf of the Association.
- 8.8 Council may co-opt members to meet special concerns or to ensure that the interests of certain groups within the Association are fairly represented. Co-opted members should serve for a maximum of two years. Thereafter it is open to Council to consider co-option for a further period of up to two years. The number of co-opted members would be decided by Council as appropriate.

9. EXECUTIVE AND COMMITTEES OF THE ASSOCIATION

- 9.1 The President, Vice Presidents, Immediate Past President, Past President, Honorary Treasurer, Honorary Minutes Secretary, Strategic Planning Manager and one Headteacher, Depute, Principal Teacher/Faculty Head

and Business Manager from Council will form the Executive of the Association. Council representatives will serve for a maximum of two years but may be re-appointed at the discretion of Council.

- 9.2 Nominations to Executive will come from Council membership and must be submitted to the General Secretary by the due date by a proposer and seconder who must also be members of Council and be signed by the nominee.
- 9.3 Executive will also be attended by General Secretary, Finance and Administration Manager, National Officer and Professional Learning Coordinator.
- 9.4 Between meetings of Council, the management of the affairs of the Association shall be the responsibility of the Executive and/or the Presidential Team.
- 9.5 The General Secretary shall give at least 7 days' notice of a meeting of the Executive.
- 9.6 Three members, one of whom must be the President or Vice President shall form a quorum of the Executive.
- 9.7 At its first meeting after taking office, the Council shall appoint such Steering Committees as it considers necessary to take forward the work of the association.
- 9.8 Council shall appoint a Convener to committees.
- 9.9 Conveners of committees shall submit Reports to Council Meetings and General Meetings of the Association.
- 9.10 Each Standing Committee will have a member of the SLS Presidential team or Core Team as "ex officio".

10. APPOINTED OFFICIALS & EMPLOYEES

A General Secretary shall and other officials may be appointed by the Council in accordance with procedures and on conditions of employment approved by it. (See Appendix C)

11. INTERESTS OF MEMBERS

- 11.1 Any member in good standing will be entitled to advice, protection and support from the Association provided that the member acts in accordance with the advice given by the Association or its accredited representative.
- 11.2 Any member who wishes the advice, support or protection of the Association must follow the appropriate procedure.
- 11.3 Where the advice or instruction given to a member by the Association conflicts with or varies from that given by another professional association to which he or she belongs, the member must decide which to accept and thereafter inform the General Secretary of SLS of his or her decision. Should the member opt for the other Association then School Leaders Scotland will withdraw from the matter and cease to have any responsibility therein.
 - 11.3.1 Legal support of and advice to members will operate through the General Secretary in the first instance. Thereafter, with the approval of the General Secretary and the terms of the ASCL Constitution, the member may correspond directly with the Association's National Officer and/or legal advisers as appropriate.
 - 11.3.2 The scope and range of legal support and protection from the Association shall be in accordance with the agreements entered into between the Association, and the ASCL Constitution.
 - 11.3.3 Members are free to seek independent legal advice but should a member seek to follow such advice School Leaders Scotland will not involve itself in the matter, or if already involved will withdraw from the matter and cease to have any responsibility therein.
- 11.4 Any member in good standing is free to make use of the service of the Association's insurers in arranging personal and property insurance on the understanding that such arrangement lies between the member and the insurers, the Association having no responsibility therein.
 - 11.4.1 It will lie with the Association's insurers to decide whether the advantage accorded to members should continue when a member retires or leaves the Association for any other reason.

12. INDUSTRIAL ACTION

- 12.1 While it is the aim of the Association to resolve all disputes by discussion and negotiation the Association reserves the right to recommend industrial action should it be deemed necessary. Any arrangement for industrial action shall comply with relevant legislation and be pursued through ASCL in compliance with Appendix D. Such action, whether of a limited nature or involving complete withdrawal of labour by members may only take place provided that:
- 12.1.1 Council considers all alternative methods of resolving the dispute to have been exhausted.
 - 12.1.2 The nature and effects of the proposed industrial action have been fully discussed by Council and thereafter made clear to members.
 - 12.1.3 Members have been given the opportunity to express views on the proposed action either through local correspondents or in Council prior to the referral of the dispute to ASCL in accordance with the provisions set out in Appendix D.
 - 12.1.4 At least 50% of Ordinary members of the Association have in a postal/electronic ballot agreed to the proposed action.
 - 12.1.5 Such action is a recommendation, not an instruction, to members.
- 12.2 Where industrial action involves loss of salary by members, it shall be open to Council to recommend whether action be taken to recompense members for such loss and to propose the means of doing so.

13. LOCAL GROUPS

- 13.1 Meetings of Local Groups shall be held to discuss Association Policy and other relevant matters. Such meetings shall be conducted by a member of the Association and non-members may be invited to attend. If deemed appropriate by the member(s) calling the meeting or by the members present at the meeting non-members may not be invited or may be asked to leave the meeting. Only members will have voting rights.
- 13.2 Members of the Association within a Local Group Area shall make suitable arrangements for communicating with the Council and/or the General Secretary either by appointing or electing local officials on an annual basis, or by appointing a correspondent who will be responsible for

all communication between the Council and local members and for disseminating information from or about the Association to local members. This will usually be the one of the Council members for that Local Authority. The names of such officials or correspondents shall be sent to the General Secretary prior to the Annual General Meeting of the Association. Notwithstanding this arrangement the General Secretary, Council representative or another official may correspond directly with every member.

- 13.3 Members of the Association within a Local Group Area shall be responsible through the local officials or correspondent, for electing to Council representative or representatives in accordance with the scheme of election laid down by Council. Where necessary, such an election shall be carried out by means of a ballot of all members in the Local Area, the cost of such a ballot to be borne by the Association (See Appendix A).
- 13.4 Any vacancy in Council which occurs subsequent to an Annual General Meeting shall be filled either in accordance with para 12.3 or by co-option after consultation between the General Secretary and the Local Group. The person elected shall continue in office until the vacancy would have occurred in the normal way.
- 13.5 It shall be open to any meeting of local members held in accordance with para 12.1 to make representation to Council on any matter pertinent to the Association and to propose resolutions for discussion at General Meetings or meetings of Council, provided such resolutions are notified to the General Secretary 28 days before such meetings.
- 13.6 Local meetings of members held in accordance with para 12.1 may not claim to be acting or speaking on any issue, local or national, in the name of the Association unless such action or statement has been approved by Council or Officers of the Association.
- 13.7 Members within a Local Group Area may not undertake any action or adopt any policy which may require the support of the Association without the approval of Council or Officers of the Association.
- 13.8 It shall be open to Local Groups to negotiate on or discuss with their immediate employers matters of immediate interest to members in the Local Group Area and to act in the name of the Association, always

provided that the Council or Officers are kept fully aware of proceedings and that no undertakings are given or agreements entered into in the name of the Association without prior approval of Council or officers of the Association.

- 13.9 At any meeting between Local Groups and employers, the Local group representative(s) to Council shall normally be a member or members of the Association's delegation.
- 13.10 It shall be open to Council to require that the National Officer, a member of Executive or a nominated representative be included in the meeting with employers.
- 13.11 It shall be incumbent on Local Groups to adhere to the policy of the Association in any discussions, negotiations with employers. Failure to do so may prejudice support from the Association for any agreement reached.

14. FINANCIAL ARRANGEMENTS

14.1 SUBSCRIPTION

- 14.1.1 Members shall pay an annual subscription to be proposed by Council and approved by a General Meeting of the Association (See Appendix G).
- 14.1.2 The Annual Subscription due date follows the Accounting year which is 1st July to 30 June. Payment is collected by annual direct debit by a single payment on 1st July or by monthly Direct Debit payments or by any other means agreed by Council or Executive.
- 14.1.3 Any member who fails to renew a subscription by 31st March shall cease to enjoy the rights and privileges of membership until such subscription is paid. Any member paying by monthly Direct Debit who fails to make payments for a period of three consecutive months shall cease to enjoy the rights and privileges of membership until such payments are reinstated.
- 14.1.4 An Honorary Member will not be required to pay an Annual Subscription.

14.1.5 A new member joining the Association in the course of a school session shall pay a subscription at a rate determined by Council.

15. CONTROL OF FUNDS

15.1 All monies belonging to the Association shall be under the control of the Honorary Treasurer who shall be an Officer of the Association and a member of the Executive.

15.1.1 All monies shall be lodged in an Account or Accounts as approved by the Executive and ratified by Council.

15.1.2 All cheques drawn on the funds of the Association shall be signed by the Honorary Treasurer and/or any other Officer/Official appointed by the Council.

15.1.3 The Honorary Treasurer will prepare an Annual Financial Plan which will be agreed by Executive and ratified by Council.

15.1.4 The Honorary Treasurer shall submit to a General Meeting of the Association a financial statement of all Association Funds which has been independently audited.

15.1.5 The Honorary Treasurer is required by Council to make interim financial reports at each Council & Executive Meeting, giving a clear indication of comparative financial trends.

15.1.6 The profits or other income of the Association shall be applied in promoting its objectives.

15.1.7 No distribution shall be made by way of dividend to the members of the Association.

15.2 EXPENSES AND REMUNERATION limits are agreed by a member of the Executive, independently audited and presented by the Honorary Treasurer at Executive and Council.

15.2.1 Members of the Association shall be entitled to reimbursement of all reasonable expenses incurred on Association business and authorised by Council of the Association or the appropriate officer.

- 15.2.2 The rate of reimbursement of travel and other expenses shall be reviewed every 2 years by Executive and ratified by Council. Travelling expenses will be paid on mileage which exceeds normal daily travel to work.
- 15.2.3 All claims for expenses shall be submitted to the Admin Finance Manager timeously on the appropriate form and accompanied, where necessary, by receipts and other documents. The Admin Finance Manager will approve claims with any queries referred to the Treasurer.
- 15.2.4 The Executive shall determine the level of any occasional or casual remuneration or honorarium which should be clearly identified in the Accounts.
- 15.2.5 Nothing herein shall prevent any payment in good faith by the Association of reasonable and proper remuneration to any employee of the Association for any services rendered to the Association and to Council members for reasonable out of pocket expenses.
- 15.3 If upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be transferred to a charitable institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed upon the Association, such charitable institution or institutions to be determined by the Council of the Association at or before the time of dissolution, or, in default thereof, by the Court of Session, and if and so far as effect cannot be given to the foregoing provisions then to some other charitable object.

16. AMENDMENT OF CONSTITUTION

- 16.1 The constitution shall be amended only at an Annual General Meeting. Notice of proposed constitutional changes will be given to members 21 days prior to the meeting at which they will be discussed. Proposed constitutional changes require that at least two thirds of those present at the meeting vote in favour.

Appendix A

Council - Scheme of Election

In accordance with para. 12.3 of the Constitution, each Local Group will be entitled to elect to Council one representative in respect of each 25 or part thereof of the Local Group membership in excess of 25 up to a maximum of three representatives. A minimum of three members in a Local Area is required before a Local Group can be represented.

Membership of each Local Group for the purpose of this election shall be as certified by the General Secretary on 31st January each year. Dates for the nomination of Local Group representatives, the holding of elections where necessary and the notification of successful candidates to the General Secretary shall be intimated to Local Group correspondents each year by the General Secretary.

Appendix B

Standing Orders for General Meetings and Council

1. **QUORUM**
 - a) **Executive:**

3 Executive members, one of whom must be the President or Vice Presidents shall constitute a quorum.
 - b) **Council:**

One third of those entitled to be present will constitute a quorum.
 - c) **General Meeting:**

Fifty Ordinary Members of the Association will constitute a quorum

2. **ORDER OF BUSINESS**
 - a) The Order of Business shall be submitted for approval to the meeting.
 - b) The order of items on the Agenda may be altered on motion.
 - c) Additional items of business maybe intimated to the Chair up to thirty minutes after the stated time of the meeting, and if accepted as competent, shall be added to the Agenda.
 - d) Items of business not so intimated to the Chair may be discussed only with the approval of a majority of those present. Additions to the Agenda, if accepted, must be intimated to the meeting immediately.

3. **NOTICES OF MOTION**
 - a) Notices of Motion must be in writing, signed by the Proposer and Seconder and received by the General Secretary at least 28 days before a General Meeting and at least 10 days before a Council Meeting.
 - b) Notices of Motion considered incompetent by the Chair shall not be entered on the Agenda, but intimation of this decision shall be made to the meeting at the time of the submission of the Order of Business.
 - c) Any motion included in the Agenda of a meeting may not be withdrawn without the consent of the Meeting.

4. **MINUTES**

All circulated minutes and reports, if posted to members at least seven days previous to the meeting, shall be held as read.

5. ***MOTIONS, AMENDMENTS, ORDER OF DEBATE***

- a) Every Motion and every Amendment shall require to be moved and seconded and, if required by the Chair, put in writing and read out before it is discussed. It shall be open to the Chair to move a Motion which shall then require to be seconded.
- b) Any Amendment to a Motion, which has been moved and seconded, must be disposed of before a further Amendment may be moved and seconded, but notice of intention to move further Amendments may be given.
- c) If an Amendment is carried, the Motion as amended shall take the place of the original Motion and shall become the question to which any further Amendments may be moved.
- d) If an Amendment be rejected, further Amendments may be moved to the original Motion.
- e) The following Motions may be moved without prior notice:
 - a. To adjourn the Meeting, simpliciter.
 - b. To carry out any business considered by the Chair or the Executive to be urgent.
 - c. To adopt, or refer back any reports
 - d. Procedural Motions: e.g. 'that the question now be put', 'that the debate be now adjourned', 'that the meeting now proceed to the next business'. Such Motions may be moved and seconded only by members who have not spoken on the question before in the meeting and must be voted on without further discussion, except that the Mover of a motion or an Amendment will have the opportunity to reply before the question is put.
- f) Mover of Motions and Amendments shall be allowed to speak for five minutes, other speakers three minutes.
- g) It shall be open to any members to move that a speaker be heard further, if such a Motion be seconded and carried, an extension of time of not more than three minutes shall be allowed.

- h) Reports after being presented, and Motions and Amendments after being seconded shall be open for questions and discussion.
- i) Members shall be allowed to speak only once on any Motion or Amendment, except that movers of Motions and Amendments may reply, and shall be allowed three minutes, the former closing the debate. The seconder of a Motion or Amendment shall be permitted to speak later in the debate if he/she has only formally seconded the Motion or Amendment.
- j) Points of Order or Explanation must be stated without argument, they must be considered by the Chair and his/her decision thereon is final.
- k) Questions of Fact must be put at the end of a speech, through the Chair-whose decision as to whether they may be allowed is final. The speaker so challenged shall have the right to disregard the question. There shall be no discussion.

6. **VOTING**

- a) Voting shall be by show of hands. It shall be open to any member to ask that a count be taken; the result of such a count shall be announced to the meeting. It shall be open to any member to move that voting be by secret ballot. If the motion is seconded and is then carried by the meeting, the Chair may then adjourn the meeting in order that arrangements be made for the ballot. The Chair shall have a deliberative and a casting vote.
- b) A simple majority of Ordinary Members present and voting shall be sufficient to carry a Motion or Amendment except that a two thirds majority of those present and voting shall be required to amend the Constitution or remove an officer from office. It shall be open to any member to ask for his/her dissent from any decision to be entered in the Minutes.

7. **SUSPENSION OF STANDING ORDERS**

Any member may move the suspension of Standing Orders, if seconded; it shall be put to the meeting by the Chair not later than the completion of any discussion which is in progress when the suspension is moved. There shall be no discussion on the motion to suspend Standing Orders.

Appendix C

Job Description for Council Officials and Employees.

General Secretary

The General Secretary is responsible to the Presidential Team (Appendix G), Executive and Council for –

- Ensuring the sound operation of the administration, finances and organisation of the association.
- Ensuring that professional and legal support is available to members as required.
- Ensuring that measures are undertaken to increase membership of the association in line with constitutional requirements.
- Ensuring that the aims, policies and views of the association are successfully communicated to all key stakeholders in Scottish education.
- Ensuring that the aims, policies and views of the association are successfully communicated to the media in an appropriate manner.
- Ensuring that the HR and Professional Learning requirements of the professional and administrative staff of the Association are met in an appropriate manner.
- Ensuring that the requirements of the strategic planning process are successfully met and reviewed as required.

Administrative and Financial Manager

The Administrative and Financial Manager is responsible to the General Secretary for the successful operation of the administrative and financial requirements of the association. This requires –

- Responsibility for managing the successful operation of administrative and financial affairs in line with agreed strategic planning.
- Organising and managing plans to increase membership of the association in line with constitutional requirements.
- Ensuring that the HR and Professional Learning needs of other administrative members of staff are met as agreed through the strategic planning process.
- Co-ordinating the Association's Communications Strategy
- Strategic Planning of the Annual Conference
- Website maintenance and development
- Operation of e-mail newsletters
- Production of Scottish Leader

Professional Learning Coordinator

The PL Manager is responsible to the General Secretary for the successful organisation, management and operation of the annual PL programme developed by the Association for members and non-members. Including

- Responsibility for the program administration.
- Budgetary control and facilitating of all PL events.
- Liaison with the Admin and Finance manager on the planning of future events and the annual conference
- Assistance, when necessary, with other administrative duties within the Association.

National Officer

The National Officer is responsible to the General Secretary for the successful execution of professional and legal support for members of the association.

The details of this remit are those of ASCL National Officers. The National Officer also operates where appropriate, within the ASCL framework for support of members.

Membership Support Officer

- Provide a high level of secretarial, administration and executive support for the General Secretary and the SLS Presidential Team
- At all times provide a confidential, courteous, professional and knowledgeable point of contact for the General Secretary and the SLS Presidential Team, maintaining a professional demeanour at all times to promote a positive image of SLS.
- Assisting the Admin and Finance Manager in the work of the Association
- Deputise for AFM when she is on annual leave
- Build effective professional relationships with internal and external customers and stakeholders operating at a senior level.
- Comply with Data Protection Principles in accordance with the Data Protection Act (1998)
- Research and develop material required by the General Secretary and the SLS Presidential Team
- Support the General Secretary, National Officer and SLS President manage workload and activities.

- Such other reasonable duties requested by the line manager commensurate with the post.

Appendix D

SLS relationship with ASCL

Financial links

- a) SLS shall, in return for the support given by ASCL, pay 33% of membership fees as the membership stands on the 1st of January each year. This will be paid in December of that year.
- b) ASCL will also provide payroll facilities (including tax deductions, NHI contributions and pension deductions) for the salaried staff of SLS and pay staff monthly by BACS. The salary bill will be paid quarterly in arrears and must be paid by December each year.

Industrial action

- a) SLS cannot endorse, authorise or call industrial action without first referring the dispute to ASCL.
- b) When a dispute is referred to ASCL, ASCL will decide whether the dispute is a 'trade dispute' for the purposes of S.244(1) of the Trade Union and Labour Relations (Consolidation Act) 1992.
- c) If ASCL should decide that the dispute is a trade dispute, it shall hold a ballot of SLS members prior to endorsing, authorising or calling any industrial action. This ballot shall be conducted in accordance with statutory provisions and the Code of Practice on Industrial Action Ballots and Notice to Employers.
- d) ASCL shall be entitled, in its absolute discretion but having taken into account the result of the ballot and the representations made to it by SLS members and Council, to authorise, endorse or call whatever industrial action it deems appropriate. This may include, without limitation, deciding not to take industrial action.

Other links

Officers and officials will maintain good working relationships through opportunities provided by Conferences, Executive and Council meetings as appropriate.

Appendix E

Communication with Membership

Currently the main lines of communication are as follows:

- Web Site
- A 'Scottish Leader' magazine issued to all members annually in November
- Regular e-bulletins (usually weekly)
- Regular email contact regarding conferences, PL and other current issues
- Regular media contact and appropriate press releases
- Annual Conference and AGM
- Regular PL courses
- Council, Executive and Presidential Team meetings
- Area Group meetings
- Communications from ASCL
- Communications from SLS Officials

APPENDIX F

Professional Learning

The Association shall support the Professional Learning of its members by

- identifying members' needs/priorities and provide a valued service to members.
- constructing a responsive and imaginative programme of Professional Learning events.
- regularly evaluating all aspects of the provision.
- liaising regularly with the Professional Learning Coordinator to ensure that members receive effective and efficient updates on current PL topics.