**National Primary Teacher Education Council (NaPTEC) Constitution.**

**Who we are:**

NaPTEC is a not- for- profit organisation, being an unincorporated association of members, set up to provide a forum for those engaged in all phases of teacher education to come together to discuss matters of common concern, to further their professional development, engage with evidence based practice, and to give a voice to profession.

**Members**

Members of NaPTEC are all those who support the aims of the organisation and participate in its activities.

**Equal opportunities**

NaPTEC is fully committed to equal opportunities in all aspects of its work.

**Committee and officers of the Council**

The Council of NaPTEC is hereby referred to as The Standing Committee. The Standing Committee is drawn from members of NaPTEC, who agree to serve and have been nominated, seconded and approved by members attending the Annual General Meeting. Standing committee members are volunteers, mostly drawn from teacher educators across England, either from the university or school sector. Standing committee members are expected to serve for a period of two years, after which they may stand for re-election. Standing Committee members may resign at any time by writing to the secretary. There is no specific limit on the number of Standing Committee members, but engagement with NaPTEC business on a regular basis is expected. They are not paid for their service other than reimbursement of their expenses where their own institution is unable to do so.

The executive committee is formed from the wider Standing Committee. The executive committee members have specific roles and responsibilities. The following are permanent roles to which members are nominated, seconded and agree to serve at the Annual General Meeting:

* Chair, who shall chair both general and committee meetings
* Vice chair, who will stand in should the Chair be unavailable
* Secretary, shall be responsible for the taking of minutes and the distribution of all papers
* Treasurer who shall be responsible for maintaining accounts

In the event of an officer in a permanent role standing down during the year, a replacement will be elected by the next Annual General Meeting of members.

Additional officers of the executive will be appointed as required at the AGM and beyond, for specific roles and responsibilities (eg conference organiser, marketing, liaison).

The executive committee may also co-opt other people to serve on The Standing Committee. They will be supporters, and therefore members of NaPTEC with particular skills or knowledge.

**Annual General Meeting**

The AGM of NaPTEC takes place normally at 12 months, and within a maximum of 15 months, of the previous AGM.

Members are notified of the date, time and venue through email, mailing lists and/or the NaPTEC website. Details are published at least 2 months in advance of the AGM.

There is a standard agenda for the AGM:

* Present
* Apologies
* Welcome to members
* Minutes of the last AGM and committee meeting.
* Chair’s report
* Treasurer’s Report
* Election of Standing Committee (Council) Members
* Election of Officers to the permanent roles of the executive committee
* Appointment of other officers to the executive committee
* Other items for discussion
* AOB
* Date of next committee meeting

Items for discussion can be submitted at any time prior to, or during, the AGM.

Any member of NaPTEC may nominate themselves for the Standing Committee, with the support of two sponsors. Sponsor forms are available at the AGM, and prior to the AGM on request from the secretary.

The AGM will be quorate at 5 members, including 3 permanent members of the executive. Normally this will be higher.

**Standing Committee meetings**

The Standing Committee of NaPTEC meets a minimum of three times a year. Additional meetings are arranged as required. Normally, only members of the standing committee and other co-opted council members are expected to attend. There is no quorum for these meetings, but at least two of the principal officers of the committee will be present.

Due to the distance from which committee members are drawn, meetings are increasingly moving to using digital interface to enable as many Standing Committee members as possible to take part.

Standing Committee meetings will normally be chaired by either the chair or vice chair. Minutes will always be taken, normally by the secretary or another officer of the committee. The aim is to reach consensus on major decisions through discussion.

**Finance**

NaPTEC has no membership fees, and its income is drawn from the income accrued from the events organised. The income is then invested in future events, in the maintenance of the organisation’s operation and the payment of fees and expenses of those contributing to NaPTEC events.

The Treasurer of NaPTEC is elected, like other officers, at the AGM for a two year period and can stand again for a further period of office. He/she has the prime responsibility to manage the accounts and to report on the current financial position at each of the Standing Committee meetings (normally a minimum of three a year) and to present the full accounts for the end of the financial year at the AGM.

Bank/savings account/s will be maintained on behalf of the group at a bank agreed by the Standing Committee. In addition:

* transactions by BACS or other digital banking means will be authorised by the treasurer.
* The Chair of NAPTEC or another member of the executive (other than the treasurer) will have sight of the online banking transactions.
* records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Standing Committee meeting. All significant expenditures of over £100 will be reported at the next Standing Committee meeting.
* an annual statement of accounts will be presented to the Annual General Meeting
* all money raised by the Association will be spent solely on the objects laid out in the constitution

**Changes to the constitution**

Minor changes to the constitution may be made at council meetings, and will be reviewed at AGM. Major changes will be made at AGM.

**Dissolution**

In the event of the dissolution of NaPTEC, the Council will determine to whom the remaining funds held in the bank should be transferred. A condition of transfer is that the organisation to benefit from the funds should be fulfilling an educational role.

Minor amendments to the constitution made, and this version agreed by the AGM 12/10/2019