**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 primary initial and early career teacher education to come together to discuss matters of common concern, to further their professional development and to serve as a mouthpiece for the 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 committee (Council) is drawn from members of NaPTEC, who agree to serve and have been nominated, seconded and approved by members attending the Annual General Meeting. Council members are volunteers, mostly drawn from teacher educators across England, either from the university or school sector. Council members are expected to serve for a period of two years, after which they may stand for re-election. Council members may resign at any time by writing to the secretary. There is no specific limit on the number of council members, and they are not paid for their service other than reimbursement of their expenses.

Officers of the committee (Council) are nominated, seconded and agree to serve at the Annual General Meeting. The following officers are permanent roles:

* Chair, who shall chair both general and committee meetings
* 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 standing down during the year a replacement will be elected by the next Annual General Meeting of members.

Additional officers may be appointed as required at the AGM including:

* Vice chair, who will stand in should the Chair be unavailable
* Conference organiser, who will take overall responsibility for the organisation of events

The committee may also co-opt other people to serve on the Council. 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 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 Committee (Council) Members
* Election of Officers
* 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 Council, 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 8 members. Normally this will be higher, and may include members attending through electronic means.

**Committee (Council) meetings**

The Council of NaPTEC meets a minimum of three times a year. Additional meetings are arranged as required. Normally, only members of the 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 council members as possible to take part.

Committee (council) 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 Council 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 Council
* there will be at least two signatories to the account
* each transaction by cheque will require two signatures
* transactions by BACS or other digital banking means will be authorised by one of the signatories
* records of income and expenditure will be maintained by the Treasurer and a financial statement given at each council meeting. All significant expenditures of over £100 will be reported at the next council 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.

Approved R Young, Elaine Haywood: 26th March