

# UNITED KINGDOM LITERACY ASSOCIATION

Registered Charity no.313714

## STANDING ORDERS

### Agreed at June EC 2017

- 1) (a) These Standing Orders are to be read in conjunction with the Association's Constitution and to be subordinate to that document.  
  
(b) These Standing Orders should usually be amended only at a meeting of the EC. Amendments shall carry on a simple majority of those present.
- 2) The heading to these Standing Orders is to state when they were last amended. These Standing Orders are to be available to all members on request, for which a reasonable administrative charge may be made, and to be issued to all members of the Executive Committee whenever amended.

### 3) Membership of the Association

(See clause E of the Constitution.)

#### (a) *Categories of Membership and Subscriptions*

The Executive Committee shall have power to recommend to the AGM categories of membership of the Association and subscription rates for the various categories. The categories are to be listed in Appendix 1 to these Standing Orders, and the subscription rates listed in the AGM Minutes. Annual subscriptions, where applicable, shall become due on the first day of January, June and September.

#### (b) *Standing of members*

Subject to clause E(5) of the Constitution, any member by whom a subscription is payable and whose subscription remains unpaid three months after the due date shall be removed from the roll of active members with the consequent loss of all privileges.

### 4) Executive Committee

(see Clause B,G & L of the Constitution)

- (a) The Executive Committee (EC) shall be the decision making body of the Association.
- (b) The EC shall oversee the day-to-day business of the Association.
- (c) All members of the EC are UKLA Trustees.
- (d) The EC may appoint holding Trustees in respect of property belonging to the Association.

### 5) EC membership

(See clause G, H & J of the Constitution.)

- (a) In addition to the Chairperson, Honorary Secretary and Honorary Treasurer and their duties laid down in the Constitution, the EC shall have power to recommend to the AGM that various posts and titles of elected Officers of the Association be established.
- (b) In addition to these elected posts, the EC has powers to co-opt up to ten members in good standing and to decide on the appointment to, duties of, and additional posts for these co-opted members, provided that the total of EC members does not exceed the constitutional limit of twenty, and that the number of co-opted members does not exceed one third of EC membership. Tenure of these posts, and those established under the provision of 6 below, will normally for a renewable period of two years.
- (c) The immediate Past President of the Association shall be an ex-officio member of the EC for a period of not exceeding two years.
- (d) All EC members, their titles and duties, are to be listed in Appendix 2 to these Standing Orders.

#### 6) Co-options to Executive Committee

(See clauses G(2) J(1) of the Constitution.)

- (a) All co-options to the EC shall be at a Special Meeting of the EC, recorded in EC Minutes and reported to the AGM.
- (b) Co-opted members of the EC shall have full voting rights and be eligible to serve on any of the EC's sub-committees.

#### 7) Exemptions from annual re-election

(See clause G(4) of the Constitution.)

- (a) On election the President Elect shall serve a term of two years in that office then become President for two years without further election. The President shall serve a term of two years and is exempt from annual re-election.
- (b) On election the Vice President shall serve a term of two years in that office without further election.
- (c) All exemptions from annual re-election are to be recorded in AGM Minutes and reported to the membership at the time when nomination papers are sent out

#### 8) Sub-committees

(See clause J (7) of the Constitution.)

- (a) Any sub-committees established by the EC from time to time shall be listed in Appendix 3 to these Standing Orders, together with their membership and duties.
- (b) The membership of all sub-committees shall be agreed by the EC at its first meeting after the annual AGM and reported in the next issue of *UKLA News*.
- (c) Sub-committees shall work within the budgets set by EC.

- (d) The convenor of each sub-committee shall be responsible for conducting its business, for calling of meetings of the sub-committee, and for reporting on the sub-committee's activities and decisions to the next meeting of the EC.
- (e) Each sub-committee may, subject to the approval of the EC, budgetary constraints and sub clause 8(d), co-opt up to six members who may or may not be members of the EC but who must be members of the Association in good standing. (See SO Appendix 3)
- (f) Clauses H and J(3-6) of the Constitution shall apply *mutatis mutandis* to sub-committees.
- (g) In addition to any meetings called by its Convenor or by resolution of the EC or the AGM, any meeting of the sub-committee shall be convened on the written request of any two members of that sub-committee, stating the business to be considered.

## 9) National Council

(see Clause D (9) of the Constitution)

- (a) The National Council is a forum for the discussion of UKLA policy and concerns and for the exchange of information and ideas.
- (b) The NC shall work within the budgets allocated.
- (c) The NC will normally meet twice a year.
- (d) EC members are ex-officio members of NC.
- (e) Further NC members are elected to represent regions or appointed to represent special interest groups or co-opted by the EC for a period of two years.
- (f) Maximum membership of the NC shall be all members of EC, all Regional Representatives, convenors Task Groups, Special Interest Groups and invited members in good standing.
- (g) NC members may be elected or co-opted to serve on the EC and its sub-committees

## 10) Task Groups (TG)

- (a) Task Groups may be formed within the Association, provided that their purposes conform to the object of the Association. (See Clause C of the Constitution.)
- (b) Task Groups will assist the Association in the development of understanding and policy about particular areas of literacy teaching and learning and will contribute to the publications and conferences of the Association.
- (c) A Task Group may be set up by the EC and EC will authorise the remit of the TG.
- (d) The EC will appoint convenors for Task Groups. (See SO Appendix 6 Duties of Convenors)
- (e) The Convenor of each Task Group is eligible for co-option by the EC to the NC.
- (f) Any published statement or published work originating in a Task Group must have prior approval from the EC or a committee designated by the EC. Agreement to publish shall not unreasonably be withheld.
- (g) A brief report of the activities of each Task Group must be submitted to the Secretary annually by the end of May.
- (h) Task Groups may apply to the Treasurer for funding to support their activities. Such applications will be considered and responded to by the Finance and Administration Sub Committee.

- (i) Clauses H and J (3-6) of the Constitution shall apply *mutatis mutandis* to Special Interest Groups.
- (j) Any Task Groups are to be listed in Appendix 6 to these Standing Orders.

#### 11) Special Interest Groups

- (a) Special Interest Groups may be formed within the Association, provided that their purposes conform to the object of the Association. (See Clause C of the Constitution.)
- (b) Special Interest Groups will assist the Association in the development of understanding and policy about particular areas of literacy teaching and learning.
- (c) A Special Interest Group (SIG) may be set up by the EC or any two members of the Association in good standing may apply to the EC for permission to set up a SIG.
- (d) The EC will authorise the remit of the SIG.
- (e) The EC will appoint convenors for Special Interest Groups. (See SO Appendix 6 Duties of Convenors)
- (f) The Convenor of each Special Interest Group is eligible for co-option by the EC to the NC.
- (g) Any published statement or published work originating in a Special Interest Group must have prior approval from the EC or a committee designated by the EC. Agreement to publish shall not unreasonably be withheld.
- (h) A brief report of the activities of each Special Interest Group must be submitted to the Secretary annually by the end of May.
- (i) Clauses H and J (3-6) of the Constitution shall apply *mutatis mutandis* to Special Interest Groups.
- (j) Any Special Interest Groups are to be listed in Appendix 7 to these Standing Orders.

#### 12) Regions

For the Association's purposes, including defining the responsibilities of Regional Representatives, the United Kingdom may be divided into regions whose boundaries shall be decided by the NC from time to time. These regions are to be listed in Appendix 5 to these Standing Orders.

#### 13) Local Councils

(See clause D (10) of the Constitution.)

- (a) A local council of the Association may be established in any area of the United Kingdom on the approval of the EC.
- (b) The UKLA Secretary shall maintain a set of model by-laws to assist local councils in drawing up their own by-laws. Each local council shall produce by-laws which shall be in accord with the Constitution and Standing Orders of the Association and submit these to the UKLA Secretary for approval and ratification by the EC.
- (c) A brief report of the activities of each Local Council must be submitted to the secretary annually by the end of May.

- (d) Annual accounts of Local Councils must be submitted to the Treasurer by the end of May each year.

#### 14) General Meetings

(See Clauses P, Q and R of the Constitution.)

- (a) A General Meeting shall be open to all members of the Association in good standing. Those offering assistance to disabled members may attend as observers. No other person may attend except at the invitation of the EC and then only as observers.
- (b) Minutes of General Meetings shall be held by the Secretary and circulated to all members of the Association.

#### 15) Minutes and Reports

Minutes of AGM, GM, SGM, Minutes of EC meetings, Minutes of NC meetings, details of awards and grants, and minutes and reports of sub-committees, working parties, Task Groups, Special Interest Groups and Local Councils are to be held by the UKLA Secretary and issued to any member who requests them. An administrative charge may be made for this service.

#### 16) Awards and grants

Any Awards within the Association's gift, and any grant-making systems which the Association has established, are to be listed in Appendix 8 to these Standing Orders together with the Officers responsible for them.