UNITED KINGDOM LITERACY ASSOCIATION
Registered Charity no. 1190848 (since July 2021)

STANDING ORDERS

Substantially revised and approved by the Executive Committee
October 2026
Next scheduled review: October 2027, or earlier if required

These Standing Orders must be read in conjunction with the Constitution and the Appendices to the Standing Orders. The Constitution takes precedence over both the Standing Orders and the Appendices. The Appendices provide further operational detail and must be consistent with both the Constitution and these Standing Orders. In the event of an inconsistency, the Constitution shall prevail, followed by the Standing Orders.

STANDING ORDERS — LAST AMENDED 10 OCTOBER 2026

UNITED KINGDOM LITERACY ASSOCIATION
Registered Charity no. 1190848

1) Status of the Standing Orders

a) These Standing Orders are to be read in conjunction with the CIO's Constitution and to be subordinate to that document.
b) These Standing Orders may be made, amended or rescinded by the charity trustees in accordance with the Constitution. The members may also amend or rescind these Standing Orders by ordinary resolution at a general meeting. No provision of these Standing Orders may override or be inconsistent with the Constitution.
c) The heading to these Standing Orders is to state when they were last amended. These Standing Orders are to be available to all members via the UKLA website.
d) These Standing Orders must be read in conjunction with the Constitution and the Appendices. The Constitution takes precedence over both the Standing Orders and the Appendices. In the event of inconsistency, the Constitution shall prevail, followed by the Standing Orders.

2) Membership of the Association

a) Categories of Membership and Subscriptions

The Executive Committee may create different classes or categories of membership and determine the rights, obligations, conditions and subscription rates applying to each category in accordance with the Constitution. The current membership categories shall be listed in Appendix 1, and current subscription rates shall be published on the Association's website. Annual subscriptions, where applicable, shall become due on the relevant renewal date determined by the Executive Committee.

b) Standing of members

Subject to clause 9(4) 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.

3) Executive Committee

a) The 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.

4) Executive Committee membership

a) The six ex officio members of the Executive Committee are the President, Vice President, President Elect, Immediate Past President, Honorary Secretary and Honorary Treasurer.
b) The elected members of the Executive Committee (no more than 12) are the conveners of the committees and the SIG Lead
c) The Executive Committee may appoint co-opted trustees in accordance with the Constitution, provided that neither the overall maximum number of trustees nor the permitted proportion of co-opted trustees is exceeded.

d) The Executive Committee shall have power to recommend to the AGM that various posts and titles of elected Officers of the Association be established.
e) The Executive Committee are collectively responsible for UKLA's finances, however, day-to-day financial management is delegated to the Finance Group
f) The terms of office, retirement arrangements and eligibility for re-election or re-appointment of charity trustees are governed by the Constitution. Nothing in these Standing Orders or Appendices may extend a term of office or permit a re-election or re-appointment that is not allowed by the Constitution. Trustee appointments should, where practicable, be managed to support orderly succession and continuity.
g) The Executive Committee has the power to co-opt members in line with the constitution, and the EC can reappoint co-opted trustees annually. Co-opted members of the Executive Committee shall have full voting rights and be eligible to serve on any one of the EC's committees, subject to the limitations on committee membership numbers
h) Officers of the Association, including the Honorary Treasurer and Honorary Secretary, serve within the Association's trustee terms of office and succession framework, with succession planning initiated in advance of the end of a second term as set out in the Constitution.
i) All Executive Committe members, their titles and duties, are to be listed in Appendix 2 to these Standing Orders.

7) Committees

a) The membership of all committees shall be agreed by the EC at its first meeting after the annual AGM and reported on the UKLA website.
b) Committee convenors are appointed for a fixed term of three years, in line with the Association's governance and succession framework. Succession planning for convenor roles must begin during the final year of the term, with a successor identified and approved in advance to allow for an effective handover.
c) Committees shall work within the budgets set by EC.
d) The convener of each committee shall be responsible for conducting its business, for calling of meetings of the Committee, and for providing a written report on the committee's activities and decisions to the UKLA office two weeks before the next meeting of the EC.
e) Any committee exercising delegated powers on behalf of the Executive Committee must include at least two trustees. Additional members may be appointed by the Executive Committee, provided that co-opted members do not constitute more than two thirds of the total committee membership. Co-opted members must be members of the Association in good standing.
f) Each committee will normally meet at least 3 times a year. Additional meetings can be convened on the written request of any two members of that committee, stating the business to be considered.
g) Any committees established by the EC shall be listed in Appendix 3 to these Standing Orders, together with their membership and duties.

8) National Council

a) The National Council (NC) is a forum for the discussion of UKLA policy and concerns and for the exchange of information and ideas.
b) The NC will normally meet twice a year.
c) The composition and operation of the National Council are set out in Appendix 4.

9) Task Groups (TGs)

a) TGs may be formed within the Association, provided that their purposes conform to the object of the Association.
b) TGs are time-specific groups, tasked to fill a particular role or purpose for a period of up to two years.
c) TGs 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.
d) A TG 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 Task Group.
e) The EC will approve the remit of the TG.
f) The EC will appoint conveners for the TG.
g) The convener of each TG is eligible for co-option by the EC to the NC.
h) Any published statement or published work originating in a TG must have prior approval from the EC or a committee designated by the EC. Agreement to publish shall not unreasonably be withheld.
i) A brief report of the activities of each TG must be submitted to the Secretary annually by the end of May.
j) TGs may apply to EC for funding to support their activities.

10) Special Interest Groups (SIGs)

a) SIGs may be formed within the Association, provided that their purposes conform to the object of the Association.
b) SIGs are a community of members who share a common interest in a specific area of literacy teaching and learning, and who meet regularly to share and discuss their interests.
c) SIGs will assist the Association in the development of understanding and policy about particular areas of literacy teaching and learning.
d) A 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.
e) The EC will approve the remit of the SIG.
f) The EC will appoint convenors for SIGs for a fixed term, normally of up to three years, with provision for renewal where appropriate and subject to succession planning.
g) A SIG may be discontinued if the EC determines that it is no longer active or functional.
h) The Convener of each SIG is eligible for co-option by the EC to the NC.
i) Any published statement or published work originating in a SIG must have prior approval from the EC or a committee designated by the EC. Agreement to publish shall not unreasonably be withheld.
j) A brief report of the activities of each SIG must be submitted to the Secretary annually by the end of May.
k) Clauses 15, 16, 18, 19 and 23 of the Constitution shall apply *mutatis mutandis* to SIGs
l) All current SIGs are to be listed in Appendix 7 to these Standing Orders.

11) 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.

12) General Meetings

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 are to be held by the UKLA office and circulated to all members of the Association.

13) 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 committees, Task Groups, and Special Interest Groups are to be held by the UKLA Office and issued to any member who requests them. An administrative charge may be made for this service.

14) Awards and grants

Any awards, prizes and grant schemes operated by the Association shall be approved and administered by the relevant committee(s) as set out in the Appendices to the Standing Orders.