

# STANDING ORDERS

## UNITED KINGDOM LITERACY ASSOCIATION Registered Charity no. 313714 (becoming Registered Charity no. 1190848 in July 2021)

### 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 should usually be amended only at a meeting of the Executive Committee (EC). Amendments shall carry on a simple majority of those present.
- 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](#).

### 2) Membership of the Association

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

The EC has the power to create different classes/categories of membership and the rights and obligations attached to each (including subscription rates). The EC shall recommend such categories and subscriptions rates to the AGM. The categories are to be listed in Appendix 1 to these Standing Orders, and the [UKLA subscription rates](#) listed on the Association's website. Annual subscriptions, where applicable, shall become due on the first day of January, June and September.

#### 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) In addition to the President, Vice President, Honorary Secretary, Honorary Treasurer, President Elect, Immediate Past President 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. Each co-opted member of the EC shall retire at the conclusion of the AGM next following the date of his/her appointment.

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.

## **5) Co-options to Executive Committee**

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.

## **6) Exemptions from annual re-election**

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.

## **7) Sub-committees**

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 on the [UKLA website](#).

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 and budgetary constraints, 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.

f) Clauses 15, 16, 18, 19 and 23 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.

## **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 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 (SIGs) 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 of Task Groups (TGs) or SIGs and invited members in good standing.
- g) NC members may be elected or co-opted to serve on the EC and its sub-committees

### **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 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 TG may be set up by the EC and EC will authorise the remit of the TG.
- d) The EC will appoint convenors for TGs.
- e) The convenor of each TG is eligible for co-option by the EC to the NC.
- f) 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.
- g) A brief report of the activities of each TG must be submitted to the Secretary annually by the end of May.
- h) TGs may apply to the Treasurer for funding to support their activities. Such applications will be considered and responded to by the Finance and General Purposes Committee.
- i) Clauses 15, 16, 18, 19 and 23 of the Constitution shall apply *mutatis mutandis* to TGs.
- j) Any TGs are to be listed in Appendix 6 to these Standing Orders.

### **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 will assist the Association in the development of understanding and policy about particular areas of literacy teaching and learning.
- c) 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.
- (d) The EC will authorise the remit of the SIG.
- (e) The EC will appoint convenors for SIGs.
- (f) The Convenor of each SIG is eligible for co-option by the EC to the NC.
- (g) 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.
- (h) A brief report of the activities of each SIG must be submitted to the Secretary annually by the end of May.
- (i) Clauses 15, 16, 18, 19 and 23 of the Constitution shall apply *mutatis mutandis* to SIGs
- (j) Any 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) Local Councils**

- (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.

## **13) 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 shall be held by the UKLA Office and circulated to all members of the Association.

## **14) 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 Office and issued to any member who requests them. An administrative charge may be made for this service.

## **15) 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.