

# **SATEFL CONSTITUTION (Revised in March 2023; Approved at AGM in December 2023)**

1. Name: The Association shall be called “The Scottish Association for the Teaching of English as a Foreign Language” and is hereinafter referred to as the Association.

2. Address: The address of the Association shall be that of its Secretary or Treasurer or other volunteer of the Executive Committee.

3. Objects: The object of the Association shall be to encourage the teaching of English to speakers of other languages. To do so, the association may arrange such activities and may cooperate with such other associations as the Executive Committee, or the Association in General Meeting, determines.

## 4. Membership

(a) Membership shall be open to any individual interested in the object of the Association, subject to payment of the annual subscription.

(b) Membership shall cease if: (i) the member notifies the Membership Secretary in writing of their wish to withdraw from the Association; (ii) the member fails to pay their annual subscription by 1st November. In either case, cessation of membership shall not preclude re-application.

(c) Membership shall run from the date of payment of the annual subscription until the following 30th September.

## 5. Governing Body

The Governing Body of the Association shall be the Annual General Meeting, which shall be held not later than 31st December. The Annual General Meeting shall elect, as their terms of service end or they stand down, the Office-bearers of the Association, who will consist of the Chair, the Vice-Chair, the Secretary, the Treasurer, the Membership Secretary, and the Social Media Communications Lead. They, together with between six and eight other elected members, shall form the Executive Committee.

## 6. Executive Committee

(a) The Executive Committee shall manage the Association’s affairs and carry out the decisions of the General Meetings. It shall be empowered to set up sub-committees. It shall be empowered to co-opt up to three members at its discretion, but these members will not have voting rights.

b) All candidates for election to the Executive Committee must be proposed and seconded in writing so that the nomination is in the hands of the Secretary before the start of the Annual General Meeting. Elections shall be by a show of hands or by casting an electronic vote.

(c) Any member of the Association may stand for election to the Executive Committee.

(d) To ensure as wide a spread of interest as possible on the Executive Committee, normally no more than two persons from any one institution can be nominated for election to the Executive Committee. “Institution” shall be taken to mean School, College, or University.

(e) The members of the Executive Committee serve a one-year term, but they can opt to renew their term one time. .

## 7. Duties of Office-bearers

(a) Chair: The Chair shall take the Chair at all meetings of the Association and at the Executive Committee meetings. They shall present a report to the Annual General meeting. In the Chair's absence the Vice Chair will take his/her place.

(b) Vice-Chair The Vice-Chair shall deputise for the Chair as necessary.

(c) Secretary: The Secretary shall have responsibility for the compilation and circulation of Minutes and Agendas.

(d) Treasurer

The duties of the Treasurer shall be to receive all monies paid into the Association; to disburse all payments on behalf of the Association; to present accounts to the Annual General Meeting and to submit interim reports and statements of account at the Executive Committee meetings; and to advise the membership and Executive-Committee on all matters of Association finance.

(e) Membership Secretary: Membership Secretary shall answer membership enquiries, communicate with members on membership details (including invoices) and ensure new membership is dealt with (either of an individual or institution).

(e) Social Media Communications Lead: The Social Media Communications Lead shall promote the events of the Association on social media (e.g., Twitter, Facebook, and LinkedIn) on a regular basis.

(f) Event Organiser: The Event Organiser shall take an active role in leading the discussions on the four annual events. With the support of Ordinary Members, they shall be responsible for the organisation of the online or face-to-face annual events.

### 7a. Duties of Ordinary Members:

(a) Ordinary Members are to assist the Event Organiser to organise the annual events, be they online or face-to-face.

(b) Ordinary Members, as well as other Executive Committee Members, are expected to attend at least three out of four annual events in order for the running to be smooth beforehand and on the day.

## 8. Funds and Finance

(a) The financial year shall be from 1st October to 30th September.

(b) The funds and income of the Association shall be devoted to furthering the objects of the Association.

(c) There shall be a membership subscription due on the first day of the financial year, the amount of which shall be determined by the Executive-Committee.

(d) Responsibility for keeping accounts and drawing cheques shall rest with the Treasurer. Cheques shall be signed by the Treasurer or another Office-bearer.

(e) In the event of dissolution of the Association, any assets shall be transferred to a non-profit making body with similar objectives.

(f) In the case that an honorarium is to be paid to an invited speaker, it shall be limited to a maximum of £70. The Association may not be able to reimburse other expenses such as travel and accommodation. Such a request should be discussed with the Chair and the Treasurer before a decision can be made.

#### 9. Amendments to the Constitution

Amendments to the Constitution may be made only by resolution to the Annual General Meeting called by the Executive-Committee through the Chair. Extraordinary General meetings may be called at any time, provided that the request is in the hands of the Secretary at least six weeks beforehand and is signed by at least 5 paid-up members of the Association. A vote for any resolutions to amend the Constitution shall require the assent (either by show of hands or by secret ballot) of at least two-thirds of the members present.