

Scottish Organisation for Practice Teaching Constitution



1 - NAME

The name of the organisation shall be the Scottish Organisation for Practice Teaching (hereinafter called the organisation) and its registered address shall be that of the serving Chair/Secretary.

2 - AIMS AND OBJECTIVES

- 2.1 The aims of the organisation shall be to promote practice learning in social work education and training. To foster a spirit of inclusion by supporting anti-discriminatory practice. To support members involved in providing practice learning, and the development of best practices in social work training.
- 2.2 In support of the aims, the organisation will have the following objectives :-
- 2.2.1 To support and promote anti-oppressive and anti-discriminatory practice throughout all aspects of its operation.
- 2.2.2 To value cultural diversity and to support all aspects of inclusive practice.
- 2.2.3 To provide a national forum for discussion on major issues in social work and social services education, and in particular to actively promote nationally, through both the management committee and its membership, specific issues relating to the delivery of practice teaching.
- 2.2.4 To provide and promote a Scottish forum for members involved in providing practice learning, working in collaboration with other organisations as decided by the Management Committee.
- 2.2.5 To promote awareness of values in relation to practice learning and to support initiatives deemed by the Management Committee to increase knowledge in relation to supporting Social Work students or the quality of practice teaching.
- 2.2.6 To disseminate information throughout the organisation's membership by bulletin, newsletter, website or any written documentation that the Management Committee deems appropriate.
- 2.2.7 To provide information and advice through the organisation's membership to agencies providing practice learning where this is deemed as appropriate by the Management Committee.
- 2.2.8 To collaborate with other bodies in support of practice learning where this benefits members and is felt appropriate by the Management Committee.
- 2.2.9 To raise funds In support of the organisation's aims and objectives by whatever ethical and legal means the Management Committee decides.

3 - MEMBERSHIP

- 3.1 Membership of the organisation will be on an individual basis. Membership will be open to Practice Teachers, Work Place Assessors, Link Supervisors, Mentors and all those that have an interest in the provision of practice learning in social work.
- 3.2 Membership fees will be paid annually as decided by the Management Committee. Concessions and awards for free membership will be considered and decided upon by the Management Committee.
- 3.3 The membership year will usually be from April till the following March. Members may join when agreed by the Management Committee at any stage throughout the membership year paying a pro-rata fee for the remainder of the year.

4 - MANAGEMENT COMMITTEE

- 4.1 The Management Committee will be elected at the Annual General Meeting. The date being decided by the previous Management Committee.
- 4.2 The Management Committee will have delegated powers from the membership to conduct the normal business of the organisation in accordance with the stated aims and objectives.
- 4.3 The Management Committee will consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and at least six committee members.
- 4.4 The Management Committee will meet at least four times a year although the Management Committee can make other arrangements for additional meetings if it so decides.
- 4.5 Management Committee members will be expected to attend at least three meetings a year and will be encourage to fully participate in the business of the organisation.
- 4.6 The Quorum for a Management Committee meeting is five. A meeting with less than five members will be regarded as a discussion and will not be able to conduct normal business, make decisions or verify minutes.

5 - MANAGEMENT COMMITTEE FUNCTIONS

- 5.1 The Management Committee shall have the responsibility for the general administration of the organisation and be responsible for the appointment and supervision of any staff.
- 5.2 The Management Committee may co-opt other persons and non-members to the Management Committee for specific purposes. Co-opted members will not have voting rights and can be removed from the Management Committee for any reason if it so decides.
- 5.3 The Management Committee will organise sub groups for specific functions including the production of bulletins and the newsletter. These subgroups will report to the Chairperson and be accountable to the Management Committee.
- 5.4 The Management Committee will have the power to approve or reject application for membership.
- 5.5 The Management Committee has responsibility for setting subscription levels and for seeking donations.
- 5.6 The Management Committee will be responsible for the termination of an individual membership where there is a breach of membership conditions or where it believed the organisation has been brought into disrepute. In so doing a member has the right to be heard by the full Management Committee before membership is terminated.
- 5.7 The Officer Bearers and Management Committee members will take on specific functions as agreed with the Management Committee, at the request of the Chairperson or as specified in this constitution.
 - 5.7.1 The Chairperson will preside over the meetings of the Management Committee and will approve any document that is produced for the organisation. The Chairperson will also approve the agenda for meetings and set the date and times for meetings that have not been agreed at Management Committee meetings. The Chairperson will having an additional casting vote where necessary and will ensure that meetings are conducted in accordance with the constitution.
 - 5.7.2 The Treasurer will be responsible for the organisation's financial affairs and will be a signatory on the organisations bank account along with two other members as agreed by the Management Committee. The Treasurer will provide a written statement when required by The Management Committee and at the AGM outlining the financial status of the organisation. The Treasurer will make funds available to the Management Committee where it so decides.
 - 5.7.3 The Secretary will be responsible for the organisations documentation, letters, and business statements. The Secretary will work with the Treasurer on matters concerning finance and will oversee the work carried out by the Administrator. The Secretary will support the Chairperson when requested in the organisations business and liase with the Website Manager appointed by the Management Committee.
 - 5.7.4 The Administrator will be appointed by the Committee and will be regarded as a part time employee of the organisation. The Administrator will be paid an honorarium, fee or expenses as decided by the Management Committee. The Administrator will work closely with other Management Committee members in supporting the organisations documentation, letters, and business statements. The Administrator's duties will include clerical duties, general administration duties and the reproduction of newsletter and bulletins. The Administrator will support the Chairperson when requested in the organisations business and liase with the Website Manager appointed by the Management Committee.

- 5.7.5 The Vice Chairperson will be expected to attend all committee meetings and will preside over the Management Committee in the absence of the Chair-person.
- 5.7.6 The Management Committee will appoint a Website Manger who will be encouraged to attend Management Committee meetings. The Website Manager will be accountable to the Management Committee and can be removed for any reason. The duties may also be shared with Committee Members rather than appoint a specific person for this task. Payments in relation to the website maintenance will be decided by the Management Committee.
- 5.7.7 Management Committee Members will be expected to attend Management Committee meetings with full voting powers. The Management Committee can delegate some responsibilities to individual Management Committee members where it considers this in the best interests of the organisation.

6 - ANNUAL GENERAL MEETING (AGM)

- 6.1 The Annual General Meeting shall be held annually at such a time and place as the Management Committee shall determine.
- 6.2 The Annual General Meeting will elect a Chairperson, Vice Chairperson, Treasurer, Secretary and six Committee Members.
- 6.3 At the Annual General Meeting, the Management Committee will present a report to the membership, present accounts and propose auditors.

7- RULES OF PROCEDURE AT ALL MEETINGS

- 7.1 All resolutions and propositions shall be decided by a simple majority of members present. In the event of an undecided vote the Chairperson will have an additional and casting vote. No member shall exercise more than one vote in any meeting. The Management Committee may decide that proxy voting may be allowed for members unable to attend a meeting for a legitimate reason.
- 7.2 A written account of all meetings will be produced by the Administrator or as prescribed by the Chairperson in the event of that not being possible. The record will be approved by the Chairperson and subsequently by the next similar meeting. All resolutions and written accounts of business will be held by the Administrator and copied to the Chairperson.
- 7.3 Email will be used as a preferred method of communication with Management Committee Members when communicating outwith normal meetings. The Office Bearers will also be given a ScOPT email address for organisational business which they may also use for private correspondence.

8 - CHANGES TO THE CONSTITUTION

- 8.1 Changes to the constitution can be made at the Annual General Meeting or at a special meeting called by the Chairperson after it has been requested by more than 10 paid up members. Only paid up members can vote.
- 8.2 Changes to the constitution made at the AGM or a special meeting will be accepted by a simple majority of 2/3rds of those attending and will take effect immediately.

9 - DISSOLUTION

If the Management Committee, by a simple majority, decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the organisation, it shall call a meeting of the organisation and not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be given. Such resolution may have instructions for the disposal of any assets held by or in the name of the organisation, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the organisation but shall be given or transferred to such other charitable institution or institutions having objectives similar to some or all of the objectives of the organisation as the organisation may determine and in so far as effect cannot be given to this provision then to some other charitable purpose.

10 - ARBITRATION

In the event of any dispute arising from the interpretation and implementation of this Constitution the matter shall be referred to an independent arbitrator provided by the Institute of Arbitrators and his or her decision shall be final. The Interpretation Act 1978 shall apply for the interpretation of an Act of Parliament.

This Constitution was amended by unanimous agreement at the AGM held at the West Park Centre Dundee on Thursday 17th November 2005