



The Standing Conference on
University Teaching and Research
in the Education of Adults

**CONSTITUTION
and CODE OF PRACTICE
(2003)**

The Constitution (1995) was originally adopted at the SCUTREA Annual General Meeting held on 12 July 1988 at the University of Leeds and was formally amended at the SCUTREA Annual General Meeting held on 13 July 1995 at Winchester (University of Southampton). Minor amendments to the wording of the Constitution were approved, and a Code of Practice was approved and appended, at the SCUTREA Annual General Meeting held on 8 July 1998 at the University of Exeter. Further amendments were agreed at the Annual General Meeting in 2003.

Registered Charity Number: 1052349

CONSTITUTION (2003)

1 Name

The name of the organisation shall be "The Standing Conference on University Teaching and Research in the Education of Adults", hereafter referred to as "SCUTREA".

2 Objects

To advance knowledge and understanding in all aspects of learning, education and training in adulthood in particular but not exclusively through the provision of conferences and seminars and to facilitate and enhance the contributions to that advancement by those teaching, researching and studying the education of adults.

3 Powers

In furtherance of the above objects but not further or otherwise SCUTREA may:

- 3.1 Raise funds from public and private sources by sale of publications and by charges for courses, seminars and conferences relating to these objects and raise funds and invite and receive contributions from any persons by way of subscription, donation and otherwise.
- 3.2 Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals or other documents or films or recorded tapes or publications in any other form, as shall further the said objects.
- 3.3 Arrange and provide for or join in arranging and providing for the holding of conferences, courses, seminars and other meetings and events.
- 3.4 Promote and carry out or assist in promoting and carrying out research, surveys, investigations and other projects and publish the useful results.
- 3.5 Employ or commission individuals or groups to engage in activities which will, in the judgement of the Council, serve the objects of SCUTREA or support others in the pursuance of these objects.
- 3.6 Invest the funds of SCUTREA in separate bank accounts in the name of SCUTREA; and borrow monies or loans which in the judgement of the Council are in the best interest of SCUTREA subject to such consents as may be required by law.
- 3.7 Delegate such powers as may be appropriate in the judgement of the Council to employees provided that all acts and proceedings of such employees under delegated powers shall be reported back fully and promptly to the Council.
- 3.8 Do all such other lawful things as are necessary for the attainment of the said objects.

4 Membership

- 4.1 Individual membership (carrying one vote at a General Meeting) is open to anyone aged over 18 who applies and is accepted by the Council as contributing to the objects of SCUTREA through an interest in, study of, or research into any aspect of learning, education or training in adulthood.
- 4.2 Institutional membership (carrying two votes at a General Meeting) is open to organisations which apply and which are accepted by the Council as making contributions to the study of, or research into, any aspect of learning, education or training in adulthood.
- 4.3 Honorary membership (carrying one vote at a General Meeting) may be bestowed by an Annual General Meeting of SCUTREA, acting on the recommendation of the Council.

- 4.4 The membership of any individual or institution may be cancelled by the Council for good and sufficient reason provided that the individual member concerned or the individual representing such institution shall have the right to be heard by the Council before a final decision is made. Notice of a motion for cancellation of membership must be sent to the Council at least 21 clear days before a meeting and must be approved by two thirds of those who are present and entitled to vote, except that the individual member or representative of the institution named in the motion may not vote.
- 4.5 At the discretion of Council, individual members may be co-opted to serve on Council for a specified period.

5 Subscriptions

- 5.1 Membership of SCUTREA shall be dependent upon payment of an annual subscription, the amount of which shall be determined by the Council.
- 5.2 If any member has not paid the appropriate subscription within three months of the beginning of the subscription year their membership shall be deemed to have lapsed unless the Council shall decide to extend the period within which payment may be made.

6 Officers

- 6.1 There shall be a Chair, a Secretary, a Treasurer and a Membership Secretary of SCUTREA, who shall be elected at the Annual General Meeting by a ballot of members with voting rights. The Chair and Secretary shall hold office for a period of three years and on the expiry of this term will not be eligible for re-election to any office of SCUTREA until one year has elapsed. The Treasurer and Membership Secretary shall be elected for a period of three years and shall be eligible for re-election.
- 6.2 The officers shall be *ex officio* members of SCUTREA, the Council and any other committees.

7 Council

- 7.1 The elected officers of SCUTREA shall be the Officers of the Council. The Chair shall make a report on behalf of the Council to each Annual General Meeting.
- 7.2 Each institutional member shall nominate one individual person to represent it and vote on its behalf at meetings of the Council and at General Meetings. In the event of such person leaving an institution, he or she shall cease to be a representative thereof. Each institutional member may appoint a deputy to replace its appointed representative if the latter is unable to attend any particular meeting and may have observers (who shall not be entitled to vote) present at any General Meeting.
- 7.3 Other members of the Council may be elected by individual members of SCUTREA. There shall be at least one elective place and further such places to produce a ratio of no less than one place for each fifteen individual members or such other number as may be determined by a General Meeting. Elected members shall be elected for a period of three years renewable and the results of elections shall be reported to the Annual General Meeting.
- 7.4 Each member of Council, whether Individual Representative, Institution Representative or Honorary Member, shall have one vote only at meetings of Council.

8 Meetings

- 8.1 There shall be at least two ordinary meetings of the Council each year. Members must be given no less than 21 clear days notice of meetings. The quorum for a meeting shall be seven members, including at least two Officers. Decisions of the Council shall be by simple majority vote except where otherwise specified in this Constitution and the Chair shall have a casting vote. The Secretary shall be responsible for recording minutes of each meeting.

- 8.2** Special meetings of the Council may be summoned at any time by the Chair at his or her discretion and shall be summoned by the Secretary at the request, in writing, of one third or more of its membership. Members must be given no less than 21 clear days notice.

9 Functions and powers of the Council

- 9.1** The Council shall determine the policy of SCUTREA and offer guidance or give instructions, as appropriate, to its employees.
- 9.2** The Council may delegate such powers and functions as it sees fit to sub-committees, including a standing Executive Committee, comprising such members of the Council and other members (if appropriate) of SCUTREA according to its judgement of what is in the best interests of SCUTREA, provided such sub-committees shall report back fully and promptly all acts and proceedings to the Council.
- 9.3** The Council shall have the power to adopt and issue Standing Orders and/or Rules for SCUTREA. Such Standing Orders or Rules shall come into operation immediately provided always that they shall be subject to review by a General Meeting and shall not be inconsistent with the provisions of this Constitution.

10 General Meetings

- 10.1** An Annual General Meeting shall be held at the Annual Conference each year. There shall be not less than 21 clear days notice of the meeting and the agenda. The quorum shall be one third of the membership or 12 members, whichever is less.
- 10.2** Special General Meetings may be summoned at any time by the Chair at his or her discretion and shall be summoned by the Secretary on the request of one third or more of the members. There shall be not less than 21 clear days notice of the meeting and the agenda.
- 10.3** The chair at General Meetings shall be taken by the Chair of SCUTREA except that if the Chair is absent the members of Council present shall elect a deputy and if there are no members of Council present then members present may elect one of their number to take the chair.
- 10.4** Decisions at General Meetings shall be taken by a simple majority vote except where otherwise specified in this Constitution. The Chair shall have a casting vote.
- 10.5** It shall be the responsibility of the Secretary to ensure that minutes are recorded.

11 Finance

- 11.1** The financial year of SCUTREA shall run from 1 May to 30 April.
- 11.2** It shall be the responsibility of the Treasurer to ensure that accurate records of income and expenditure are kept.
- 11.3** SCUTREA shall maintain such bank accounts and other investments as are agreed by the Council.
- 11.4** It shall be the responsibility of the Council to determine who will be entitled to sign cheques drawn upon any account held in the name of SCUTREA. All cheques will require two signatures.
- 11.5** As far as possible, all cash transactions shall be restricted and shall not exceed a limit decided by the Council. All transactions must be properly documented and accompanied by appropriate vouchers.
- 11.6** Prior to the AGM an audited statement of accounts shall be prepared and circulated to members with notice of the meeting. An independent auditor or auditors shall be appointed by the Council.

12 Liability

No Council member shall be liable for any loss to the property of SCUTREA arising by reason of any improper investment made in good faith (so long as she/he shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him or by any other Council member hereof in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary or by reason of any other matter or thing other than wilful and individual fraud wrongdoing or wrongful omission on the part of the Council member who is sought to be made liable.

13 Changes to the Constitution

This Constitution may be altered at an Annual or Special Meeting of SCUTREA by a resolution passed at a quorate meeting of two-thirds of the members present and voting thereat. The resolution for the alteration of the Constitution must be received by the Secretary of SCUTREA at least 21 days before the meeting at which it is to be proposed. At least 14 days' notice of such a meeting must be given by the Secretary and must include notice of the alteration proposed: provided that no alteration to clause 2 (Objects), clause 14 (Dissolution) or this clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing SCUTREA to be a charity in law.

14 Dissolution

If the Council decide that it is necessary or advisable to dissolve SCUTREA it shall call a meeting of all members of SCUTREA, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by two-thirds majority of those present and voting the Officers of the Council shall have power to realise any assets held by or on behalf of SCUTREA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of SCUTREA as the members of SCUTREA may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of SCUTREA must be sent to the Charity Commissioners.

CODE OF PRACTICE (2003)

- 1 SCUTREA welcomes into membership any institution which contributes, or individual members who contribute, to the objectives of SCUTREA through an interest in, study of, or research into, any aspect of learning, education or training in adulthood.
- 2 SCUTREA endeavours to fulfil its objectives (as described in Section 2 of the Constitution) in a way that is sensible, transparent and clear.

Membership and Representation

- 3 Applications for individual and institutional membership are confirmed by Council at its first meeting following receipt of the application.
- 4 Institution Representatives agree to follow the practices set out in Appendix 5 of this Code of Practice. Institution Representatives have voting rights as set out in Sections 4.2 and 7.4 of the Constitution
- 5 Individual Representatives are elected at the Annual General Meeting by a ballot of individual members. Individual Representatives agree to follow the practices set out in Appendix 6 of this Code of Practice. Individual Representatives have voting rights as described in Sections 4.1 and 7.4 of the Constitution.
- 6 An individual may be both an individual member and an Institution Representative. In this case the individual may vote in both roles. An Institution Representative may not, at the same time, be an Individual Representative.
- 7 Honorary members are eligible to attend Council meetings. Honorary members have voting rights as described in Sections 4.3 and 7.4 of the Constitution.

Role of Officers

- 8 The role of Honorary Chair of SCUTREA is set out in Appendix 1 to this Code of Practice.
- 9 The role of Honorary Secretary of SCUTREA is set out in Appendix 2 to this Code of Practice.
- 10 The role of Honorary Treasurer of SCUTREA is set out in Appendix 3 to this Code of Practice.
- 11 The role of the Honorary Membership Secretary is set out in Appendix 4 to this Code of Practice.

APPENDIX 1 **Role of the HONORARY CHAIR of SCUTREA**

The Honorary Chair is responsible in all matters to both Council and the Membership

Purpose

To facilitate the efficient and effective organisation of the Standing Conference on University Teaching and Research in the Education of Adults, in partnership with the Honorary Secretary, the Honorary Treasurer and the Honorary Membership Secretary.

Duration

Three years from election (*approximately 15 days per year, unevenly distributed throughout the year*).

Main Duties

- 1 Chairing Council meetings (four times per year, normally in October, January, May and July)**
 - Discuss agenda with the Honorary Secretary, prepare any papers in conjunction with other Officers, including the Chair's Report.
 - Approve the Minutes.
 - Take any necessary follow-up action.
(*Equivalent of four days per year*)
- 2 Chairing the Annual General Meeting (once a year, normally in July)**
 - Discuss agenda with the Honorary Secretary, prepare any papers in conjunction with other Officers, including the Annual Report.
 - Approve the Minutes.
 - Take any necessary follow-up action.
(*Equivalent of one day per year*)
- 3 Representation**
 - Deal with enquiries.
 - Represent SCUTREA at national and international levels as appropriate: within other organisations (such as UACE Research Committee); in consultations (for example, through HEFCE or ESRC); on national planning groups (for example for the joint seminar series with UACE and SRHE).
(*Equivalent of one or two days per year*)
- 4 Conference Planning Group**
 - Take an *ex-officio* role
(*Variable*)
- 5 Other Activities**
 - Deal with correspondence on behalf of SCUTREA.
 - Undertake new initiatives.
 - Liaise with institutional and individual members.
 - Seek views from membership on policy issues.
(*Variable*)
- 6 Working as a member of a team**
 - Agree all work with other Officers

Skills, personal qualities and other requirements

- Democratic leadership style; organisational and administrative skills; ability to chair meetings; time management skills; presentation skills; word-processing skills (or have very good secretarial support); access to email; tact and diplomacy; institutional support; time, enthusiasm and commitment.
- Candidates will normally be in institutional or individual membership of SCUTREA. Candidates in institutional membership will be encouraged to provide a letter of support for their application from their Head of Department (or equivalent).

Remuneration

There is no remuneration for the post. However, costs for stationery, photocopying, postage and telecommunication expenses are recoverable from SCUTREA. The main reward is the status of being responsible for the development and maintenance of an internationally renowned and respected research organisation; the benefits this brings to your institution; working with colleagues from other universities and learning organisations in a non-competitive and purposeful way; international travel opportunities; being able to put this on your CV and on applications for promotion and for jobs. Most previous post-holders have been able to use their experience as Chair as evidence of their ability to manage a small organisation successfully.

APPENDIX 2 **Role of the HONORARY SECRETARY of SCUTREA**

The Honorary Secretary is responsible in all matters to both Council and the Membership.

Purpose

To facilitate the efficient and effective organisation of the Standing Conference on University Teaching and Research in the Education of Adults, in partnership with the Honorary Chair, the Honorary Treasurer and the Honorary Membership Secretary.

Duration

Three years from election, approximately 20 days per year, unevenly distributed throughout the year.

Main Duties

- 1 *Providing secretarial support for, and participating in, Council meetings four times per year (normally in October, January, May and July).***
 - Book venue
 - Produce agenda and other papers, in conjunction with the other Officers, and circulate these.
 - Take, produce and circulate Minutes.
 - Maintain database of Council membership.
- 2 *Providing secretarial support for the AGM.***
 - Book venue in conjunction with the Conference Organiser.
 - Produce agenda and other papers, in conjunction with the other Officers, and circulate these.
 - Take, produce and circulate Minutes.
 - Maintain database of membership, on the advice of the Honorary Membership Secretary.
- 3 *Mailing lists***
 - Keep these up-to-date, on the advice of the Honorary Membership Secretary.
 - Produce labels for mailings
- 4 *Representation***
 - Deal with enquiries.
 - Deputise for the Honorary Chair as necessary.
- 5 *Conference Planning group***
 - Take an *ex-officio* role.
- 6 *Publicity***
 - Prepare and order letterheads, compliments slips *etc.*
 - Produce, proof read and circulate publicity materials as necessary, including information leaflet.
- 7 *Publications***
 - Liaise with, and provide support as necessary for, the Conference Organiser over marketing, sales and invoicing of Conference Proceedings, in conjunction with the Honorary Treasurer.
 - Liaise as necessary with other organisations/publishers over literature published under the SCUTREA logo.
 - Edit and produce, or be responsible for the delegation of editing and producing, the SCUTREA Newsletter, SCOOP, at least two times per year.

Skills, personal qualities and other requirements

- Organisational and administrative skills; record keeping; minute taking; ability to chair meetings (deputising for the Honorary Chair); time management skills; presentation skills; word processing skills (or ability to delegate); skills to manage production of the Newsletter, SCOOP; access to email; tact and diplomacy; institutional support; time; enthusiasm and commitment.
- Candidates will normally be in institutional or individual membership of SCUTREA. Candidates in institutional membership will be encouraged to provide a letter of support for their application from their Head of Department (or equivalent).

Remuneration

There is no remuneration for the post. However, costs for stationery, photocopying, postage and telecommunication expenses are recoverable from SCUTREA. The main reward is the status of being responsible for the development and maintenance of an internationally renowned and respected research organisation; the benefits this brings to your institution; working with colleagues from other universities and learning organisations in a non-competitive and purposeful way; international travel opportunities; being able to put all this on your CV and on applications for promotion and for jobs.

APPENDIX 3 Role of the HONORARY TREASURER of SCUTREA

The Honorary Treasurer is responsible in all matters to both Council and the Membership.

Purpose

To facilitate the efficient and effective organisation of the Standing Conference on University Teaching and Research in the Education of Adults, in partnership with the Honorary Chair, the Honorary Secretary and the Honorary Membership Secretary.

Duration

Three years from election.

Main Duties

1 *Financial Management*

- Ensure that the financial resources available to SCUTREA are effectively and properly employed in meeting the aims of the organisation.

2 *Current and Savings Accounts*

- Take responsibility on behalf of SCUTREA for the efficient management of its accounts

3 *Records*

- Keep accurate records of all SCUTREA's financial transactions.

4 *Financial Statements*

- Prepare periodic financial statements as required for presentation to Council

5 *Charity Commission*

- Report annually on behalf of SCUTREA to the Charity Commission on the use of funds and any constitutional changes which require notification.

6 *Audit*

- Prepare an annual financial statement and arrange for its proper audit and presentation at the AGM.

7 *Financial Advice*

- Advise officers and members of SCUTREA on the financial implications of proposed/agreed activities.

8 *Funding*

- Assist in securing any additional funding for SCUTREA. as appropriate.

9 *Payments*

- Make authorised payments on behalf of the organisation.

10 *Conference Bursaries*

- Authorise these as appropriate in conjunction with the other Officers and the Conference Organiser.

Skills, personal qualities and other requirements

- Financial, organisational and administrative skills.
- Candidates will normally be in institutional or individual membership of SCUTREA. Candidates in institutional membership will be encouraged to provide a letter of support for their application from their Head of Department (or equivalent).

Remuneration

There is no remuneration for the post. However, costs for stationery, photocopying, postage and telecommunication expenses are recoverable from SCUTREA. The main reward is the status of being responsible for the development and maintenance of an internationally renowned and respected research organisation; the benefits this brings to your institution; working with colleagues from other universities and learning organisations in a non-competitive and purposeful way; international travel opportunities; being able to put all this on your CV and on applications for promotion and for jobs.

APPENDIX 4 Role of the HONORARY Membership Secretary of SCUTREA

The Honorary Membership Secretary is responsible in all matters to both Council and the Membership.

Purpose

To facilitate the efficient and effective organisation of the Standing Conference on University Teaching and Research in the Education of Adults, in partnership with the Honorary Chair, the Honorary Secretary and the Honorary Treasurer.

Duration

Three years from election.

Main Duties

1 *Membership fees*

- Collect annual membership fees (institutional and individual) as due and ensure payment to the Honorary Treasurer.
- Liaise with the Honorary Secretary in order to maintain an accurate membership database.

2 *Records*

- Keep accurate records of all SCUTREA's membership transactions and to submit a report on new members to Council at each meeting.

3 *Report*

- Prepare an annual report of membership for presentation at the AGM.

4 *Council*

- To report to Council on all issues affecting the individual and institutional membership of SCUTREA.

Skills, personal qualities and other requirements

- Organisational and administrative skills.
- Candidates will normally be in institutional or individual membership of SCUTREA. Candidates in institutional membership will be encouraged to provide a letter of support for their application from their Head of Department (or equivalent).

Remuneration

There is no remuneration for the post. However, costs for stationery, photocopying, postage and telecommunication expenses are recoverable from SCUTREA. The main reward is the status of being responsible for the development and maintenance of an internationally renowned and respected research organisation; the benefits this brings to your institution; working with colleagues from other universities and learning organisations in a non-competitive and purposeful way; international travel opportunities; being able to put all this on your CV and on applications for promotion and for jobs.

APPENDIX 5 Role of an INSTITUTION REPRESENTATIVE

Context

The Constitution states that each institutional member shall nominate one person to represent it and vote on its behalf at meetings of Council and General meetings.

Institutions are asked to inform the Honorary Secretary in writing of the name of their nominated representative (to whom all correspondence is subsequently addressed). If the nominated representative is unable to attend a Council or General meeting, then the institution is entitled to send a substitute, normally after giving prior notice to the Honorary Secretary. Once an institution has become a member of SCUTREA and fees have been paid, members of staff within that institution who have an interest in teaching and research in the education of adults (regardless of department or status) may take part in SCUTREA activities, pay reduced rates for conferences and events where applicable, and receive copies of the newsletter.

Role

- To represent their institution at Council meetings four times per year.
- To compile and keep a record of individuals within their institution who wish to be informed about SCUTREA activities.
- To distribute information (such as calls for papers, conference announcements, and the SCUTREA newsletter) to those individuals.
- To promote SCUTREA activities to staff and students within their institution.
- To contribute to discussions within SCUTREA on policies and development (both national and local).
- To provide an institutional perspective on national consultations.
- To canvas opinions from institutional colleagues and to cast the institutional votes accordingly at SCUTREA elections.
- To ensure that SCUTREA fees are paid by their institution.

APPENDIX 6 **Role of an INDIVIDUAL REPRESENTATIVE**

Context

The Constitution states that there should be one representative for every fifteen individual members. Such a representative holds office for three years and is eligible for re-election. The Code of Practice states that Individual Representatives should be elected at an Annual General meeting. Individual Representatives may be individual or honorary members of SCUTREA. When a vacancy for an Individual Representative arises, calls for nomination will be made prior to and at the Conference and AGM. This will be followed by a postal vote after a candidate's eligibility to stand has been confirmed.

Role

- To represent individual members at Council meetings four times a year. (*Travel expenses for attendance at Council meetings are paid by SCUTREA.*)
- To contribute to discussions within SCUTREA on policies and developments at national and local level.
- To meet with individual members at an allocated time at the Conference for a two-way flow of information and dialogue concerning SCUTREA business.
- To provide feedback from this meeting to the AGM.
- To respond to enquiries from individual members and to initiate contact with individual members as necessary. (*Contact details of Individual Representatives will be published in the first edition of the SCUTREA newsletter following their election. Individual members may contact their representatives during the year, with the support of the Honorary Secretary if required. Individual Representatives may also contact the body of individual members during the year, via the newsletter and/or with the support of the Honorary Secretary if required.*)

APPENDIX 7 **SCUTREA Representation on the Editorial Board of *Studies in the Education of Adults***

Context

The SCUTREA Representative on the Editorial Board of *Studies in the Education of Adults* should be elected at an Annual General Meeting by a ballot of members with voting rights. The representative may hold office for three years, after which s/he is eligible for re-election for one further period of three years. The Representative should normally be an institutional or individual member of SCUTREA at the time of election and throughout the period of office. A call for nominations for this position should be made prior to, and at, the Annual Conference and Annual General Meeting. Nominations should include the written agreement of the nominee, a brief supporting statement, and names, addresses and signatures of the proposer and seconder, both of whom should be members of SCUTREA.

Role

- To represent SCUTREA at meetings of the Editorial Board and perform all other duties required of a member of the Board.
 - To report to SCUTREA Council at the Council meetings held four times each year.
 - To liaise as necessary between SCUTREA and the Editorial Board.
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APPENDIX 8 **Procedures for the appointment of HONORARY MEMBERS**

Proposals for Honorary Membership may be made in special circumstances, based on the following criteria.

Over a number of years there should be evidence of:

- 1 Membership of SCUTREA.
- 2 Exceptional service to SCUTREA.
- 3 Active involvement in research and teaching in the education of adults.

Procedure

Nominations, accompanied by the written agreement of the nominee and signed by the proposer and seconder (both of whom should be members of SCUTREA), should be given in writing to the Honorary Secretary at least three weeks prior to a full meeting of Council. Council should then decide whether to recommend Honorary Membership at the next Annual General Meeting, where the final decision should be taken.