

## CONSTITUTION

1. The Association shall be called "The Croydon Head Teachers' Association".
2. The objects of the Association shall be:
  - a) To advance the interests of Education generally by co-operative action
  - b) To provide opportunities for the consideration by Head Teachers of various matters connected with the Schools and their organisation.
  - c) To lay the considered opinion of the members before the Local Education Authority when desirable.
  - d) To encourage social intercourse among its members.
3. Heads of all Local Authority maintained schools, heads of all grant maintained schools and heads of maintained post 16 centres (currently John Ruskin and Coulsdon Colleges) in the London Borough of Croydon shall be full members of the Association. Retired members shall be honorary (non-voting members). Members shall be invited to make a voluntary contribution towards the administrative expenses of the Association, the amount to be determined at each Annual General Meeting.
4. The Association will consist of a Primary and Special Section and a Secondary & Special Section:
  - a) Each Section shall hold regular meetings for members
  - b) Each Section shall elect a Chairman and Secretary for the following academic year at its last meeting in the Summer Term
  - c) Each Section may set up task groups to prepare detailed papers for consideration at full Section Meetings
  - d) The Section Secretary may act upon any recommendation approved at a Section Meeting, except as required by paragraph 15 when a recommendation affects both Sections.
5. The Association shall have an Executive Committee, which shall consist of the President, Vice-President, Section Chairmen and Secretaries, a Treasurer and two other Headteachers. Any casual vacancy shall be filled by the Executive Committee within two months.
6. An Annual General Meeting for all members of the Association shall be held during the first half of the Autumn Term.
7. The Officers of the Association shall be |President, Vice-President, Joint Secretaries (Primary and Secondary), and Treasurer, the Vice-President, Treasurer and two other Executive Committee Members shall be elected at the A.G.M. These four must include two primary and two secondary Headteachers. The Vice-President shall, at the A.G.M following his election, become President.
8. Five Members, including at least one of the Joint Secretaries, must be present to constitute a quorum for an executive meeting.

9. Nomination forms for election of Vice-President, Treasurer and Executive Committee Members shall be issued to all members in September and returned to the Secretary not later than ten working days before the date set for the than then working days before the date set for the A.G.M and must be returned before the opening of the A.G.M.
10. Two Auditors shall be appointed at the A.G.M each year.
11. The monies of the Association shall be banked in the name of the Croydon Head Teachers' Association and the signatures of the Treasurer and one of the Joint Secretaries shall be required for issuing cheques. In the event of the dissolution of the Association any monies held by the Association shall be distributed according to the decision of the final General Meeting.
12. This Association Constitution shall be amended only at the A.G.M or at a Special General Meeting called for that purpose, and only by a two-thirds majority of those present and voting. All members must have due notice in writing of such proposed alteration.
13. A Special Meeting may be called at any time on the application of six members, or when the President and Secretaries of the Association consider a meeting desirable. Such meeting shall be called within fourteen days of the Secretary receiving the request.
14. Representatives to outside bodies may be appointed at the A.G.M or at Section Meetings and shall report back and be responsible to the appointing meetings.
15. Recommendations from the Sections must be submitted to an Executive Committee Meeting for information, or for action if they affect both primary and secondary sectors.
16. All business correspondence of the Association and of its two Sections shall be handled by the Joint Secretaries.
17. Three officers of the Association, including one of the Joint Secretaries and either the President or Vice-President, shall constitute an Emergency Committee with power to act.
18. All meetings shall be conducted according to a code of practice to be approved by a General Meeting.