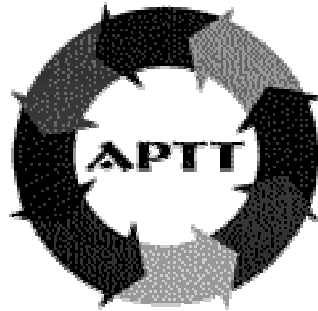


APTT



The Association of Part-Time Tutors Articles of Constitution

(See end of this document for version and revision list)

Article 1: Name, Status and Composition

Name: The Association of Part Time Tutors, hereafter called APTT.

Status: The APTT is a non-profit making Association, formed for the achievement of the principles and objectives as stated in articles 2 and 3.

Composition:

- The APTT shall consist of members as described in article 6 and in the formal definition below.
- From the voting membership, Officers and Working Group shall be elected at the AGM, as defined below.
- The Council of the Association shall consist of all APTT members in good standing

Validity of Meetings

Any meeting consisting of at least a quorum of members and the Secretary or Treasurer (or substitutes nominated by the Secretary or Treasurer), shall make policy and decide upon the affairs of the APTT. A quorum at any meeting shall be 6 (members) members in good standing (see below).

Definition of part-time tutor

A part-time tutor is any person who is employed, potentially employed or self employed on a part-time basis (usually less than 32 hours per week), as a tutor, teacher, trainer, facilitator, or any other similar title, to educate or facilitate learning directly of students in post-compulsory education (over 16 years of age).

APTT Officers

The following Officers of the APTT shall be subject to election at an Annual (or Extraordinary) General Meeting of the Association. Other officers may be appointed at the discretion of the AGM or an EGM.

- Secretary
- Treasurer
- Assistant Secretaries (2)
- Membership Secretary
- Coordinator of the APTT Inspectorate
- Health & Safety Officer
- Anti-Bullying Officer

Working Group

The Working Group of the Association shall consist of no more than:

- The elected Officers of the Association
- Four members of the APTT Inspectorate, nominated from among the active Inspectors of that year
- Four co-optees nominated by the Officers, of which at least one must be an Associate Member and one a non-Tyneside member

Article 2: Objectives

The object of the APTT is to serve the public good by promoting the quality, standards and good practice of part-time tutoring within post-compulsory education.

In the furtherance of the above object, the APTT will have the power:

- a) To combat feelings of isolation at work.
- b) To share information on developments related to the job of teaching in a part-time capacity.
- c) To share personal skills for mutual benefit and support.
- d) To encourage (and where possible, practically support) appropriate training and development opportunities for part-timers.
- e) To be a forum and collective voice for the working needs and opinions of part-time tutors.
- f) To do all such other lawful things as shall further the above object.

Article 3: Principles

The members of the APTT acknowledge the following principles governing their relations with the public and other organisations.

- a) The APTT is not: Party political, sectarian or profit making.
It does not act as a trade union.
- b) The APTT is: A voluntary Organisation, an active support group,
A collective, democratic endeavour by tutors
(involving their students) to serve the public good.
- c) The APTT is committed to equality of voice and power within its membership.

Article 4: Activities

The activities of the APTT shall be directed exclusively toward the achievement of the objectives and principles as set out in articles 2 and 3, by:

Training

- a) Provide opportunities for members and non-members to improve their awareness of issues relating to education, training and tutors' rights and conditions, and for the cross fertilisation of skills between members.

Information Dissemination

- b) Disseminating information and opinions by means of printing, publishing, advertising and otherwise.

Paying Insurance Premiums

- c) Paying any premiums for insurance thought necessary for the purpose of the APTT.

Accepting Gifts

- d) Accepting any gifts of whatever nature or kind that may be thought to serve the interests of the APTT.

Investment & Employment

- e) Investing any moneys in such manner and on such security as a meeting of the APTT may decide.
 - i) The income and property of the APTT shall be applied solely to the promotion of the public good, as set forth in Article 2.
 - ii) No portion shall be paid or transferred, indirectly or directly, by way of dividend, bonus or otherwise howsoever by way of profit to members of the Association.

- iii) No member of the APTT shall be appointed to any office of the Association paid by salary or fees in a full-time capacity
- iv) Nothing herein shall prevent any payment in good faith by the APTT of reasonable and proper remuneration to any member of the APTT for any services rendered to the Association.

Article 5: Subscriptions

- a) All members of the APTT shall pay to the APTT such minimum annual subscriptions as may be fixed from time to time by resolution of a properly constituted meeting of the membership.
- b) First annual subscriptions shall fall due and be paid when application for admission is accepted. Subsequent annual subscriptions shall fall due on the 1st of April of each year thereafter.
- c) In the event of an application not being accepted into membership the subscription will be returned in full.

Article 6: Membership

- a) There are three categories of membership.
 - **Full Members** – to include all part-time teachers (qualified, unqualified and student)
 - **Associate Members** – to include all full-time teachers and non-teaching supporters of the Association's Objectives
 - **Corporate Members** – as defined by the document '**Policy on Corporate Membership of the Association of Part-Time Tutors (APTT)**' (see appendix)

Only Full Members and Corporate Members are voting members. All Full Members and Corporate Members have one vote. Associate Members may speak but not vote. All members, whether Full, Associate or Corporate are entitled to attend any APTT meeting and participate as part of that meeting...

- b) No person shall be barred from membership by reason of race, class, gender, religious belief, political persuasion, or disability.
- c) The APTT shall not be required to state its reasons if in its discretion it rejects or defers an application for membership.

Article 7: Termination of Membership

- a) Membership shall terminate –
 - i) on receipt by the Secretary of written notice of resignation.
 - ii) on the annual subscription due to the APTT being in arrears for 6 months.
 - iii) on expulsion for good cause by resolution of an APTT meeting.

Expulsion:

- b) A resolution for expulsion shall be effective only if -
 - i) written notice of the proposal for expulsion, stating the reasons therefore, and of the meeting at which it is to be considered have been given to every member of the meeting and to the member concerned; and
 - ii) the member has been given a reasonable opportunity of reply; the issue to be decided by a majority vote of members present.

Evidence of Opportunity of Reply:

- c) Without prejudice to any other method, twenty-one day's notice inviting an member to be represented at or to attend the meeting or to submit written representation shall be deemed conclusive evidence of a reasonable opportunity of reply, unless information be received acceptable to the APTT showing inability to accept the invitation.

Article 8: Annual General Meeting (AGM) & Extraordinary General Meetings (EGM)

Annual Meeting.-

There shall in each year be at least one meeting of the AGM of the APTT for the following business:

- a) Election of Officers and Working Group
- b) To receive from the above officers a report on the year's activities and a report and statement of accounts for the financial year.

Rules for AGM & EGM:

The AGM or EGM shall be convened and conducted in accordance with the following Rules:

- Rule 1. Meetings of AGM & EGM shall be convened the officers by giving not less than 14 days notice in writing (exclusive of the day on which the notice is served or deemed to be served but inclusive of the day for which notice is given) to all members specifying -
 - a) whether it is an AGM or an EGM;
 - b) the place, the date and the hour of the meeting;
 - c) the special business (if any) proposed for transaction or the general nature of such business.
- Rule 3. It shall be the duty the officers to fix the date of the annual meeting each year so that a period of not more than fifteen months shall elapse between one annual meeting and the next.
- Rule 4. Any person attending the AGM or EGM shall, if called upon, prove his right to attend and his qualifications (if any) to vote by producing his current membership card or by such other evidence as shall be acceptable to the member appointed by the APT-T for the purpose.

- Rule 5. The chair at AGM or EGM shall be taken by:
- a) The Treasurer of the APTT, and if this person is not present,
 - b) The members present shall choose one of their number to be chair.

This person is distinguished below by the term "meeting Chair".

- Rule 7. No business shall be transacted at AGM or EGM unless a quorum of members is present at the time when the AGM or EGM proceeds to business; save as otherwise herein provided. Six members personally present and entitled to vote shall be a quorum.
- Rule 8. All business of an AGM other than the ordinary business set out in paragraph (1) of this Article shall be special business. In particular, any proposal for a regulation or instruction to the APTT generally under Article (1 2) and any special resolution shall be special business.
- Rule 9. Special business may be transacted only if notice thereof or of its general nature has been given either in the notice convening the meeting or in a subsequent notice which complies with the requirements of Rule 1.
- Rule 10. Any other business may be discussed at the discretion of the meeting Chair.
- Rule 11. Any resolution put to the vote of AGM or EGM shall be decided upon a show of hands unless a poll be demanded under Rule 13, and shall be decided by a simple majority except in the case of a special resolution under Article 17.
- Rule 12. On a show of hands every Full and Corporate member present shall have one vote.
- Rule 13. A ballot may be demanded by:
- a) the meeting Chair; or
 - b) at least 5 members present.

If a ballot be demanded it shall be taken in such a manner as the meeting Chair shall direct. A ballot demanded on the direction of a meeting Chair or on a question of adjournment shall be taken forthwith. A ballot demanded on any other question shall be taken at such time and place as the meeting Chair shall direct. The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

- Rule 14. On a ballot every Full and Corporate member shall have one vote.
- Rule 15. All votes must be given in person and not by proxy.
- Rule 16. In the case of an equality of votes, whether on a show of hands or on a poll, the meeting Chair at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.
- Rule 17. The result of any ballot will be declared under the relevant item of business at the AGM.

Adjournment:

Rule 18. The meeting Chair may with the consent of any meeting of AGM or EGM at which a quorum is present (and shall if so directed by the meeting) adjourn the AGM or EGM from time to time and from place to place, but no business shall be transacted at the adjourned AGM or EGM other than the business left unfinished at the meeting from which the adjournment took place.

Article 9: Powers of APTT Council meetings

Subject to the provisions of the Constitution, APTT Council meetings shall have full power to act in the name and on behalf of the membership, and in particular, power:

- a) to regulate its meetings and proceedings
- b) to delegate any of its powers and functions to the APTT Working Group, subject to such conditions and instructions as it may from time to time think fit, and/or to any of its members or to any sub-committees
- c) to appoint signatories who shall be empowered to operate banking accounts of the APTT, provided that not less than two signatures shall be required for each transaction
- d) to make, amend and repeal procedures, provided that no procedures shall be valid if and to the extent that it conflicts with this Constitution
- e) to give rulings on the interpretation and effect of this Constitution and procedures and on any matter pertaining to the APTT, which shall be conclusive and binding unless revoked or otherwise determined by resolution at the AGM or EGM.

Function of the Working Group

- f) The elected Working Group of the APTT shall be delegated such powers as are seen fitting by APTT Council meetings in order to foster and develop the routine operation of the Association
- g) The Working Group may make financial decisions that involve the expenditure or transfer of sums no greater than £1000 at any one time.
- h) All decisions and discussions of the working groups shall be reported to APTT Council meetings
- i) Any member of the Association in good standing (whether Full, Corporate or Associate) may attend any meeting of the Working Group.
- j) The Working Group will be subject to executive powers exercised by the membership at APTT Council meetings

Instructions by members at the AGM or EGM

The Association shall comply with any instructions given, from time to time, by resolution at the AGM or EGM.

Article 10: Alteration of Constitution and Dissolution of the APTT

Alteration:

- a) This Constitution may be altered only by special resolution at an AGM or EGM.

Dissolution:

- b) The APTT shall be dissolved on the passing of a special resolution at an AGM or EGM for that purpose whereupon the assets of the APTT shall be held by another Association or Charity with purposes and objectives similar to those of the APTT.

Special Resolution:

- c) For the purposes of this article only, the special resolution shall be validly passed only if-
 - i) it was stated in the notice convening the meeting of the AGM or EGM that such resolution was to be proposed as a special resolution; and
 - ii) two thirds of the votes validly cast on the resolution are in favour of it.

Article 11: Accounts

Books of Account:

- a) The officers shall cause proper books of account to be kept with respect to all sums of money received and expended by the APTT and of the matters in respect of which such receipts and expenditure take place and of the assets and liabilities of the APTT.

Annual Statement:

- b) The officers shall cause a statement of accounts, giving a true and fair view of the state of the APTT's finances to be prepared each year, audited and laid before AGM, together with a report on the work of the APTT during the period to which the statement of accounts.

Article 12: Records

The officers shall cause records to be made in books provided for the purposes of:

- a) All appointments of officers and members of the APTT;
- b) The names of members present at each meeting of the Council, Working Group or of a delegated Committee
- c) All resolutions and proceedings of AGMs, EGMs, and all other meetings.

Appendices

Policy on Corporate Membership of the Association of Part-Time Tutors (APTT)

Preamble

The APTT is a voluntary, democratic and professional Association of part-time educators within the post-compulsory education sector of the UK. It is the Association's role to help sustain part-time tutors in their employment, to combat the personal isolation caused by part-time contractual work and to enable an increased 'stake' for tutors generally within the British educational system. We see this as a legitimate right of those who teach and work within the sector: part-time tutors are the mainstay of contemporary educational development in this country, a status that warrants a significant involvement in how policy and practice evolve.

As part of this continuing work, the APTT wishes to encourage like-minded educational organisations to join us in our work and to become involved in our democratic processes. Corporate Membership is one way in which bodies can support the APTT, and in doing so, help develop a community of practice that is to the benefit of educators and educated alike.

Provisions and Rules

Devised by the Corporate Membership sub-group April 2003, revised by the Honorary Secretary May 2003, approved by the APTT Working Group June 2003. Ratified by the Annual General Meeting, November 2003. All contents are subject to approval and revision by the APTT Annual General Meeting.

1. Corporate Membership of the Association of Part-Time Tutors (APTT) is open to all legitimate organisations within the post-compulsory education sector of the UK.
2. Corporate Membership is gained by invitation of the APTT Working Group only.
3. Corporate Membership benefits will be retained only on payment of the appropriate membership fee on an annual basis, as shall be decided at the discretion of the APTT Council.
4. The APTT Working Group retains the right to refuse, defer or accept new Corporate Members at its discretion.

5. The APTT Working Group retains the right to expel Corporate Members within the limits of appeal and redress laid out in the Constitution of the APTT.
6. Corporate Members shall at all times comply with the ethos and letter of the APTT Constitution, and acknowledge the governing authority of the APTT Working Group and Council
7. Corporate Members shall endeavour to play an active role in the APTT, to the general benefit of the Association as a whole.
8. Approved Corporate Members in good standing shall gain the following benefits:
 - a) One vote at meetings of the APTT Council (one nominated person or an alternate)
 - b) The nominated person holding voting rights on behalf of the Member Organisation shall have the same privileges as a Full APTT Member under the Association Constitution.
 - c) Non-voting access to APTT Working Group meetings
 - d) Regular information on APTT courses and other relevant initiatives (via e-list and/or mail)
 - e) Free advertising within the APTT membership when seeking part-time tutors/lecturers.
 - f) Priority access for staff to the APTT teacher training programme (PLATO), and other APTT courses (SOCRATES programme). In all cases preference will be given to part-time staff.
 - g) Freedom to deliver PLATO teacher-training modules under the condition that teachers involved in delivery shall have undertaken and successfully completed at least two of the available PLATO modules themselves. The APTT Working Group reserves the right to refuse or limit delivery of courses or modules in any instance where this might jeopardise the welfare of the Association as a whole.
 - h) Access to the APTT on-line Bulletin Board and other relevant Internet facilities.
 - i) A hyperlink from the APTT website to the Corporate Member's site (including logo, where relevant)
 - j) Access to informal advice (e.g. by email or Bulletin Board), from APTT on matters related to part-time teaching.
 - k) Priority invitations to all APTT events, such as talks, outings, one-day events and courses.
 - l) Further benefits may be negotiated at request with the APTT Working Group, but will incur an additional Management Fee.
9. The APTT Council reserves the right to modify or withdraw any of the terms and benefits of Corporate Membership.
10. Corporate Members may withdraw from membership of the APTT at any time by giving 21 days notice in writing to the Secretary of the Association. Outstanding membership fees (pro rata where relevant) must be paid in full up to the nominated date of withdrawal.
11. All queries with regard to Corporate Membership should be addressed to the Membership Secretary of the APTT at the address above.

Revisions List

Originally drafted by CE, 1995

Revised by RWG, November 1996

Revised and agreed by the APTT AGM of 11/12/1996

Re-Drafted by RWG, December 1996

Revised by CE (as commissioned by APTT), April 1998

Re-drafted by RWG, May 1998 and September 1998

Articles renumbered for sense by RWG, September 2000

Revised by BG 28/2/2003

Revised by the Working Group June 2003 and ratified by the AGM November 2003

Our thanks to CE for his invaluable help.