

# THE ASSOCIATION FOR SCIENCE EDUCATION

## THE RULES

**Please note:** Following a decision by the then Council, on September 19th 2015 the Council was re-named the Trustee Body in order to better describe its role. Currently the former name is retained in the Royal Charter and By-laws. Assembly was re-named the Education Group at the same meeting.

### 1. **Membership**

The Association's membership shall be divided into such classes or groups admitted under such conditions and enjoying such privileges as the Trustee Body shall from time to time decide.

### 2. **Members**

The following persons shall be eligible for admission as Members:

- i. those who at the date of admission are involved in science education through:
- ii. working in a school, college, university or institute of higher or further education;
- iii. acting as an adviser, inspector, consultant or in another relevant capacity for a national, regional or commercial organisation;
- iv. any other person who in the opinion of the Trustee Body is interested in, or has contributed notably to the advancement of, science teaching;
- v. a husband, wife or civil partner may take up joint membership of the Association if both are eligible or if only one is eligible for membership.

### 3. **Honorary Members**

Any person shall be eligible for admission as an Honorary Member. Honorary Members shall be admitted only at the Annual General Meeting of The Association on the nomination of the Trustee Body.

### 4. **Admission**

- a) Every candidate for admission as a Member (otherwise than as an Honorary Member) shall lodge with the Chief Executive a written application in the prescribed form together with the appropriate subscription.
- b) If the candidate is qualified for admission and has lodged the appropriate application and subscription, the Trustee Body may admit the candidate as a Member in accordance with the application and if the Trustee Body does not do so any subscription paid by the candidate shall be returned in full.
- c) The Trustee Body may delegate its powers in regard to admission to the Chief Executive.

### 5. **Change of Class and or subscription group**

- a) Members may apply in writing to the Chief Executive to change class or subscription.
- b) The Trustee Body may delegate its powers in regard to change of class to the Chief Executive.

### 6. **Resignation**

- a) A Member may resign from The Association by giving to the Chief Executive at least one calendar month's notice in writing of the intention to resign.

- b) A Member shall be liable to pay any subscription falling due during such period of notice.

7. **Expulsion**

- a) The Trustee Body may remove from membership of any class, any Member,
  - (i) who refuses or willfully neglects to comply with any of these Rules;
  - (ii) who is guilty of such conduct as in the opinion of the Trustee Body either:
    - (a) renders them unfit to be a Member, or
    - (b) is injurious to The Association.
- b) The Trustee Body shall not expel any Member as aforesaid without giving them an opportunity of defending themselves and by answering any allegations that may be made against them either in person before the Trustee Body or in writing.
- c) The Chief Executive shall communicate the decision of the Trustee Body to such Member.
- d) A Member may appeal to an independent panel appointed by the Quality & Audit Committee. The ruling of this panel shall be binding on the Trustee Body and The Association.

8. **List of Members**

- a) All Members shall keep the Chief Executive informed of any change in their names and addresses.
- b) The Chief Executive shall keep a Register of the names of all Members, showing the address of each of them. Any Member shall have the right of access to their personal information held on record by The Association in accordance with its Data Protection Policy and compliance with legal requirements.

9. **Rights of Members**

All Members of the Association shall be:

- a) eligible for admission to any office in The Association other than that of President or Auditor;
- b) eligible for admission to the Trustee Body, its committees and working groups;
- c) entitled to vote at any General Meeting of The Association;
- d) eligible for election to the Trustee Body after a period of three years continuous membership of The Association at the time of election.

10. **Publications**

All Members whose subscriptions are not in arrears shall be entitled to:

- a) by application to the Chief Executive one copy of the Royal Charter, the By-laws;
- b) by application to the Chief Executive one copy of these Rules;
- c) one copy of each issue of the journals of The Association as the Trustee Body may deem to be appropriate to the particular subscription group;
- d) one copy of the summary Statement of Accounts for each year, Annual Report and the Report of the Treasurer. One copy of the full Statement of Accounts may be requested from the Chief Executive after their adoption at the Annual General Meeting;
- e) other benefits as from time to time determined by the Trustee Body.

11. **Subscriptions**

- a) All Members (other than an Honorary Member) shall pay an annual subscription of an amount to be determined by the Trustee Body.

- b) The various rates of subscription shall be published annually;
- c) Subscriptions shall be paid in advance and shall become due as to the first subscription on application for admission and subsequent subscriptions annually on the first day of the month following the anniversary and acceptance into membership. Members paying by Direct Debit may elect to pay their annual subscription by equal instalments.
- d) No Member shall be entitled to receive any publication of The Association or exercise any of the privileges of membership in any year unless and until that Member's subscription (if payable) has been paid in full or the direct debit mandate for the period in question has been accepted.
- e) The Chief Executive shall communicate with any Member whose subscription is in arrears.
- f) Any person or institution who owes two annual subscriptions shall automatically cease to be a Member.

## 12. **Affiliated Societies**

Any association of science teachers outside the United Kingdom (in this Rule called "the Affiliate") may, with the approval of the Trustee Body, become affiliated to The Association for Science Education on the following terms:

- a) Members and associates of the Affiliate may attend meetings of The Association other than General Meetings and Extraordinary General Meetings;
- b) All Members of The Association may attend meetings other than general meetings of the Affiliate;
- c) the affiliation shall not itself empower any person to vote at any meeting;
- d) the affiliation may be mentioned on the stationery of The Association;
- e) the affiliation may be mentioned on the stationery of the Affiliate with the approval of the Trustee Body or their nominee or upon such other conditions of reasonable reciprocation as the Trustee Body may approve in the special circumstances of any particular case.

## 13. **Patron and Officers**

- a) The Trustee Body may invite a person to act as Patron of the Association.
- b) The Trustee Body shall elect a President for the ensuing year which shall commence on 1st January.
- c) The Honorary Officers of The Association shall be the Chair of The Association, the Immediate Past-Chair, the Chair-Elect and the Treasurer.

## 14. **Election of Officers**

- a) The Chair-elect of The Association shall be elected by the membership of The Association. The period of office shall be one year commencing on 1st August in the year of election. This shall be followed by:
  - o one year as Chair of The Association
  - o one year as Immediate Past-Chair.
- b) The Annual Conference Secretary and any Chairs of the standing committees of the Trustee Body shall be elected by the Trustee Body in the last year of office of the current holder. The period of office shall normally be five years commencing on 1st August in the year of election.
- c) The Treasurer shall be elected by the Trustee Body from among the members of the Trustee Body and will hold office for a period no longer than their remaining period of office (including possible re-election) as a member of the Trustee Body.
- d) Each member of the Quality and Audit Committee shall be elected by Members, apart from the Trustee Body Representative who is appointed by the Trustee Body. The member of the Trustee Body appointed to represent the Trustee Body on the Quality and Audit Committee is to be a member of the Association. The period of office of elected members shall normally be three years commencing immediately after the election. Members may be re-elected for a total of not

more than nine consecutive years, as required by the By-laws.

15. **Duties of Chair of the Association**

The Chair or failing them, the Immediate Past-Chair, or failing them the Chair-Elect shall take the chair at the meetings of the Education Group of The Association, and the Annual General Meeting.

The duties of the Chair of the Association are:

- to represent the Association at appropriate events
- to maintain contact with the regions
- to develop and promote Association initiatives
- to chair an Education Group of the Association with a remit to discuss issues in science education pertaining to the Association
- to sit on the Trustee Body of the Association

The Chair may delegate these responsibilities to the Past-Chair or Chair-Elect of the Association or to the Chief Executive in part as appropriate, and will normally delegate their place on the Trustee Body to the immediate past Chair of the Association.

16. **Composition of the Trustee Body**

All members of the Trustee Body are also the trustees of the Charity.

The Trustee Body shall consist of:

- three members elected from the Education Group of the Association
- three members elected from the membership by direct vote
- Four further members appointed by the Trustee Body,
- The Chair of the Association (may be delegated to the immediate past-Chair of the Association).

A Chair of Trustees and a Vice Chair shall be elected from and by the members of the Trustee Body. The term of office of the Chair of Trustees shall be three years, to be confirmed annually.

The Chief Executive shall be in attendance at the Trustee Body meetings, supported by other members of the staff of the Association as necessary.

The Chair-Elect and Immediate Past-Chair of the Association and a representative of the Quality and Audit Committee may be in attendance at meetings of the Trustee Body and may participate in the Trustee Body discussions both at and between meetings.

17. **The elected and appointed representatives on the Trustee Body**

Elected and appointed representatives shall serve on the Trustee Body for a period of three years; renewed by re-election or re-appointment not more than once in immediate succession, unless the Trustee is completing their term of office as Chair of Trustees. One full year must intervene before any subsequent re-election or re-appointment as a trustee. The position occupied by the Chair of the Association, which may be delegated to the immediate Past-Chair does not preclude the Chair continuing to serve on the Trustee Body for one further year as Immediate Past-Chair.

- a) Subject to paragraph (b) of this Rule, the Trustee Body shall determine the policy of The Association in accordance with the Royal Charter, By-Laws, and the Rules, and may exercise all such powers of The Association other than those to be exercised by a General Meeting of The Association.
- b) The powers conferred on the Trustee Body by this and the following Rule shall be

subject to any requirements (not being requirements inconsistent with the Royal Charter, By-Laws or these Rules) prescribed by a General Meeting of The Association but no such requirement shall invalidate any prior act of the Trustee Body which would have been valid if that requirement had not been made.

- c) Subject always as provided in Clause 20(b), the Trustee Body shall discharge its said functions by such means as the Trustee Body determines with full power to delegate the same to any committee appointed in accordance with these Rules and to regulate its own proceedings in every particular consistent with these Rules.
- d) The Trustee Body shall act on behalf of the Association as the Trustees for the purpose of registration of the Association with the Charity Commission as a charity and for registration with appropriate bodies in the devolved administrations.
- e) The Trustee Body shall meet at least twice in a year and as many further meetings as deemed necessary by the Trustee Body.

18. **Summons to Meetings**

The Chief Executive shall give notice of the date and time of each Trustee Body meeting to every member of the Trustee Body and shall send a report of each meeting to every member of the Trustee Body within three weeks after the previous meeting of the Trustee Body.

19. **Voting in the Trustee Body**

At any meeting of the Trustee Body each member of the Trustee Body present shall have one vote and in case of equal voting the Chair of the meeting shall have a casting vote whether or not they have previously voted on the same question. This Rule shall not apply to elections held at the Trustee Body for which the Trustee Body shall make "Rules for voting in ballots at the Trustee Body Meetings".

20. **Quorum**

Five members of the Trustee Body shall constitute a quorum at the Trustee Body meetings.

21. **The Association Education Group**

There shall be an Education Group of the Association for Science Education comprising representatives of the regions, the wider membership, the special interest groups and the Trustees, chaired by the Association Chair which shall meet regularly to discuss means of promoting excellence in science education and to facilitate communication between members.

22. **Committees and Working Groups**

The Trustee Body may appoint committees and working groups for special purposes consisting of Members (who need not be members of the Trustee Body) with such powers (including power to co-opt) as the Trustee Body may prescribe.

23. **Business of Committees and Working Groups**

- (a) The terms of reference and functions of all committees and working groups and arrangements for defraying their expenses shall be prescribed in writing from time to time by the Trustee Body.
- (b) Every committee, working group and special interest group shall unless the Trustee Body otherwise directs have full power to regulate its own procedure in every particular consistent with these Rules.
- (c) All committees, working groups and special interest group shall keep within their terms of reference and shall not publish anything purporting to be Association policy without the prior approval of the Trustee Body or their approved representative
- (d) Expenses of Attending the Trustee Body, The Association Education Group, committees, working groups, and special interest groups.

- (e) The Treasurer shall reimburse reasonable expenses of attending to anyone summoned to a meeting of the Trustee Body, the Association Education Group, or any committee, working group or special interest group unless payment from some other source has been received.

24. **Representatives on Other Bodies**

The Trustee Body may approve the re-imbusement of reasonable expenses to anyone attending a meeting of any other body as a representative of The Association.

25. **Appointment of Chief Executive**

The business of The Association shall be executed by a Chief Executive appointed by the Trustee Body.

26. **Duties**

The Chief Executive shall be responsible to the Trustee Body for the performance of the functions conferred on the Chief Executive by these Rules and by the conditions of appointment together with such other duties as the Trustee Body may require.

27. **Accounts and Audit**

- a) The Trustee Body shall cause a proper system of account to be kept with respect to:
  - (i) all sums of money received and expended by The Association (including its Regions) and the matters in respect of which the receipt and expenditure takes place;
  - and
  - (ii) the assets and liabilities of The Association in such form and manner as shall give a true and fair view of the state of The Association's affairs and explain its financial transactions.
- b) The Association shall have an Auditor or Auditors who shall be appointed annually at the Annual General Meeting.
- c) The accounting records shall be kept as required by the Charities Acts and held at the Headquarters of The Association or at such other place or places as the Trustee Body thinks fit and shall always be open to the inspection of the Quality and Audit Committee and members of the Trustee Body. No other Member shall have any right to inspect any accounting record in relation to the financial affairs of The Association except as authorised by the Trustee Body.

28. **Annual Statement to the Trustee Body**

In each year the Treasurer shall present to the Trustee Body Financial Statements consisting of:

- a) a statement of financial activities giving a true and fair view of the incoming resources and application of resources expended by The Association for the financial year or period ending on the preceding 31st July;
- b) a Balance Sheet giving a true and fair view of the state of the financial affairs of The Association at the end of such preceding financial year or period and such Report and notes with respect to The Association's financial affairs as required by the Charities Acts and the Statement of Recommended Practice for Charities.
- c) The Trustee Body shall present to The Association at the Annual General Meeting next following such Trustee Body Meeting the Financial Statements and the Report.
- d) A copy of the Balance Sheet and summary statement of financial activities as agreed by the Trustee Body shall be made available to each member. One copy of the statement of accounts signed on behalf of the Trustee Body and certified by the Auditor or Auditors, shall be available to any member on request to the Chief Executive after their adoption at the Annual General Meeting.

29. **Annual General Meeting**

An Annual General Meeting of the Members of The Association shall be held to conduct the following business:

- a) To receive apologies for absence.
- b) Minutes of the previous Annual General Meeting
- c) Presentation by the Chief Executive
- d) to receive and consider the Annual Report of the Trustee Body;
- e) to receive and consider the Annual Financial Statements;
- f) to confirm the appointment of the Auditor/Auditors for the ensuing year;
- g) to receive a report from the Quality and Audit Committee
- h) to confirm the election of Honorary Members to the Association;
- i) to confirm the election of members of the Quality and Audit Committee;
- j) to vote on any proposed changes to the Rules of the Association
- k) to transact any other business which can be considered by the Meeting in accordance with these Rules.

30. **Notice of Annual General Meeting**

At least one month's notice of the Annual General Meeting shall be sent to all Members.

31. **Extraordinary General Meetings**

The Chief Executive shall call an Extraordinary General Meeting by giving to all Members at least one month's notice of such meeting forthwith upon receiving:

- a) a direction by the Trustee Body; or
- b) a written request signed by at least 100 members to do so. Such a direction or request may be given or made at any time.

32. **Resolutions at Annual General or Extraordinary General Meetings**

- a) No resolution shall be moved at any General Meeting of The Association unless:
  - i. it is a resolution concerning the choice of Chair for that meeting; or
  - ii. in the opinion of the Chair of the meeting it is a procedural resolution; or
  - iii. in the opinion of the Chair of the meeting the resolution arises out of the Report of the Trustee Body or the Statement of Accounts presented to The Association at that Meeting; or
  - iv. in the case of the Annual General Meeting, ten weeks', and in the case of an Extraordinary General Meeting, five weeks' written notice has been given to the Chief Executive of the proposer's intention to move the resolution; and
  - v. written notice of the resolution has been given to the Chief Executive before the commencement of the Meeting and at least three-quarters of the Members present at the meeting resolve that the business about to be transacted is of an urgent and imperative character.
- b) The Chief Executive shall send to all Members with the notice summoning any General Meeting particulars of any resolution of which the requisite notice has been given in accordance with paragraph (a) (iv) of this Rule.

33. **Alteration of Rules**

A resolution to alter these Rules may be proposed and passed only in the manner prescribed, and shall take effect only to the extent provided, by the By-Laws.

34. **Voting at General Meetings**

- a) Subject to the provisions of the preceding Rule and of this Rule, all questions arising at any General Meeting of The Association shall be decided by a majority of Members present voting by show of hands or secret ballot. In the event of equality on such a vote, the Chair of the meeting shall have a casting vote whether or not they have previously voted on the same question.
- b) If a resolution which is not proposed on behalf of the Trustee Body is carried any Member who voted against it may immediately after the declaration request a ballot of the Membership.
- c) If any resolution which is proposed on behalf of the Trustee Body is rejected on a show of hands, any Member who voted in favor of it may, immediately after the declaration of the show of hands, request a ballot of the membership.
- d) If a ballot of the membership is duly requested in accordance with this Rule, and a majority of the Members present and voting at the Meeting agree to a ballot of the membership being held, the Chief Executive shall make all necessary arrangements for a ballot of all Members to be conducted in such manner as the Chair of the meeting, at which it was requested, may direct and such a ballot shall be determined by a majority of those voting. On a ballot each Member shall have one vote.
- e) If a ballot of the membership is not requested in accordance with this Rule or a majority of the Members present and voting at the Meeting do not agree to a postal ballot being held, then the vote by show of hands or secret ballot shall be deemed the will of The Association.
- f) Notwithstanding the foregoing, any contested election at any General Meeting shall be decided by secret ballot and no Membership vote shall be taken on any such election. Any such secret ballot shall be taken as the Chair of the Meeting directs.
- g) The minutes of any General Meeting shall be confirmed and accepted by the Trustee Body at its next Meeting following the General Meeting.

35. **Annual Conference**

During each year there shall normally be held an Annual Conference which shall be open to all Members in all categories and non-members at which scientific and professional matters shall be discussed.

36. **Functions of Regions**

Regions of The Association shall promote the objects of The Association in particular by:

- a) affording further means of maintaining contact with schools, universities, institutions of higher and further education, examining bodies, local authorities and other relevant institutions and organisations in matters relating to the teaching and learning of science;
- b) promoting closer contact between science teachers and technicians;
- c) providing activities additional to the Annual Conference of The Association;
- d) establishing sections or special interest groups as approved by the Regional Committee in furtherance of the aims of The Association.

37. **Eligibility for Membership of Regions**

A Member may belong to any one Region.

38. **Visitors to Region Meetings**

Non-Members may be invited to any meeting of or within a Region which is not a region General Meeting.



39. **Alteration of Region Areas**

The Trustee Body may, by resolution, alter the areas of Regions.

40. **Publicity**

No Region shall take any action with regard to any outside body or publish any matter concerning the policy of The Association except after approval by the Trustee Body but reports of the activities of Regions may be published at the discretion of the Chair of the Region.

41. **Annual Reports**

Each Region shall send an annual report of its activities to the Chief Executive of The Association by the 31st August in each year.

42. **Finance**

- a) Each Region of the Association shall have an annual budgeted allowance. The value of this budgeted amount is to be determined by the Trustee Body and any Region may apply to the Trustee Body for a supplementary allowance if its reasonable expenditure exceeds the allowance.
- b) The Honorary Treasurer of each Region shall cause a return to be made to the Treasurer of The Association of a full annual statement of the Region's income and expenditure for the year ended 31st July in each year. This return must be received by Headquarters by 31st August of that year, using the format prescribed by the Treasurer.

43. **Sections and Interest Groups**

- a) Sections may be formed as territorial sub-divisions of a Region subject to the approval of the Trustee Body and shall be financed from Region funds.
- b) Special Interest Groups of Regions may be established subject to the approval of the Regional Committee and shall be financed from Region funds.

44. **Indemnity**

- a) All members of the Trustee Body and any additional Honorary Officers shall be accountable in respect of their own acts only and shall not be accountable for any acts done or authorised to which they have not expressly assented.
- b) No members of the Trustee Body or any additional Honorary Officers shall incur any personal liability in respect of any loss or damage incurred through any act, matter or thing done, authorised or suffered by them in good faith for the benefit of The Association.

45. **Notices**

- a) Any notice may be served and any communication may be sent by the Trustee Body or the Chief Executive upon, or to, any Member either personally or by sending it prepaid through the post or via secure electronic means addressed to the Member at the address as for the time being registered in the list of Members kept in accordance with these Rules.
- b) Where such notice or communication is sent by post or electronic mail, service shall be deemed to have been effected on the third working day after that on which it was posted or emailed provided that no failure of delivery has been notified.
- c) Neither the accidental omission to send any Member entitled thereto any notice, voting paper or other document nor the non-receipt by them of any notice, voting paper or other document shall invalidate any meeting or the proceedings thereof or any vote or other matter to which the notice, voting paper or other document relates.

46. **Supplementary Decisions**

The Trustee Body shall have the power to make decisions as to matters not provided for by these Rules and to vary such decisions but any action taken by the Trustee Body under this Rule shall be notified in its next Annual Report.

47. **Chartered Status**

- a) The Association shall appoint annually a Registration Board (see By-laws 10a). Membership of the Registration Board and its operating procedures shall be determined by the Trustee Body and set out in a separate document.
- b) The Association shall appoint an Appeals Committee. Details of the membership and the operating procedures of the disciplinary process shall be determined by the Trustee Body and set out in a separate document.
- c) The Association shall appoint a Disciplinary Committee. The Disciplinary Committee shall comprise of members of the Association who are not members of the registration board. It may appoint two other non-association members. Details of the membership and the operating procedures of the disciplinary process shall be determined by the Trustee Body and set out in a separate document.
- d) The Trustee Body shall keep a list of registrants which will form a special section of the Chartered Scientist Register held by the Science Council. This register includes Registered Scientists, Chartered Science Teachers and Registered Science Technicians.
- e) The Trustee Body shall agree and safeguard standards for admission to the Chartered Science Teacher, Registered Scientist and Registered Science Technician registers.
- f) The Trustee Body shall develop and apply a professional code for registrants.
- g) The Association must provide a right of appeal to the President of the Association against any refusal of the Trustee Body to register.

Approved at the Annual General Meeting of the Association on 7<sup>th</sup> January 2023