



ISRSA

Independent
Schools
Religious
Studies
Association

CONSTITUTION



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Aim

1. ISRSA exists to represent the best interests of Religious Studies (and Religious Education) in independent schools, including those affiliated to GSA, HMS, ISA, SHMIS and IAPS. The protection, development and increasing recognition of the subject are the Association's primary concerns.
2. To support its members through an annual conference where pedagogy and professional training needs in religious studies/theology can be met.
3. To support junior and senior school teachers through effective support networks via the conference, social media and other platforms, regional conferences and direct support to individual teachers or schools.
4. To represent the views of the independent ¹sector on religious education / theology to various governmental, educational and regional bodies. We have a prepared 'statement of intent' to support this.
5. To work with other Religious Education organisations and state independent schools (free schools, MATs, academies, etc.) in pursuit of the above aims.

Membership

6. Membership is open to all teachers of religious studies presently employed or retired at independent schools. Members are entitled to voting rights and to stand for election to the Council, together with access to the activities and resources of the Association.

Subscription

7. The annual subscription for membership of the Association shall be as the Council shall from time to time determine. Subscriptions shall be payable on the agreed date each year or,

¹ 'Independent' shall henceforth include all schools as defined in paragraph 5

in the case of new members, on application for membership. Non-payment may result in loss of membership.

Annual General Meeting

8. There shall be an Annual General Meeting of the Association at which the affairs of the Association may be discussed, elections to Council shall be held, and the accounts for the previous year received. The Annual General Meeting may also consider any resolution, proposition or amendment, or any proposed amendment to the Constitution of the Association. The Annual General Meeting of the Association shall normally be held at the annual conference

The Council

9. The Association shall be governed by a Council of not more than twelve elected members and three co-opted members. The Council shall be responsible for the effective running of the Association, to which end it shall meet at least three times a year. It shall be the duty of the Council to organise an Annual Conference, the publication of a report (newsletter or blog) at least twice annually, and to set the level of the annual subscription.

10. Council members who are employed at a school or college need to have the written support of their head teacher to confirm their place on the Council once it has been offered. A form for this is available from the ISRSA Administrator. New Council members must first be approved by the Executive of the Council.

Executive Committee

11. The Council has an Executive Committee consisting of four members to include the Chair, Treasurer, Deputy Chair Resources and Deputy Chair Conferences. These members shall be elected by the Council themselves. They may meet to discuss changes and make decisions, although all decisions made must be given to the full Council. Council members have fourteen working days to raise any concerns with decisions made.

12. The Executive Committee has responsibility for the day-to-day management of the Association. All members of the Executive Committee standing down at the end of their three-year term are eligible for re-election.

Quorum

13. Meetings of the Council shall be considered quorate if six members are present, two of whom must be Executive Committee members. In exceptional cases meetings can be quorate if three of the four Executive Committee members are present plus one other Council member. In such cases full minutes must be distributed to the remaining Council members each of whom holds a veto to any agreed items. Due notice of all meetings shall have been given to all members of the Council beforehand.

14. The Annual General Meeting shall be constituted by at least half the Council and a quarter of the full members of the Association present at the conference. If this is not possible, the AGM shall function as an advisory meeting only. Members may delegate their voting to the Chair if unable to attend, but thus may be considered *in absentia* as part of a quorum.

15. The decisions reached at the Annual General Meeting shall be agreed by at least a two-thirds majority of those present or represented.

Elected Members of the Council

16. Members of the Council shall be elected at the Annual General Meeting to serve a three-year term. Every candidate for election to the Council shall be proposed by one member of the Association and seconded by another. All members of the Council standing down at the end of their three-year term are eligible for re-election.

Co-opted Members of Council

17. The Council shall have the power to co-opt up to three persons to membership of the Council as they see fit in order to assist the aims of the Association.

18. Co-options to Council are for the current academic year and expire at each Annual General Meeting, at which those co-opted may offer themselves for election to the Council, may be co-opted for the subsequent year, or may no longer serve on Council.

Council roles

The Chair

19. It is the duty of the Chair, or of their delegate, to chair all meetings of the Association, its Council and Executive Committee. The Chair shall have a second and casting vote in the event of a tie in any matter decided by vote in the Association.

The Treasurer

20. It is the duty of the Treasurer to maintain a full and accurate record of the finances of the Association. A statement of the accounts of the year shall be scrutinised and validated by a competent and independent person, and shall be made available at the Annual General Meeting or to any member of the Association on request in the period of seven days prior to that meeting.

The Deputy Chairs

21. It is the duty of the Deputy Chairs to keep an accurate record of the meetings and decisions of the Council and Executive Committee to keep the archives of the Association and to file all important correspondence. A copy of the above shall be given to the ISRSA administrator who will keep back-up copy. If either of the Chairs cannot be present at a meeting they need to delegate in advance.

22. Deputy Chairs are also responsible for the oversight of their given areas; respectively Resources and Conferences.

Other Offices

23. The Council may also elect others of its members to undertake such other offices or duties as they may from time to time determine as being in the interests of the Association.

24. The Administrator

See Appendix 1

Role of Council members

25. Having been elected to Council and been given permission to serve by their head teacher (where appropriate) each member has the responsibility to uphold the standards of the teaching profession, to maintain the good name of the ISRSA and their own school.

26. Each Council member is asked to be proactive in ways they can serve the Council and that they contribute something throughout the year; for some this may be campaigning on ISRSA's behalf on various bodies, for others it will mean helping with the annual conference.

27. The aim of all being 'active' is that the Chair oversees and delegates so that we share the workload.

28. Attendance at meetings is expected and apologies for non-attendance must be given in advance.

Removal from Office

29. The Council shall have the power to require the resignation from office of any member of the Council or Executive Committee who is deemed to have failed in the discharge of their duties on behalf of the Association. Any vote requiring such a resignation shall require a majority of two-thirds of the Council.

APPENDIX 1: ISRSA ADMINISTRATOR JOB DESCRIPTION

1. Membership

- Maintain members' records on the database
- Update the online database of members
- Provide statistics for Council as required

2. Subscriptions

- Keep records of subscriptions paid/unpaid by members
- Send invoices to Bursars for unpaid subs
- Process and log cheques received

3. Mailings

- Write and send out email mailings as required
- Prepare address labels for mailings as required
- Send address labels to person organising mailing
- Coordinate inserts and invoice the inserter/s

4. Website

- Maintain and update the website as required liaising with the developer as appropriate

5. Conferences and Regional Meetings

- Create a delegates' database, log bookings and record fees paid etc.
- Mail confirmation of conference/meeting details
- Prepare the delegates' list and badges
- Mail to person organising the delegate packs
- Issue invoices to exhibitors at conference/meeting
- Manning the reception desk at conference/meeting if required
- Ensure speakers' expenses are paid

6. Recruitment Support

- Maintain database of all ISC members
- Provide address labels for mailings sent to non-member schools

7. Archive

- Maintain archive of ISRSA material

8. Remuneration

- Per-hour remuneration is at a level agreed with the Executive, requiring the agreement of the Treasurer. Expenses are payable upon receipt of invoices receipts.