

## CONSTITUTION

1. The Association shall be called "The Croydon Headteachers' Association."
  2. The objects of the Association shall be:
    - a) To advance the interests of education by co-operative action;
    - b) To provide opportunities for the consideration by Headteachers of various matters connected with schools and their organisation;
    - c) To lay the considered opinion of the members before the Local Education Authority;
    - d) To encourage social interaction and peer support amongst members.
  3. Headteachers from all schools (maintained or private) within the geographical boundary of the London Borough of Croydon will be members. 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 (AGM).
  4. The Association will consist of two sections: a primary and special school section and a secondary and further education section:
    - a) Each section shall hold meetings for members as required;
    - b) Each section shall elect a Chair 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 Chair may act upon any recommendation approved at a section meeting, except as required by paragraph 17 when a recommendation affects more than one section.
  5. The Association shall have an Executive Committee of eleven members. This will consist of:
    - a) One FE/College Headteacher\*
    - b) Four Secondary Headteachers\*
    - c) Four Primary Headteachers\*
    - d) Two Special School Headteachers\*
- \*Headteacher is the generic term indicating any post-holder from Head of School/Provision and above
6. The executive committee shall nominate a President and a Vice President from their group to be elected at the AGM in the spring term of each year to serve for the next twelve month period.
  7. Any casual vacancy shall be filled by the Executive Committee within six months.
  8. An AGM for all members of the Association shall be held during the spring term.
  9. The officers of the Association shall be the President, Vice President, the Chairs of the two

sections and the Treasurer. The Vice President shall, at the AGM following their election, become President.

10. The Presidency shall rotate as follows: Primary Headteacher - Secondary or FE Headteacher - Special School Headteacher (repeating cycle).
11. Six members, including either the President or Vice President and at least one of the section Chairs must be present to constitute a quorum for an executive committee meeting.
12. Auditors shall be appointed at the AGM each year.
13. The monies of the Association shall be banked in the name of the Croydon Headteachers' Association and the signatures of the Treasurer and one of the officers of the Association shall be required for payments. 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 Annual General Meeting.
14. This Association Constitution shall be amended only at the AGM 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.
15. A Special Meeting may be called at any time on the application of six members, or when the President or any section Chair of the Association consider a meeting desirable. Such meetings shall be called within fourteen days of the Chair receiving the request.
16. Representatives to outside bodies may be appointed at the AGM or at section meetings and shall report back and be responsible to the appointing meeting.
17. 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.
18. All business correspondence of the Association and of its two sections shall be handled by the section Chairs.
19. Three officers of the Association, including one of the Chairs and either the President or Vice President, shall constitute an Emergency Committee with power to act.
20. All meetings shall be conducted according to a code of practice to be approved by a General Meeting.