

Association for Achievement and Improvement through Assessment

Constitution October 2016

1 NAME

The Association shall be called “The Association for Achievement and Improvement through Assessment”, hereinafter referred to as “The Association”. The Association has no Trade Union function.

2 MEMBERSHIP

The association has four types of membership:

- a) Individual Membership
- b) Individual School membership
- c) Corporate/Organisational Membership
- d) Honorary Life Membership

(a) Individual Membership

Individual membership is open to all those with a professional interest in assessment (including those based in schools). All members subscribe to AAIA principles, pay the full subscription rate and receive the following benefits:

- Access to the members’ only section of the Association’s website using an individual log-in;
- Inclusion in all communications sent to members;
- Invitations to regional meetings including access to all good practice materials circulated at regional level and access to any cross authority moderation activity;
- Access to the annual conference on payment of the agreed delegate fee;
- Access to AAIA events, including regional conferences, at a reduced delegate fee where one applies.

(b) School membership.

(Subscription fee to be twice that of an individual membership fee)

Individual school membership is open to an individual school. Membership covers only the individual member school, even if the school is part of a larger group for example a Multi Academy Trust. The school will be asked to specify a single email address which will be used as the single point of contact between the Association and the school.

All benefits are as those for individual members but include the opportunity to send up to two representatives to regional meetings, the annual member conference and any other events on payment of the appropriate delegate fee where one applies. Access to the members’ section of the Association website will be through a single log-in provided to the school.

Membership for both individual and school members will be for twelve calendar months from the time of joining.

(c) Corporate/Organisational Membership

(Subscription fee to be four times that of an individual membership fee)

Corporate membership is open to Multi Academy Trusts and other federations of schools. Membership includes all the schools within the group. Membership includes any school which joins the group during the period of annual membership.

Corporate membership is also open to local authorities, consultancies, university departments or other organisations employing or contracting with a number of individuals engaged in educational assessment related issues.

The organisation will be asked to specify a single email address which will be used as the single point of contact between the Association and the organisation.

All benefits are as those for individual members but include the opportunity to send up to four representatives to regional meetings, the annual member conference and any other events on payment of the appropriate delegate fee where one applies. Access to the members' section of the Association website will be through a single log-in provided to the organisation.

Membership for individual, school and corporate members will be for twelve calendar months from the time of joining.

(d) Honorary Life Membership

Honorary life membership is awarded for long, outstanding and exceptional service to the association. An honorary life member of the association is awarded all the entitlements of a full member. Regional groups or members of the Executive Committee may put forward for consideration nominations for honorary membership. The Executive Committee on behalf of the association awards honorary membership.

3. AIMS

The aim of the Association is to promote pupil progress and achievement through best practice in assessment.

OBJECTIVES

- To advance educational practice and professional expertise in assessment.
- To develop a professional response to educational issues involving assessment.

4 MANAGEMENT

- (a) The management of the Association shall be the responsibility of an Executive Committee comprising the officers and regional representatives of the Association who will undertake these roles on a voluntary basis.
- (b) Members of the Association will be elected annually to Executive Committee posts to fulfil the following functions. Any post may be shared between two or more members. The Executive Committee may delegate any duties to other members as they deem fit. Aspects of a role may be delegated to non-members so long as the Executive Committee member retains the overview.
1. President
 2. Secretary
 3. Treasurer
 4. Membership Secretary
 5. Communications Officer
 6. Schools' Representatives (two posts)
- (c) The Executive has the power to co-opt additional members.
- (d) **Elections of officers** shall take place at Annual General Meetings of the Association, which are normally held at the Annual Conference. In the event that it is not possible to hold a physical

AGM, the core functions of the AGM, including the election of officers, shall be carried out electronically.

1. All officers shall be elected for a period ending at the following Annual General Meeting when they are eligible for re-election with the exception of the President, who may not be re-elected after serving for two consecutive years but who will remain a member of the Executive in an advisory capacity for one year after the end of her/his term of office.
2. Persons nominated for election as officers must be members of the Association, and except for Communications Officer and Schools' Representatives, must have been members of the Executive Committee during the year preceding the AGM at which they are elected. Schools' representatives should be employed in a school (which may be part of a Multi-Academy Trust or other formal collaboration of schools or academies)
3. Nominations for election as officers should be made by Regional Groups, and received by the Secretary by the date of the last meeting of the Executive Committee prior to the month in which the AGM is to be held. If no nomination has been received from a Regional Group for a particular post, individual members will then be invited to make nominations.

(e) All members of the Executive will contribute to the following, as appropriate:

1. meet at least three times in the year following the AGM (the quorum being two officers from President, Secretary or Treasurer and at least three regional representatives) to manage the affairs of the Association;
2. monitor and validate the financial management of the Association;
3. develop a shared approach to the strategic management of the Association;
4. respond to information provided by relevant governmental and other organisations;
5. meet with these organisations to represent the views of the national membership and receive appropriate information for consideration by the national membership.;
6. develop initiatives and establish working groups as necessary to respond to the needs and demands of members of the Association and to requests for joint working from other relevant organisations;
7. foster the development of regional groups and provide a forum for issues raised by them;
8. develop relevant and commercially viable publications and materials for members and others;
9. develop communication with members, including a website, and ensure that email correspondence is dealt with;
10. ensure that if the Association's annual conference proves viable, is planned, delivered and evaluated;
11. delegate the responsibilities of any of the officers to other members if they deem fit;
12. define the role(s) of any members co-opted to the executive;
13. accept nominations for honorary membership from regional groups or members of the Executive. It will consider any nomination, consulting where necessary, and will be responsible for the rejection or approval of the nomination. The Executive will make the formal award of honorary life membership of the association.

(f) In addition to contributing to section (e) above, the **President will:**

1. spearhead the Association and promote its standing;
2. chair meetings of the Executive Committee and ensure that sub-committees and working groups are chaired by members of the Executive;
3. attend meetings, panels, consultations etc. on the Association's behalf or ensure another member of the Executive attends (as appropriate);
4. disseminate information to elicit an Executive-wide and/or national response;
5. if necessary, respond personally to those seeking urgent information and/or opinion;
6. promote partnerships and networking with other bodies with similar interests and responsibilities, liaising with other Executive members as appropriate.

- (g) In addition to contributing to section (e) above, **the Immediate Past President** will:
1. mentor the new President;
 2. advise the Executive Committee as appropriate.
- (h) In addition to contributing to section (e) above, **the Secretary** will:
1. make arrangements for the conduct and organisation of all meetings (including the updating of all key documents) as directed by the Executive Committee;
 2. record minutes of meetings;
 3. liaise with the President and others as appropriate to conduct the correspondence of the Association and respond to requests from other agencies;
- (i) In addition to contributing to section (e) above, **the Treasurer** will:
1. ensure that a dedicated bank account is set up for the Association which will be used for all financial transactions;
 2. ensure that the accounts for each year are externally verified;
 3. provide the Executive Committee with regular updates on the Association's financial position;
 4. give Finance advice based on careful consideration of income, outgoings and projections, having regard to the aims of the Association and the state of its finances;
 5. work closely with the Financial Sub-committee and ensure that a second member of the Executive Committee has access to the account and can act as signatory.
- (j) In addition to contributing to section (e) above, **the Membership Secretary** will work closely with the Treasurer and Communications Officer on all issues related to membership.

The Membership Secretary will, once a month:

1. download updated membership spread sheets from the website;
2. check that members flagged as new are indeed new (rather than lapsed members who have renewed);
3. send updated membership lists to AAIA Executive, Regional Reps. and others as directed;
4. identify lapsed members and liaise with regional representatives to encourage them to re-join the Association;
5. liaise with others about promoting membership;
6. liaise with the Treasurer over BACS and Paypal payments.

- (k) In addition to contributing to section (e) above, **the Communications Officer** will:

1. liaise with web developers;
2. develop and maintain the Association's website;
3. ensure that new materials are placed on the website in a timely fashion;
4. liaise with the Membership Secretary, and Treasurer regarding membership;
5. be responsible for general communication with members.

- (l) In addition to contributing to section (e) above, **the two Schools' Representatives** will: represent the views of schools on the Executive.

(m) **Other posts**

The Executive may appoint or co-opt a Conference Administrator, Day Conference Administrator and Publications Officer.

(n) **Vacancies to Executive**

Any vacancy occurring during the period of office of the Executive Committee may be filled by the Executive at its discretion until the next AGM.

(o) **Sub-committees**

The role of sub-committees, (for example the Conference Sub-Committee and the Finance Sub-committee), is to put together proposals for the Executive to ratify or amend and then to

carry out any subsequent agreed actions. Sub-committees will be flexibly constituted, responding to current needs and their existence and membership reviewed as and when necessary.

(p) Expenses

No member shall incur expenditure on behalf of the Association without the prior agreement of the Executive. This does not apply to any claims for travel to Executive meetings.

5 REGIONAL GROUPS

(a) The composition of each regional group shall be determined by the Executive, subject to confirmation at the following AGM.

(b) At least every two years, members in each region shall elect a regional representative and one deputy to the Executive

(c) Regional Representatives

Their role includes:

1. attending Executive meetings, disseminating information back to regional members and feeding back regional information/views to the Executive;
2. responding to specific tasks as agreed with the Executive;
3. attending the annual conference whenever possible and contributing as appropriate;
4. ensuring dates and venues for regional meetings are arranged
5. liaising with deputy and regional members to draw up a regional annual plan and regional meeting agendas;
6. chairing regional meetings and ensuring members are informed about AAIA's activities and relevant national/local developments;
7. enabling EYFS, KS1 and KS2 focused inter-LA standardisation and moderation sessions;
8. liaising with the Membership Secretary & Communications Officer re membership in their region;
9. encouraging members to feedback and express their views in relation to national consultations.

Regional Reps. will also:

10. check the monthly updated spread sheets (from Membership Secretary) and note new member/s;
11. contact new members with details of regional meetings;
12. liaise with the Membership Secretary on following up lapsed members.

(d) Regional Deputy

Deputies should:

1. work closely with the regional rep. in running the region
2. keep abreast of national developments.

6 ANNUAL GENERAL MEETING

(a) The Annual General Meeting of the Association shall be held not less than 10 and not more than 14 months after the previous AGM. It may take place electronically.

(b) At the AGM the following business will be transacted as required:

1. Election of officers. These will be elected by a simple majority of all members present at the AGM;
2. Presentation of accounts and review of Annual Subscription;
3. Reports from the Executive.

Other items for the agenda should be received by the Secretary at least 10 days before the AGM.

(c) There is one vote for each membership present at the AGM or voting electronically, regardless of type

7 ALTERATION TO THE CONSTITUTION

The Constitution may only be amended by either:

- A two-thirds majority of those eligible members present and voting at the AGM

Or

- A two-thirds majority of those eligible members who respond to a proposal made available electronically

In both cases, there is one vote for each membership present at the AGM or voting electronically, regardless of type.

Any proposal to amend the Constitution must be submitted in writing one month before the date of the AGM or the date the online vote closes, and circulated to all members and to the ASPECT group of PROSPECT two weeks before this date.

8 AFFILIATION TO THE ASPECT GROUP OF PROSPECT

- (a) Nothing in this Constitution shall take precedence over the Constitution of the ASPECT (Association of Professionals in Education and Children's Trusts) group of PROSPECT.
- (b) Only ASPECT members shall be allowed to vote on issues of direct concern to ASPECT.