

CONSTITUTION

1 Name

The name of the Association formerly known as the Surrey Governors' Association shall from the date of this document be known as The Surrey Governance Association (hereinafter referred to as "the SGA").

2 Objectives

The SGA is an independent, non-party political and non-sectarian organisation whose objectives are to:

- i. assist Governors, Trustees and governing bodies in furthering the interests of pupils in Surrey schools;
- ii. share information through all available platforms and technologies available to them and encourage co-operation between Governors, Trustees and governing bodies and between schools;
- iii. provide a vehicle for expressing collective views of Governors, Trustees and governors and make appropriate representations to the Local Authority (hereinafter referred to as "the LA"), National Governance Association (hereinafter referred to as "the NGA") and other relevant bodies;
- iv. the SGA will seek to form relationships with all bodies involved in supporting education in Surrey and to establish open lines of communication for regular meetings and or the regular exchange of all information that will benefit Governors, Trustees and governing bodies in performing their duties and ensuring that every child in Surrey is receiving the best education possible
- v. further effective relationships with the LA, NGA and other relevant bodies;
- vi. act collectively to promote and protect the integrity of education in the county.

3 Membership

- i. All governing bodies of LA maintained schools in Surrey are deemed to be members for the time being, but as and when funding is required the executive may agree to charge an appropriate annual membership fee.
- ii. All governing bodies of Academies and Free schools in Surrey are deemed to be members for the time being. Academies and Free Schools are currently invited to make a donation to SGA towards running costs. As and when funding is required the executive may agree to charge an appropriate annual membership fee.
- iii. Governing Bodies of Private schools may join the SGA by paying the appropriate annual membership fee.
- iv. Individual governors shall be members by virtue of being members of a governing body in membership of the SGA

- v. Individual governors of non-member governing bodies may take out an individual membership by paying the appropriate annual membership fee.
- vi. Honorary, non-voting membership may be offered to other appropriate and relevant bodies at the discretion of the Executive Committee, subject to any policy of the SGA.

4 Executive Committee and Officers

- i. There shall be an Executive Committee (hereinafter referred to as "the Executive") responsible for the general management of the Association.
- ii. The Executive shall consist of up to eighteen members in total, to be elected annually at the AGM by a simple majority vote of those present, having due regard to balanced representation from geographical areas of the county and the various sectors.

If vacancies for elected members remain after the AGM, these may be filled at the discretion of the Executive Committee.
- iii. Elections for the Executive are to take place annually at the AGM and those elected take office immediately. There is an expectation that members of the Executive will step down after four consecutive years but normally shall not serve continuously for more than six consecutive years.
- iv. At the first meeting after the AGM the Executive shall elect from among their number a Chair, a Vice-Chair and a Treasurer. These three shall be the officers of the Association and shall hold office until their replacements have been elected. The Chair normally shall not serve for more than three consecutive years.
- v. The quorum shall be one half (rounded up to a whole number) of the membership of the Executive.
- vi. The Chair shall have a second or casting vote, if there are an equal number of votes for and against a proposal.

Minutes of all meetings are to be kept and made available to members of the Association.

5 Sub-Committees

The Executive Committee may establish such sub-committees as it sees fit.

Such sub committees shall maintain minutes of the meetings and report back as appropriate to the executive who will be responsible for enacting any decisions recommended by such sub-committee.

6 Finance

Funding of the Association is provided by the LA at a rate to be agreed between the Executive and the LA.

- i. The Committee shall, as necessary, maintain bank/building society accounts in the name of the SGA. Cheque signatories shall be agreed by the Executive committee at the first meeting after the AGM. All cheques to be signed by two signatories.
- ii. All monies shall be applied to further the objects of the SGA and for no other purpose, except that the expenses of representatives attending SGA meetings or of officers on SGA business authorised by the Executive may be paid, if finances permit, on a scale to be determined by the Executive. The scale shall not exceed that used by the LA,
- iii. The financial year will be from 1st April to 31st March.
- iv. Annual accounts shall be agreed by the Executive and presented to the LA.

7 Annual General Meeting

- i. There shall be a General Meeting (AGM) each year to which each member governing body may send two representatives.
- ii. The quorum for decisions and resolutions shall be 20 of the governing bodies in membership.
- iii. Each governing body in membership shall have one vote, and decisions shall be made by a simple majority of those present and eligible to vote.
- iv. The agenda for the AGM shall be drawn up by the Executive Committee and must include any items submitted to them by any member governing body not less than thirty days beforehand. The agenda shall be sent out to all member governing bodies not less than ten working days prior to the meeting.
- v. Resolutions may not be put from the floor at an AGM.

8 Other meetings of the SGA

Special General Meetings of the SGA may be called at any time by the Executive or by written request from twenty percent of the governing body membership. In either case, ten working days' notice shall be given, in writing, to all governing body members and notices shall include the reasons for the meeting being called and the text of any resolutions to be put to the meeting

9 Affiliation

The SGA may affiliate to any other body whose aims are consistent with the aims of the SGA. The Executive may negotiate on behalf of the SGA and make recommendations to the AGM for action.

10 Representation on other Bodies

Where the SGA is invited to nominate representatives onto other bodies, such persons shall be selected in accordance with protocols agreed by the Executive.

11 Alterations to the Constitution

Alterations to the Constitution shall require that 60 days' notice be given to each member governing body and shall be decided by a two-thirds majority of those present and eligible to vote at a quorate meeting of the Annual (or Special) General Meeting.

12 Dissolution

If the Executive decides, by a simple majority vote, to propose the dissolution of the SGA, it shall call a Special General Meeting (SGM) giving not less than 60 days' notice. If a simple majority of those attending agrees, the SGA shall be dissolved. If the SGM is inquorate a further meeting shall be called, not less than thirty days after the first. If that second meeting is inquorate, the SGA shall be deemed to be dissolved. Any assets shall be transferred to the LA after payment of any debts.

As revised at the SGA Annual General Meeting
on the 29th April 2021