
Rules of the Association

Name

- 1 The Association shall be called the Earth Science Teachers' Association.

Aim

- 2 The aim of the Association is to advance education by encouraging and supporting the teaching of Earth sciences at all levels, whether as a single subject such as Geology, or as part of Science or Geography or other courses.
In furtherance of the above aim, but not otherwise, the Association may do all such lawful acts or things as are necessary for the attainment of the said aim.

Membership

- 3 Members shall belong to one of the following classes and shall be admitted in accordance with the following provisions:
 - (a) Ordinary members, who shall be practising teachers of Earth science or allied subjects, in schools, colleges or universities, or persons actively interested in Earth science education. Ordinary members may also be bodies, organisations or institutions concerned with Earth science education, who shall be entitled to send one voting representative to meetings and to receive the publications of the Association.
 - (b) Student members, who shall be persons preparing to become teachers of Earth science or allied subjects, or other students in higher or further education who are actively interested in Earth science education, and who shall have the same privileges as Ordinary members, except the powers of voting and nominations to Council.
 - (c) Senior members, who shall be at least 65 years of age, and who shall have the same privileges as Ordinary members, including the powers of voting and nomination to Council.
 - (d) Honorary Life members, who shall be nominated by Council from persons distinguished for their services to the Association or its aim, and shall be elected by a three-quarters voting majority in the Annual General Meeting, and shall have all the privileges of membership.
- 4 Applications for membership shall be made to the Membership Secretary on the appropriate form.
- 5 Members shall be entitled to attend and vote at all General meetings and to receive all publications and circulars of the Association, except for the special provisions of Rule 3(b).
- 6 Council may enter into agreements with other organisations for a range of purposes that promote the aim of the Association. Such agreements do not confer any rights of membership on such organisations.
- 7 Names and addresses of members shall be kept on computer files for the sole use of the administration of the Association. Objections to this arrangement must be made in writing to the Membership Secretary.

Subscriptions and Donations

- 8 Members shall pay such subscriptions as may from time to time be prescribed by Council with the agreement of a General meeting. Student members and Senior members shall pay half the Ordinary member's annual subscription.
- 9 The Association shall participate in the Direct Debiting Scheme as an originator for the purpose of collecting subscriptions for any class for membership and/or any other amounts due to the Association. In furtherance of this object the Association may enter into any indemnity required by the Banks upon whom direct debits are to be originated. Such an indemnity may be executed on behalf of the Association by officials nominated in an appropriate resolution. Such officials shall normally be the Treasurer and the Secretary.
- 10 All annual subscriptions shall be deemed to run from 1st October in each year and shall be payable in advance. Members elected after 1st August are regarded as having joined from the beginning of the next financial year.
- 11 Any member whose subscription is in arrears shall be removed from the distribution lists for the Association's publications after six months and any member who is one year in arrears may be removed from the Association.
- 12 All subscriptions of members and all other income of the Association and also gifts, donations and bequests to the Association not made for any particular specified purpose shall form part of the common funds of the Association, and may be applied in such manner and to such purpose as exercising the powers of the Association which are vested in them, shall from time to time determine.

The Presidency

- 13 Council may invite a distinguished person to be President of the Association: such a person is expected to further the aim of the Association in informal but effective ways. The tenure of the Presidency shall be two years, and not immediately renewable. Should it become necessary to invite a new President to complete another's term of office, the new President may be invited to continue for a further two years. The President shall be entitled, *ex officio*, to attend meetings of Council, but shall neither vote, nor perform executive function.

Council

- 14 The Business of the Association shall be conducted by the Council, which shall consist of the following Officers: the Chair, the Chair Designate OR the Retiring Chair, the Secretary, the Treasurer, the Membership Secretary, the Editor and up to three Education Co-ordinators.
- 15 Elections to Council shall be made at the Annual General Meeting. The Chair Designate shall be elected biennially and will succeed to the Chair in the following year. The Chair shall normally serve for two years

before serving a final year as Retiring Chair. The Secretary, Treasurer, Membership Secretary, Editor and up to three Education Co-ordinators shall each be elected for three years, and shall be eligible for immediate re-election. Officers of Council shall normally be the trustees of the charity as defined by section 177 of the Charities Act 2011.

- 16 Nominations to Council may be made by Council, and additional nominations shall be accepted providing that they are proposed and seconded by two members and that they are received by the Secretary before the Annual General Meeting. No nominations shall be made without the prior written agreement of the candidate.
- 17 If more than one candidate be nominated for any office, or if more than eight candidates be nominated in all, or if the list be not in accordance with the provisions of Rule 15, then an election by ballot shall be held at the Annual General Meeting. In the event of a tie the election shall be decided by drawing lots.
- 18 Council may co-opt such members as and when circumstances arise and they shall normally become trustees of the charity as defined by section 177 of the Charities Act 2011. Co-opted members shall also have voting rights at Council meetings but shall not form part of the quorum
- 19 The Council, of which five Officers shall form a quorum, and which shall be convened by the Secretary, shall meet as required for the transaction of the Association's business. It may appoint committees for the management of special business and may include in such committees members not on Council. It shall prepare a report of the affairs of the Association for the current year to be submitted to the Annual General Meeting.
- 20 Any vacancy in the Council's membership occurring during an individual term of office may be filled by Council, but such appointments shall be subject to ratification at the immediately following Annual General Meeting and shall be for the unexpired portion of the retiring occupant's term of office. Members so appointed shall be eligible for election to the Council at the next Annual General Meeting.
- 21 The Chair shall normally preside at all meetings of the Association. In the absence of the Chair, or by arrangement with the Chair, the Chair Designate, Retiring Chair, or failing whom, a member of Council, shall preside at a General Meeting or a Council Meeting.
- 22 The Secretary shall act for both the Association and Council and shall give due intimation of all meetings of the Association and shall record the proceedings of the meetings and conduct the general correspondence of the Association.
- 23 The Secretary shall also be responsible for the arrangements for, and the conduct of, all meetings of the Association. Council may agree to delegate arrangements for the organisation of the Annual Course and Conference.
- 24 The Treasurer shall receive and pay, as authorised by Council, or by any General or Special Meeting of the Association, all monies of the Association. The Membership Secretary may be delegated to receive subscriptions on behalf of the Treasurer and shall also be responsible for maintaining the membership database. The Treasurer shall keep a regular account

of income and expenditure, and this account shall be balanced as on 31st March of each year, independently examined by two competent persons who shall not be members of Council at the time, and submitted to the Annual General Meeting in September.

- 25 The Editor shall prepare the material for the Association's publications and shall be responsible for printing and distribution.
- 26 The Education Co-ordinators shall provide educational resources and in-service training, working with a network of members to support the teaching membership at Primary, Secondary and Higher Education levels.

Meetings

- 27 The Association will normally hold an Annual Course and Conference during a weekend in September. This shall take the form of indoor and field meetings, exhibitions and the Annual General Meeting. Reports from the Officers will be presented to the membership and new members elected to Council, as appropriate, at the Annual General Meeting.
- 28 Extraordinary General Meetings may be called by Council whenever it thinks fit or within four months and not sooner than three months of receipt of a request signed by at least six Ordinary members. The Secretary shall notify all members of the date, time and place of these meetings and the purpose for which they have been called. No other business shall be considered at these meetings. An Extraordinary General Meeting called for the Annual Course and Conference shall normally be held immediately before the Annual General Meeting.
- 29 At General Meetings, resolutions will be decided by a simple majority of members on a show of hands, except where Rule 31 applies.

Postal Ballots

- 30 Council shall have the power to call a postal ballot of members on any matter that it considers to be of sufficient importance to warrant such action.

The Rules

- 31 No rule shall be altered, deleted, or added except by a two-thirds majority of votes of the members present and voting at an Extraordinary General Meeting convened for that purpose, provided that no alteration shall be made to these Rules which would have the effect of causing the Association to cease to be a charity in law.
- 32 The Association may be dissolved at any time by a resolution passed by a three-quarters majority of the members present and voting at a General Meeting. If upon the dissolution of the Association, there remains after settling of all liabilities any property whatsoever, this shall not be paid to or distributed among the members of the Association, but shall be given or transferred to such charity or charities established for similar purposes as the Association shall decide.
- 33 A copy of the rules shall be sent to each member upon admittance.
- 34 A Trustee of the Association must:
 - (a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Association or in any

transaction or arrangement entered into by the Association which has not been previously declared; and

- (b) absent himself or herself from any discussions of the Association Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Trustees on the matter.

- 35 Any Trustee of the Association shall be able to participate in meetings of the Trustees by telephone or video conference provided that:

- (a) he or she has given notice of his or her intention to do so, detailing the appropriate contact details; and
- (b) the Trustees have access to the appropriate equipment.

If, after all reasonable efforts, it does not prove possible for the Trustee to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

September 1987, amended 1988, 1989, 1991, 1992, 1993, 2004, 2017