



SWALSS CONSTITUTION

1. TITLE

- 1.1 The title of the Association shall be the **SOUTH AND WEST ASSOCIATION OF LEADERS IN SPECIAL SCHOOLS.**
- 1.2 The abbreviated form shall be the acronym **SWALSS.**

2. MEMBERSHIP

- 2.1 Membership shall be open to leaders from the continuum of professional settings and services that are responsible for the education of children and young people with special educational needs and disabilities (SEND).
- 2.2 The principles and advantages of membership are included in the information brochure on the SWALSS website www.swalss.co.uk (see 9. Membership Subscriptions).
- 2.3 Applications for membership from leaders of schools and colleges and other SEND provision who are located outside of the South and West region are welcomed.

3. AIMS

- 3.1 To promote collaboration between professionals in improving the quality of education and care for children with special educational needs and disabilities.
- 3.2 To promote and enhance high quality leadership and management in special schools, colleges and professional practice in the full range of SEND settings.
- 3.3 To have the capacity, expertise and credibility to influence national and regional policy through consultation with the Department for Education (DfE).
- 3.4 To operate as an accountable, not-for-profit, professional organisation within an identified quality assurance framework.

4. OBJECTIVES

- 4.1 A professional organisation that connects and represents leaders from the full range of provision for the education and care of children and young people with special educational needs and disabilities.
- 4.2 Provide bespoke training programmes that offer high quality professional development which can be delivered through conferences, workshops, courses or research.

Note: The SWALSS professional development programme is reviewed annually to take account of trends, national developments and demand from members.

- 4.3 On-going collaborative working with specialist organisations working within the field of special educational needs and disabilities including: DfE, National College and Teaching Schools.
- 4.4 Valuing and ensuring equality, fairness and diversity within schools and colleges and beyond.
- 4.5 Efficiency, effectiveness, integrity and accountability which are underpinning principles of the Association.

5. OFFICERS

- 5.1 The Association shall have a Chairperson who shall hold office for 2 years.
- 5.2 The Association shall have a Vice-Chairperson who will hold office for 2 years. A Vice-Chairperson shall be elected at the end of the Chairperson's term in office and will become Chairperson at the end of his/her 2-year term.
- 5.3 In exceptional circumstances, the Chairperson and Vice-Chairperson may be asked by the Executive Committee to hold office for a period beyond 2 years.
- 5.4 The Association shall have an Honorary Treasurer.
- 5.5 The Association shall have an Honorary Secretary.
- 5.6 The Association shall have a Chief Executive, Finance Manager and Administration/Marketing Assistant (see 8. Administration).

6. EXECUTIVE COMMITTEE

- 6.1 The Executive Committee is responsible for the leadership and management of the Association.

- 6.2 There shall be an Executive Committee comprising the Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer and a maximum of 12 additional members to be elected at the Annual General Meeting (AGM).

Note: Members of the Executive Committee serve a 3-year term and can stand for re-election at the end of their 3-year term.

- 6.3 Members of the Executive Committee are expected to attend the annual Heads/Principals Conference and a minimum of 4 SWALSS Executive meetings in each academic year. Any member not attending 2 consecutive meetings shall be asked by the Chair to reconsider their capacity to continue as a member of the Executive.

- 6.4 An Executive meeting shall be deemed quorate where 5 members of the Committee and 2 Officers are present.

- 6.5 Chairpersons of supporting sub-committees shall attend meetings of the Executive and receive the agenda papers (see 7. Sub-Committees and Task Groups).

- 6.6 Members of the Executive shall represent both the location and the type of provision of special schools and colleges from across the South and West.

- 6.7 Other professionals may be invited to attend meetings of the Executive, in an advisory capacity and at the discretion of the Committee.

7. SUB-COMMITTEES AND TASK GROUPS

- 7.1 Sub-Committees and Task Groups shall operate within the Association's strategic framework, in accordance with the Constitution and shall have a Chairperson and Vice-Chairperson.

- 7.2 The two Sub-Committees in operation are: a) Deputies/Assistant Heads; b) Business Managers/Administrators. The key tasks relate specifically to annual conference planning with progress reports from the Chief Executive at each meeting of the Executive Committee. Members of each Sub-Committee are eligible to claim a mileage allowance of 40p per mile up to a maximum payment of £50.

- 7.3 Task Groups that comprise representatives of the Executive and co-opted consultants are: a) professional development of teaching and support assistants; b) leadership programme (National College); c) the Head2Head professional development programme for Headteachers; d) operational/marketing team; e) SWALSS Constitution. The Executive Committee shall be updated on progress and developments at each meeting of the Executive.

8. ADMINISTRATION

- 8.1 The Chief Executive shall manage all administrative duties of the Association in accordance with the requirements of the Executive Committee.
 - 8.2 The post of Chief Executive shall be remunerated, including travel expenses. The level of remuneration shall be recommended to the Executive by the Chairperson and Vice-Chairperson and approved by the Executive on an annual basis.
 - 8.3 The Chief Executive shall be line managed by the Chairperson. The role, responsibilities, duties and measured outcomes will be the subject of an annual performance management review undertaken by the Chair and Vice-Chair in the summer term and performance targets for the following academic year shall be agreed.
 - 8.4 The Finance Manager will be responsible to the Executive Committee for the management of all financial matters. This duty will qualify for an annual honorarium payment which shall be agreed by the Executive and will be paid in two equal six monthly amounts.
 - 8.5 The Finance Manager shall present a summary of the Association's income and expenditure accounts at each meeting of the Executive Committee.
- Note: An audited financial report summary shall be presented at the Executive Committee meeting held during the summer term.
- 8.6 Verified accounts will be produced for the Association's Annual General Meeting which is held at the annual Heads/Principals Conference.
 - 8.7 The Finance Manager shall be line managed by the Chief Executive and both shall meet annually in half-term 5 with the Honorary Treasurer and Chief Executive in order to review financial accountability procedures.
 - 8.8 The Administration/Marketing Assistant shall be line managed by the Chief Executive and will be in receipt of a remuneration on an hourly-paid basis, to be claimed monthly and reviewed annually. The rate of remuneration to be approved by the Executive.
 - 8.9 Payment for all administration consumables, travel and subsistence to be paid on presentation of receipts to the Finance Manager.
 - 8.10 The Association's Constitution shall have an annual review in the autumn term and the agenda for the AGM will include formal approval of the Constitution for the following year.

9. MEMBERSHIP SUBSCRIPTIONS

- 9.1 The Executive shall set an annual subscription for membership of the Association at its meeting in the summer term.
- 9.2 The annual membership fee enables a 10% discount on all professional development activities and programmes.
- 9.3 Additional benefits for members may be negotiated by the Chief Executive and will be reported in the twice-yearly newsletter.
- 9.4 Principles of membership:
- To ensure a proactive, progressive and secure future for SWALSS, in continuing as a leader in the field of special educational needs and disabilities
 - To have sufficient financial income to cover operational costs and to provide a contingency for an annual programme of professional development within the South, West and The Channel Islands
 - To be in a position to respond to emerging priorities and trends, in providing a bespoke and competitively priced service to a continuum of professionals supporting children with special educational needs and disabilities, within a range of educational and care settings.

10. SPONSORSHIP

- 10.1 The Executive Committee shall, as appropriate, accept sponsorship from commercial companies and organisations.
- 10.2 All commercial sponsorship shall be the subject of a contractual agreement.
- 10.3 The Chief Executive shall act as the interface with the sponsoring companies and will update the Executive on developments in his/her regular reports.

11. DISSOLUTION

- 11.1 In the event that the Executive Committee decides by a majority to propose dissolution of the Association it shall call an extraordinary meeting for the members of the Association, giving not less than 60 days' notice.
- 11.2 If the majority of members attending the meeting (EGM) agree that the Association shall be dissolved, the Association shall be deemed dissolved.
- 11.3 Any assets shall be transferred to such other not-for-profit organisations having similar aims to SWALSS as the Executive Committee shall determine.

12. CONSTITUTION REVIEW

- 12.1 The constitution shall be reviewed annually in the summer term.