



# Constitution

## 1 Title

- 1.1 The Association shall be called "NATIONAL ASSOCIATION OF PROFESSIONAL TEACHING ASSISTANTS (NAPTA)" hereinafter referred to as 'The Association'.

## 2 Aims

- 2.1 The Association aims to:
  - Provide specialist services and support to teaching assistants and other support staff in schools and other education settings.
  - Help the above individuals to develop as professionals.
  - Offer practical assistance to the above individuals, and to their schools and local authorities, through the provision of a range of products and services.
- 2.2 In order to do this, the Association aims to contact and support headteachers and local authorities in order to encourage teaching assistants and other support staff in their professional development endeavours and to collaborate with all relevant organisations in order to effect professional development opportunities.

## 3 Membership

### *Institutional Members*

- 3.1.1 Institutional membership is open to all schools and other educational settings, within the UK. Institutions may gain institutional membership by paying the annual institutional membership fee (see 3.1.2).
- 3.1.2 Institutional members will contribute an annual membership fee to support the work of the Association. The cost of institutional membership fees may vary, normally according to the type of institution.
- 3.1.3 Institutional membership fees shall be fixed periodically by the Committee.
- 3.1.4 Membership shall not be transferable.
- 3.1.5 Institutional members shall not have voting rights.
- 3.1.6 The Association aims to offer information, services and products to institutional members.
- 3.1.7 Institutional membership will be automatically terminated upon subsequent non-payment of the annual membership fee.
- 3.1.8 Institutional membership may be otherwise terminated at the discretion of the Committee.
- 3.1.9 Institutional membership normally automatically confers individual membership upon all members of support staff within the institution.

### *Individual Members*

- 3.2.1 Individual membership is open to all teaching assistants and support staff of secondary, primary, nursery and special schools, pupil referral units and children's centres, within the UK.
- 3.2.2 Individuals will normally automatically become members when their institution becomes an institutional member (see 3.1.9), in which case individual members will normally not be asked to contribute an annual membership fee.
- 3.2.3 Individual membership may also be available at the discretion of the Committee, in which case individual members may be asked to contribute an annual membership fee to support the work of the Association. The membership fee shall be fixed periodically by the Committee and may vary between individuals.
- 3.2.4 Membership shall not be transferable.
- 3.2.5 Individual members shall not have voting rights.
- 3.2.6 The Association aims to offer information, services and products to individual members.
- 3.2.7 Individual membership will be automatically terminated upon subsequent non-payment of the related institutional membership fee.
- 3.2.8 Individual membership may be otherwise terminated at the discretion of the Committee.

### *Associate Members*

- 3.3.1 Associate individual or institutional membership is available to specific individuals or institutions at the discretion of the Committee.
- 3.3.2 Associate members may, at some time in the future, be asked to contribute an annual fee to support the work of the Association, in which case the membership fee or fees shall be fixed periodically by the Committee.
- 3.3.3 Associate members will be able to access some, but not all, benefits of membership, at the discretion of the Committee.
- 3.3.4 Membership shall not be transferable.
- 3.3.5 Associate members shall not have voting rights.
- 3.3.6 Associate membership may be terminated at the discretion of the Committee.

### *Founding Members*

- 3.4.1 George Pearson, Mark Pearson and Andrew Read are the founding members of the Association.
- 3.4.2 Founding members will not be expected to contribute an annual fee to support the work of the Association.
- 3.4.3 Membership shall not be transferable.
- 3.4.4 Founding members have full voting rights and power of veto.
- 3.4.5 Founding membership may be terminated by majority voting decision of the founding members or by resignation or death of the founding member.
- 3.4.6 In the event that a founding member resigns or dies, his or her next of kin or other nominated individual (see Appendix 2) has the right to put forward a replacement. The replacement must be supported and endorsed by at least one of the remaining founding members.

### **Voting Members**

- 3.5.1 Voting membership shall be limited to those persons who are appointed as voting members by the Committee. All applications for voting membership shall be approved by the Committee. All applications for voting membership must be supported and endorsed by the founding members.
- 3.5.2 Voting members will not be expected to contribute an annual fee to support the work of the Association.
- 3.5.3 Membership shall not be transferable.
- 3.5.4 Voting members have voting rights.
- 3.5.5 Voting membership may be terminated by voting decision of the founding members or by resignation or death of the voting member.

## **4 Committee**

- 4.1 The management of the Association shall be undertaken by a Committee which will consist of the Chairperson, the Secretary and the Treasurer together with any co-opted voting members appointed by the Committee (see Appendix 1). All applications for Committee membership must be supported and endorsed by the founding members.
- 4.2 The Committee shall only consist of founding members and voting members.
- 4.3 The founding members shall at all times form part of the Committee.
- 4.4 The Committee may employ individuals outside the Committee to help fulfil the Committee's responsibilities.

## **5 Meetings**

- 5.1 There shall be a minimum of one Committee meeting per annum.
- 5.2 Additional Committee meetings may be convened by the Committee when deemed necessary.
- 5.3 Voting decisions shall be by a simple majority. All decisions must be supported and endorsed by the founding members.
- 5.4 A quorum for a Committee meeting shall consist of one third of the Committee.

## **6 Finance**

- 6.1 The assets of the Association shall be vested in Pearson Publishing Ltd on behalf of the Association.
- 6.2 The financial year shall end on July 31st.
- 6.3 Initially, all products and services sold through or on behalf of NAPTA shall be produced, provided and invoiced for by Pearson Publishing Ltd.

## **7 Constitution**

- 7.1 The Constitution will be reviewed by the Committee at least annually. All changes to the Constitution must be supported and endorsed by the founding members.
- 7.2 Any Committee members may propose changes to the Constitution by submission of formal proposals to the Committee through the Chairperson.

## Appendix 1: NAPTA Committee as of May 2008

Roger Smith	<i>Chairperson</i>
Jacque Cox	<i>Secretary/Administrator</i>
Christina Kotowska	<i>Treasurer</i>
Maura Rutter	<i>Membership Manager</i>
Andrew Read	<i>Founding Member</i>
George Pearson	<i>Founding Member</i>
Mark Pearson	<i>Founding Member</i>
Donna Powell	

## Appendix 2: Founding Members' Nominated Individuals

For Andrew Read	<i>Amanda Read</i>
For George Pearson	<i>Jane Pearson</i>
For Mark Pearson	<i>Charlotte Pearson</i>