

UCET constitution

(as approved at EGM on 1 July 2014)

1. Title

1.1 The organisation shall be known as the *Universities Council for the Education of Teachers* (UCET).

2. Objects

2.1 The objects of the Universities Council for the Education of Teachers (UCET) are to promote high standards in the education and professional development of teachers and other educators and to encourage educational enquiry and research, with particular reference to topics which are the special concern of those engaged in higher education-level teacher education, and to disseminate the results of such enquiries and research. For this purpose it will seek to:

- facilitate communication and co-operation between member institutions
- provide a forum for sharing information across the UK and internationally
- enhance the quality and impact of education through the application and championing of research
- influence the development and implementation of policy by working in partnership with other agencies and by undertaking communications activities
- champion the professional status of educators throughout the UK
- articulate the role of education as an interdisciplinary field of study that adds value to the creation and communication of knowledge within the higher education community

3. Members

3.1 Membership of UCET is open to all higher-education institutions in the UK involved in the education, training and professional development of teachers and others working in professional education settings and to other institutions offering award-bearing teacher education programmes at higher-education level working in partnership with at least one university.

4. Powers

4.1 In furtherance of the above objects, UCET shall have the power to:

- provide a means, at national, regional and local levels, for meetings, seminars, conferences and other forums on all matters relating to the education, training and professional development of all professional educators and all other matters of legitimate interest to its members.

- contribute to the formulation, development and implementation of policies (at national, regional and local levels) relevant to its objectives by working in partnership with other agencies and through influencing activities.
- act as a resource for the sharing of ideas and exchange of information amongst its members and between its members and other organisations and institutions.
- undertake other activities that might further the objectives of UCET and the interests of its member institutions.

5. Trustee Body

5.1 The supreme decision-taking body in UCET shall be the Executive Committee, members of which will have the legal and other responsibilities of trustees of the organisation.

5.2 The Executive Committee shall consist of:

- The Honorary Officers: Chair, Vice-Chair, Chair-Elect (the person elected as Chair for the coming year)¹ and Treasurer, as elected by the members of the UCET Council
- The chairs of each standing committee, as elected by members of the committee concerned²
- Four members elected by the UCET Council
- Up to five members co-opted by the Committee to secure, inter alia, an appropriate mix of skills, knowledge, experience and background
- Up to three representatives of schools and/or colleges

5.3 Meetings of the Executive will also be attended, in a non-voting capacity, by the:

- Executive Director
- Academic Secretary
- Policy & Liaison Officer
- Governance & Administrative Officer
- Others as invited by the Executive Committee

5.4 Executive Committee members will, with one exception and subject to resignation or incapacity, serve for three-year terms of office. The exception to this is the Chair-Elect who will serve for one year immediately prior to taking up the position of Chair. Standing committee chairs can (with the agreement of the relevant committee and the Executive) also serve for longer terms. The Treasurer can also serve for additional subsequent terms with the agreement of the Executive. Co-opted and elected members can be re-appointed/elected for subsequent three-year terms but not immediately on completion of a previous term in the same capacity. The Chair will not be able to serve for more than one full three-year term.

5.5 The role of the Executive Committee, and of Executive Committee members, shall be set out in formal terms of reference and job descriptions agreed from time to time by the Committee. Changes to the terms of reference and job descriptions shall not constitute a change to this constitution. Any changes to the terms of reference and job descriptions will not, however, impact on the legal duties and responsibilities of the trustees of the organisation as determined by relevant legislation and regulation.

¹ This position will only be occupied during the last year of an in-situ Chair's term of office.

² The vice-chairs of standing committees shall be eligible to attend, as full voting members, meetings of the Executive in place of committee chairs.

5.6 Candidates for Honorary Officer and elected Executive Committee places will have to be nominated and seconded by members of Council. Elections will be conducted by postal ballot on a first-past-the-post basis.

5.7 Members of the Executive Committee shall be subject to any rules, procedures and codes of conduct as agreed by the Committee.

5.8 Members of the Executive Committee shall be required to report, prior to relevant discussions, wherever a potential or perceived conflict of interest might arise between their responsibilities to UCET as an organisation and any personal interests or the interests of any institution or organisation with which they are involved.

6. Meetings

6.1 The Executive Committee will normally meet twice during each academic term. The Honorary Officers (or a majority thereof) will, additionally, have the authority to call additional meetings, with a minimum of 14 days' notice. The minutes of the meetings of the Executive Committee shall be made available to all members of the Committee, and to the Council, as required or on request.

6.2 There will, in the first term of each academic year, be an Annual General Meeting organised by the Executive Director to which all members of Executive Committee and Council shall be entitled to attend. The normal business of the AGM will be to appoint the auditors for the current year and approve the annual report and accounts for the preceding year.

7. Council

7.1 The Council of UCET shall consist of one nominated person from each member institution who will each serve for one year (although each member will be eligible for re-appointment in subsequent years). The role of the Council will be to:

- approve, at the AGM, the annual accounts and appoint the auditors of the organisation.
- elect the five elected members of Executive Committee.
- appoint members of their institution to serve on UCET standing committees.
- advise, as required and where requested, the Executive Committee on matters relating to the operation and activities of UCET.

8. Committees

8.1 The Executive Committee will establish standing committees (including a partners group for non-HEI members), as it sees fit, relevant to key strands of its work. Each member institution will be invited to appoint a member from his/her institution to serve on relevant standing committees³.

8.2 Each standing committee shall have a chair and vice-chair elected by members of the committee from amongst their own number. Institutions whose appointees on the committee are elected as Chair and Vice-Chair of the committee shall be entitled to appoint an additional member.

³ Normally one member of each committee per member institution (plus additional places where chairs or vice-chairs are from an institution). The exception to this will be any committees relating solely to particular countries or regions, in which case it might only be institutions in those countries or regions that are entitled to members).

8.3 Each standing committee will have the authority to appoint up to three co-opted members, who need not be selected from UCET member institutions, who will normally serve for a maximum period of three years. Each standing committee will also be able to appoint working groups and sub-committees as it considers necessary.

8.4 The chairs and vice-chairs of standing committees will normally (subject to resignation or incapacity) serve for three-year terms, although this can be extended with the agreement of the committee concerned and the Executive Committee. Other members of the committees will serve for one-year terms, although can be re-appointed for subsequent one-year terms on an annual basis.

8.5 The Honorary Officers of UCET shall be entitled to attend meetings of all standing committees, as ex-officio members, in a full voting capacity. One member of each standing committee will be eligible to attend meetings of the partners group for non-HEI institutions. In addition, the Executive Director, Governance & Administration Officer, Academic Secretary and Policy & Liaison Officer shall be entitled to attend meetings of all standing committees in a non-voting capacity. Others will be able to attend meetings on the invitation of the Chair/Vice-Chair of the Committee.

8.6 The terms of reference and powers of each standing committee will be subject to the approval of the Executive Committee. The Executive Committee will have the authority to overturn or amend any decisions taken by its standing committees.

8.7 In addition to standing committees, the Executive Committee will be able to appoint any other sub-committees or working groups as it sees fit with any membership, authority and terms of reference it deems appropriate. The Executive Director will ensure that the membership of UCET is informed about the establishment, composition, remit and workings of any such sub-committees or working groups.

9. Staff

9.1 The Executive Committee will appoint, and monitor the performance of, an Executive Director to manage the day-to-day affairs of the organisation and will determine the remuneration and other benefits the Executive Director should receive. It shall also appoint an Academic Secretary and a Policy & Liaison Officer to report to the Executive Committee and to the Executive Director.

9.2 The creation of all other posts shall be subject to the approval of the Executive Committee on the basis of advice from the Executive Director. The process for the appointment of such staff shall be the responsibility of the Executive Director, in consultation with the Honorary Officers, the Academic Secretary and the Policy & Liaison Officer.

10. Amendments

10.1 Any changes to this constitution shall be subject to the agreement of the Executive Committee and the endorsement of Council at either at the AGM or at an Extraordinary General Meeting called for that purpose.

11. Dissolution

11.1 The dissolution of UCET will be subject to the agreement of the Executive Committee at a meeting at which no fewer than 50% of members are represented. Such

a meeting will follow a meeting of the of the Council at which a majority of those attending vote in favour of dissolution. A ballot on dissolution can only be taken with the prior agreement of the Executive Committee.

11.2 In the event of UCET being dissolved, any resources, properties, etc that remain after the settlement of all debts and liabilities shall be transferred to a charitable organisation with similar aims and objectives.