**Keele AUT Rules**

1. **Name.**The name of the Local Association shall be the Keele University Association of University Teachers, hereinafter referred to as the Local Association.
2. **Constitution.**The Local Association is constituted in accordance with the rules for the time being of the Association of University Teachers.
3. **Objects.**The objects of the Local Association shall be those of the Association of University Teachers, namely, the advancement of university education and research, the regulation of relations between academic and related staff in universities and their employers, the promotion of common action by those staffs, and the safeguarding of the interests of the members.
4. **Membership.**Membership of the Local Association shall be open to those members or former members of staff of the University of Keele who qualify for membership of the Association of University Teachers under the rules of the Association of University Teachers currently in force. The membership of the Local Association shall consist of those full members of the Association of University Teachers who are members of staff of the University of Keele, together with Retired and Attached members. The Local Association may also admit to membership, at its own discretion, members of the Association of University Teachers who are members of institutions which do not possess their own Local Association of University Teachers.

There is a special category of postgraduate membership open to those who, ineligible for any other category of membership, qualify for this category under national Rule 3.6.

1. **Disciplinary procedures.**The procedure for commencing disciplinary proceedings against any member or group of members is contained in the national Rules.
2. **Subscriptions.**The subscription shall consist of a sum approved by the Council of the Association of University Teachers, plus an additional sum recommended by the Committee of the Local Association and approved by the Annual General Meeting of the Local Association. The subscription is payable monthly not later than the end of each month in which the subscription is due. Members have the right to pay in October each year twelve monthly subscriptions in respect of the twelve-month period beginning the first day of October of that year.

Any member whose monthly subscription is more than two months overdue shall be given notice by an Officer or official of the Association or the Local Association to which that member belongs that the subscription is overdue and that if it is not paid within one month of that notice the membership of that person shall cease.

1. **The funds of the Local Association.**
	1. Funds may, as decided by the Committee, be held in a current or other account, or may be invested in trustee securities.
	2. The signatures required to draw cheques, withdraw deposits, or otherwise transfer or use funds shall be those of the Treasurer and any one other Officer, or, in the absence of the Treasurer, those of any two of the Officers.
	3. The Committee may authorise the opening of additional special accounts for specific purposes, and drawings from such accounts may be made by such persons as the Committee shall from time to time determine.
2. **Use of funds.**The funds of the Local Association shall be used for:
	1. expenses properly incurred in conducting the business of the Local Association as shall from time to time be determined by the Committee,
	2. payment of expenses of Council representatives incurred in attending Council meetings,
	3. payment of fees and expenses of any other representatives duly appointed to represent the Local Association,
	4. payment of other such expenses as shall from time to time be determined by a majority of members present and voting at a General Meeting of the Local Association, provided that such payment does not conflict with the objects of the Local Association,
	5. donations, approved by a majority of members present and voting at a General Meeting of the Local Association, to charities or to other bodies whose objects are consistent with those of the Local Association.
3. **Officers of the Local Association.**The Officers of the Local Association shall be President, Deputy President, Secretary, any number of Executive Officers, and Treasurer. Officers and ordinary members of the Committee shall be elected at the Annual General Meeting and shall serve for one year from 1st July, except that the term of office of the Treasurer shall commence on 1st October. Retiring Officers and Committee members shall be eligible for re-election. Nominations, proposed and seconded, may be submitted in writing to the Secretary or may be made at the Annual General Meeting.

Election shall be by a show of hands or paper ballot, as decided by the meeting. Only those members present at the meeting may vote. Should an office fall vacant between annual general meetings, the Committee shall be empowered to fill the vacancy from members of the Local Association. The Officers thus appointed shall retire with the other Officers.

Executive powers shall be delegated to the Officers by the Committee.

1. **Duties of the President.**The duties of the President shall be to chair all general meetings and all committee meetings of the Local Association, and to perform such other duties as are laid upon him/her by these rules. In the absence of the President, these duties shall be performed by the Deputy President.
2. **Duties of the Secretary.**The duties of the Secretary shall be to call General and Committee meetings of the Local Association, to keep minutes thereof, to deal with the correspondence of the Local Association, to distribute to members such information as the Committee deems necessary, and to perform such other duties as the President or the Committee shall decide.

In the absence of the Secretary, these duties shall be performed by the Executive Officers, who shall also perform such other duties as the President or the Committee shall decide.

1. **Powers and duties of the Treasurer.**
	1. The Treasurer shall be empowered to incur expenditure of Local Association funds on the authority of the Committee, or, during vacations, with the concurrence of one other Officer.
	2. The Treasurer shall have power to give a valid receipt on behalf of the Local Association.
	3. An audited statement of accounts shall be presented by the Treasurer at the General Meeting following the end of the Local Association's financial year, and a copy thereof shall be sent to the Honorary Treasurer of the Association of University Teachers.
	4. The Treasurer shall be responsible for keeping the membership records. The Treasurer shall ensure that all statutory and Rule requirements of membership records are met and that information is passed to head office within the time limits set and in the form required. The Committee may delegate these membership duties to another Committee member.
2. **Auditors.**The Annual General Meeting shall appoint one or more auditors to hold office for the same period as the Treasurer. The auditors shall not be members of the Committee.
3. **Committee.**The Committee shall consist of up to 20 elected members, including the Officers *ex officio*. The Committee shall have power to co-opt up to 6 additional members. The elected members shall be elected annually at the Annual General Meeting from members of the Local Association. Nominations, proposed and seconded, may be submitted in writing to the Secretary, or may be made at the Annual General Meeting. Election shall be by a show of hands or a paper ballot, as decided by the meeting. Only those members present at the meeting may vote. At least one member of the Committee shall be a member of the computer, library, administrative and research staffs respectively; if there is no nomination from one or more of these groups, the Committee shall have the responsibility to co-opt one member from that group at its first meeting after the Annual General Meeting. If more than one member is elected from such a group, it shall be for the Committee to decide which of them shall be the official specialist group representative.

The Committee shall be responsible for conducting the day-to-day business of the Local Association and shall have authority to fill vacancies that may occur for any reason during the course of the year.

The Committee shall meet not less than once every four months. At all Committee meetings a quorum shall be 40% of the Committee membership.

Any member of the Committee (including the Officers) may be removed from office by a resolution at a General Meeting of the Local Association provided that (a) the terms of any such proposed resolution shall be notified to the Secretary not less than ten days before the General Meeting, and the proposal for such a resolution supported in writing by not less than twenty-five members of the Local Association, and (b) the proposed resolution shall be dispatched by the Secretary to each member of the Local Association not less than seven days before the said General Meeting at which the proposal is to be considered. Any General Meeting which shall have removed a member or members of the Committee in accordance with the above shall have power to replace any such member or members until such time as the normal election of Officers and other members of the Committee next occurs.

1. **Departmental Representatives.**It shall be the responsibility of the Committee to select, with his or her agreement, a member from each department which has no member on the Committee to act as Departmental Representative. Such person shall not be a member of the Committee, but shall have the duty of liaising between the members of that department and the Officers and Committee. Committee members are themselves representatives of the departments to which they belong; if there are two or more members of the same department on the Committee, it shall be for the Committee to decide which of them shall be regarded as the Departmental Representative.
2. **Annual General Meeting.**The Annual General Meeting shall take place in the summer term each year. Two weeks' notice of the date of the meeting shall be given to members. Seven days' notice of the agenda of the meeting shall be given to members.

The Annual General Meeting, in addition to electing the Officers and Committee and Auditor(s), shall elect representatives of the Local Association to the Council of the Association of University Teachers for the period and to the number provided for in the Rules of the Association of University Teachers currently in force. The representatives shall normally include either the President or the Secretary of the Local Association. Resignation as a representative member of Council of the Association of University Teachers shall be submitted in writing to the Secretary, who shall forthwith inform the General Secretary of the Association of University Teachers. The Committee shall have power to fill any vacancies among its Council representatives arising from whatever cause.

1. **Extraordinary General Meetings.**An Extraordinary General Meeting of the Local Association shall be called at any time provided that notification of such a meeting signed by the President or at least twenty-five members of the Local Association and signifying the date of the meeting and the topic or topics to be discussed shall have been handed in writing to the Secretary at least seven days before the date on which such a meeting is to be held. Five days' notice of this meeting shall be given to members.
2. **Ordinary General Meetings.**There shall be at least one General Meeting of the Local Association in each term. Seven days' notice of the holding of the meeting shall be given to members.
3. **Motions.**A resolution of a General Meeting is a motion that has been approved while that meeting was quorate by a simple majority of members present and voting except as provided elsewhere in these rules.

Any motion (other than an emergency motion) submitted by the Local Association to an ordinary meeting of the Council of the Association of University Teachers shall be circulated to all members of the Local Association and approved by a quorate General Meeting of the Local Association or by a ballot of the local membership.

Emergency motions to Council, or motions to Council which have not been discussed by a properly called General Meeting and are also urgent and timely, must be agreed by a majority of the Local Association's Council representatives. All motions to the annual meetings of the national Specialist Group Committees shall be approved by a quorate General Meeting or by the Committee.

1. **Procedure at meetings.**
	1. At all General Meetings of the Local Association a quorum shall be 20 members.
	2. If, at any General Meeting, at least one third of the members present express a wish that no motion be put on any item of business because no quorum is present, the Chair shall defer the business until the next General Meeting.
	3. If any situation arises which is not covered by these rules of procedure, the Standing Orders of the Council of the Association of University Teachers shall be followed. (See Appendix.)
2. **Quorum arrangements for formal business.**Where an Annual General Meeting, Extraordinary General Meeting or General Meeting is unable to complete items of formal business required by national or local Rules, or resulting from trade union legislation, or from membership of the TUC, because the meeting was not quorate, the arrangements set out below will apply.

Formal business is (a) the adoption of audited Local Association accounts; (b) determination of the Local Association budget including setting of the local subscription; (c) confirmation of any financial or membership data required by the Association in order to comply with its Rules, or to make returns to the Certification Officer or any other body designated by legislation, or to the Trades Union Congress; (d) determination in local rules of the manner in which the Local Association's funds will be held; (e) the appointment of Local Association Officers and auditors; and (f) any matter which the General Secretary notified the Local Association was required by legislation.

Where a quorum has not been achieved for the purpose of conducting such business, notice of a further meeting will be circulated to members to take place no later than 14 days from the inquorate meeting. The agenda of the further meeting will be restricted to this incomplete, formal business. It will be quorate if three members are in attendance, except that in respect of items (a) and (d), above, these three will not for purposes of the quorum include the Local Association's Treasurer or its auditors.

1. **Amendments to rules.**Amendments to these Rules may be made by a General Meeting provided that the following conditions are satisfied.
	1. At least seven days' notice shall be given of the General Meeting.
	2. The text of any motion to amend the Rules shall be circulated to members at least seven days before the meeting.
	3. A quorum shall be present.
	4. At least two thirds of those members present shall vote for the motion.

All rules of the Local Association and amendments to these rules shall be subject to approval by the Council of the Association of University Teachers, or, if the said Council directs, by the Executive Committee of the Association of University Teachers.

1. **Ballots.**All ballots will be conducted in accordance with this Rule, other than industrial action ballots, which will be conducted in accordance with national Rules. A decision to hold a ballot of all members of the Local Association shall be taken by a General Meeting of the Local Association after considering the recommendations of the Committee. Not less than seven days before the date fixed for counting the ballot, the Secretary shall send ballot forms to each member of the Local Association. The completed forms received by the Secretary before the start of the count shall be opened in the presence of the Local Association's auditors. All members shall be informed of the time of the start of the count when the ballot forms are distributed. The ballot shall be secret. The result of the ballot shall be notified in writing by the Secretary to the members of the Local Association and to the General Secretary of the Association of University Teachers.
2. **Validation.**No act done in good faith under these Rules by the Committee, an Officer or any other person or body shall be invalidated only by reason of the subsequent discovery of a defect in, or the expiry of, their appointment.
3. **Rules.**No Rule or Rules of the Local Association shall at any time conflict with a Rule or Rules of the Association of University Teachers currently in force. Changes in the Rules of the Association of University Teachers shall, where applicable, automatically constitute changes in those Rules of the Local Association.

**Appendix: Selections from Standing Orders for the Conduct of Council Business**

* 4. **Minutes.**The Minutes having already been circulated, there shall be a call from the Chair for any questions regarding their accuracy. When there are no further questions the Officer then in the Chair shall declare the Minutes confirmed (as amended, if necessary) and shall sign them. Members shall then be at liberty to raise points arising out of the Minutes, except on matters appearing on the Agenda.
* 8. **Speeches.**All members shall stand when speaking and address all their remarks to the Chair. ... Without leave of the Chair, no member shall speak more than once on any motion or amendment, except that the mover of a motion or amendment shall have a right to reply ... .

Any member may formally second any proposition, reserving the right to speak until a later period in the debate ... .

* 12. **Order of motions and amendments.**The first proposition on any particular item shall be known as the original motion and all succeeding propositions on that subject shall be called amendments. Each motion or amendment must be moved and seconded before it can be discussed. If an amendment is carried the amended proposition becomes the substantive motion, whereupon any further amendment which remains ... may be moved and seconded, in an order to be determined by the Chair. When all amendments have been voted upon, the surviving proposition shall be put to the vote as the main question.
* 13. **Motions to close debate.**Any member ... may seek to end the debate on a motion or amendment by moving *that (the meeting) proceed to next business*or *that the question be now put*provided that there has been at least one speech each for and against the motion or amendment under discussion.

Such motions must be seconded and no speeches shall be allowed on them but the vote on them must be taken forthwith except that at the discretion of the Chair fifteen minutes further debate may be allowed before the motion is put to the vote. If either motion be lost, the same motion shall not be moved until fifteen minutes have elapsed.

The motion *that the question be now put*may be moved from the Chair.

* 14. **Effect of motions to close debate.**If the notice *to proceed to next business*is carried, the debate will cease and no vote may be taken on the main question nor on any amendment; if it is lost, the debate will continue as if *next business*had not been moved.

If the motion *that the question be now put*is carried, (the meeting) will vote immediately on the proposition before it; if this is an amendment and there are further amendments, the debate on the further amendments will proceed normally; if the motion is lost, the debate will continue as if it had not been moved.

* 15. **Points of order.**Any member may at any time raise a point of order.
* 16. **Points of information.**Any member may, with the leave of the Chair, raise a point of information.
* 17. **Withdrawal of propositions.**Permission to withdraw any proposition may be granted by a simple majority ... .
* 20. **Ruling of the Chair.**If the Officer then chairing (the meeting) rises for any reason connected with the proceedings, the members speaking at the time shall sit down, and no other person shall rise until the Chair is resumed. The ruling of the Chair on any question under the Standing Orders, or on points of order or information, shall be final unless challenged by a member supported by at least two other members and by two-thirds of those present and voting.
* 21. **Suspension of Standing Orders.**Any of the above Standing Orders may be suspended by the Meeting for a specified purpose on a motion to that effect supported by two-thirds of those present and voting; Standing Orders shall again apply immediately the specified issue has been disposed of.

*Adopted at the Annual General Meeting on 18th May 2000.*