



*A collective voice for Special Education*

## **CONSTITUTION**

### **01. TITLE**

- 1.1 The title of the association shall be the Federation of Leaders in Special Education.
- 1.2 The abbreviated form shall be FLSE.

### **02. MEMBERSHIP**

- 2.1 Membership is open to the leaders of Special Educational Needs and Disabilities (SEND) in all schools, services and associations, and to individuals who pay the agreed annual fee. Anyone representing a school, service or institution in a leadership or co-ordinating capacity is entitled to the full benefits of membership.
- 2.2 The organisation will be administered through areas and regions in such combinations as are most efficient and effective.
- 2.3 Each of the areas and regions will be entitled to have a representative to serve on the National Executive Committee. The National Executive Committee may co-opt up to 5 additional members to ensure that it has representatives from a broad spectrum of special education leaders.

### **03. AIMS**

- 3.1 To collaborate with the DfE and other partners to shape and deliver Special Education Needs (SEND) policy, practice and leadership.
- 3.2 To promote the education of children and young people with SEND and to enhance educational opportunities and outcomes for them in line.
- 3.3 To provide a forum for mutual support by the sharing and dissemination of knowledge, good practice, skills and understanding of educational matters.

- 3.4 To provide opportunities for the professional development of members especially by collaboration with partners and providers.
- 3.5 To facilitate co-operation and collaboration between members, schools, regions, the DfE and other partners.
- 3.6 To represent the views of all special education leaders and to engage in dialogue with the DfE and other partners.

#### **04. OFFICERS AND COMMITTEE MEMBERS**

- 4.1 The federation shall have a Chairperson and Vice Chairperson. These officers will be elected at the AGM. Other officers will be appointed when deemed necessary by the National Executive Committee at the AGM.
- 4.2 Representatives are required to represent the views of all members of special education schools and services.
- 4.3 Officers of the National Executive Committee will be reviewed after two years.
- 4.4 Three National Executive Committee members, one of who is Chair or Vice Chair, shall form a quorum.

#### **05. MEETINGS**

- 5.1 All meetings shall be chaired and minuted.
- 5.2 The National Executive Committee will meet a minimum of once per year.
- 5.3 The Annual General Meeting will take place, members will be given 30 days' notice of the meeting.

#### **06. ALERTATION OF RULES**

- 6.1 Amendments to the constitution can only be made at the Annual General Meeting or at a Special General Meeting.
- 6.2 A Special General Meeting shall be called within 30 days of the receipt of a written request countersigned by no less than 15% of full members of the federation.

#### **07. FINANCE AND ACCOUNTS**

7.1 The National Executive Committee will produce an annual set of accounts. The accounts will be independently scrutinised and available to members.

7.2 Annual Accounts, Annual Report and Annual Return. The trustees (officers) will comply with their obligations under the Charities Act 1993, as amended by the Charities Act 2006, with regard to:

- (1) The keeping of account records for the charity;
- (2) The preparation of annual statements of account of the charity;
- (3) The auditing or independent examination of the statements of account of the Charity;
- (4) The transmission of the statements of account of the charity to the Commission;
- (5) The preparation of an annual report and its transmission to the Commission;
- (6) The preparation of the annual return and its transmission to the Commission.

7.3 The federation's finances will be conducted as per the financial terms of reference agreed and documented by the National Executive Committee.

## **08. SUBSCRIPTION**

8.1 All members will pay subscriptions annually, unless an exemption is agreed by the National Executive Committee.

8.2 The National Executive Committee will set the overall subscription rates.

8.3 Regional federations may claim funding from the National Executive Committee to support regional development in accordance with the federations financial terms of reference.

## **09. DISSOLUTION**

9.1 If the committee decides by a simple majority to propose dissolution of the federation, it shall call a special meeting for the association giving not less than 60 days' notice. If the majority of those attending agree that the federation shall be dissolved, the federation shall be deemed dissolved. Any assets shall be transferred to such other non-profit making body having similar aims to those of the federation, as the committee shall determine.