

# Constitution

## 1 Name of Organisation

1.1 The name and brand of the organisation is Schoms.

## 2 The Purpose of Schoms

2.1 The professional representative body providing direction and support for technology enriched environments in higher and further education.

## 3 Aims

3.1 Enhance and improve the experience of spaces, technology, and media to support learning.

3.2 Influence industry, by continuing to develop an effective community of practice.

3.3 Be financially sustainable and provide value for members.

3.4 Provide opportunities for development and growth.

## 4 Executive Director

4.1 The Executive Director will lead and make informed decisions to fulfil the organisation's purpose and aims. Primary duties include chairing meetings, developing strategic plans, recruiting Executive Board Members, empowering the Executive Board to act in the best interest of the membership and ensuring compliance to internal and external laws and regulations.

4.2 The Executive Director shall have the authority to act on behalf of Schoms and the Executive Board, subject to the action being reported to Schoms or the Executive Board

## 5 Executive Board

5.1 The organisation shall have an Executive Director, Associate Director, Secretary, Treasurer and such other Board Members as the association shall determine at a quorate meeting.

5.2 The Executive Board will consist of the above officers and between four and six other elected members. The Executive shall have the authority to co-opt additional members on an ex-officio basis.

5.3 Members of the Executive Board shall each be elected for a two-year term at the end of which they will have the opportunity to seek re-election.

5.4 The Executive Board can authorise the Associate Director to act as Executive Director if for any reason the latter is unable to temporarily carry out his / her duties.

5.5 The Executive Board, under the guidance of the Executive Director, shall organise the work of Schoms, including the themes and format of meetings, correspondence, and communication with other bodies, and representing Schoms.

# Constitution

- 5.6 The quorum necessary for meetings to proceed is 50% of the Executive Board.
- 5.7 Election shall normally be by ballot. The Secretary shall write to all Primary Members, not less than seven weeks before the AGM, requesting nominations for election. Nominations, with the agreement of the nominee should have a proposer and seconder, both being Primary Members and not an existing member of the Executive Board. Nominations should reach the Secretary by the stated date that will normally be at least four weeks before the AGM. If, exceptionally, it is impossible to complete the election before the AGM, elections shall take place at the AGM on the basis of nominations received beforehand. Newly elected Officers shall take up their appointments with effect from the end of the AGM.
- 5.8 Primary Members shall be eligible to stand for election as Officers or members of the Executive Board or to vote in such elections. Members may stand for election only if nominated by their organisations Primary Member.
- 5.9 Primary Members can only nominate one person to the Executive Board per election. Members are not eligible to nominate.
- 5.10 Only one member from an institution can serve on the Executive Board at the same time. Schoms may at any time by resolution remove any person from office or from membership of the Executive Board and, in such circumstances, an election shall be held to find a replacement.
- 5.11 The members of the Executive Board are responsible for upholding the reputation of Schoms and delivering and supporting the aims and objectives.

## 6 Membership of Schoms

- 6.1 Membership of Schoms will be open to institutions involved in the direction and support for technology enriched environments in higher and further education.
- 6.2 Each member Institution shall have one primary contact who will be the organisation contact for subscription correspondence.
- 6.3 There is no limit to the number of members per institution although places may be limited for events and activities.
- 6.4 There will be one vote per institution this may be the primary member or a delegated member.

## 7 Organisational Members

- 7.1 **Primary Member:** The named member who will be the contact for official Schoms correspondence.
- 7.2 **Member:** All other named individuals identified as members by the organisational Primary Contact

# Constitution

- 7.3 **Delegated Member:** A 'Member' named as holding the voting right for an organisation nominated by the Primary Member.
- 7.4 **Associate Member:** An individual with industry related vocational connection who may not be employed directly by and educational setting or provider but delivers specialist skills or represents a related body.
- 7.5 **Sister Organisation Member:** Members in this category be considered on a case-by-case basis The Executive Board will be mindful that some overseas Sister Organisations include commercial partner as members.
- 7.6 The Executive Board shall be empowered to approve or refuse applications on the basis of the above criteria. If necessary, applications shall be referred back for further information or clarification. All members of the Executive Board shall be consulted before an application is refused. Notice of refusal shall be given by the Executive Director.

## 8 Equal Opportunities

- 8.1 As a body professional body Schoms is committed to providing a safe and inclusive community for members and service users.

## 9 AGM

- 9.1 The Annual General Meeting shall be held as part of the Annual Conference. The agenda shall include the Executive Director's report, the Treasurer's report and elections as required. Additional matters concerning the structure, organisation, operation, resourcing, and correspondence of Schoms may be reported and / or considered. Only full member Primary Members or the named Delegated Member are eligible to vote on proposed amendments to the constitution, with at least one-third of the current Primary Members or Delegated Members making the quorum.
- 9.2 Minutes shall be kept of the AGM and agreed by the next meeting of schoms. A record of meetings / decisions of the Executive Board shall also be available for members to view.

## 10 Financial and Business Matters

- 10.1 The Institutional fee shall be proposed annually by the Executive Board based on the guidance of the Treasurer.
- 10.2 The fee for Associate membership shall be determined by the Executive Board.
- 10.3 Corresponding members will not be required to pay an annual subscription. This is the responsibility of the Primary member
- 10.4 A financial statement for the previous year (1 August – 31 July) shall be presented at the AGM. Audited accounts shall be presented to the Executive Board thereafter and shall be made available to members on request.

# Constitution

- 10.5 Amendments to Schoms and the Constitution may be proposed by written notice to the Secretary signed by at least six IRMs. IRMs shall be given four weeks' written notice of all proposed amendments.
- 10.6 If Schoms at any time decides that it is desirable to be dissolved, a Special Meeting will be called. If at such Special Meeting a resolution shall be duly passed that Schoms shall be dissolved, Schoms affairs shall be wound up. Schoms would be required to meet its financial obligations to external parties and partners before dissolution. In the event of dissolution, any assets remaining after the discharge of any debts shall not be distributed among members. Such assets shall be given to other aligned professional bodies having objectives appropriate to the purposes and aims of the association, in methods and amounts recommended by the Executive Board.