

CONSTITUTION¹ OF THE UK ASSOCIATION FOR THE TEACHING OF SPANISH IN HIGHER AND ADULT EDUCATION (ELE-UK)

1. Name

The Association shall be known as the “UK Association for the Teaching of Spanish in Higher and Adult Education (ELE-UK)” and is hereafter referred to as “The Association”.

2. Aims

The aims of the Association shall be to

- promote the teaching and learning of Spanish as a Foreign Language (SFL) in Higher and Adult Education in Great Britain
- Foster research in the teaching and learning of SFL
- enhance teacher training in SFL
- facilitate contact between members in order to support professional development and subject expertise

In furtherance of the above aims the Association may:

- a. organise a symposium, workshops, expert lectures, etc. on a regular basis which will act as a forum for the exchange of good practice and research in teaching and teacher training
- b. facilitate the dissemination of expertise in SFL as The Associations finds appropriate
- c. contribute to the formulation of policy concerning SFL in Higher and Adult Education in Great Britain
- d. maintain an email list of its members and a website of the Association
- e. do all such other lawful things as shall further the above aims

¹ Date: 17 December 2015.

This document implements changes agreed in the AGM 2015

3. Membership

Membership of the Association is open to any individual or institution interested in its activities and sympathetic to its aims.

Categories of membership, rates of membership subscription and other related matters shall be determined by the Annual General Meeting of the Association, by a majority vote of the members present.

The Membership Secretary is empowered to admit new members to the Association, upon submission of an application for membership. The Annual General Meeting, also by a majority vote, may refuse or terminate any individual or institutional membership.

Memberships are to lapse automatically if a member has not paid the membership fee by the expiry date. The expiry date is one year after the day and month of the joining date. Membership should be paid by standing order only.

Standard membership is intended for individuals teaching, lecturing or researching in the area of SFL. It will entitle them to full membership rights, including the right to vote, stand in elections and contribute to the development of the Association. It also includes reduced fees to all events organised by the Association.

Concession membership is intended for teacher trainees, the retired and those not currently in employment. They shall enjoy the same rights as standard members.

Institutional membership (maximum of two members) is intended for any institution sympathetic to the aims of The Association. They shall enjoy the same rights as standard members except voting or election rights.

Categories of membership and subscription rates

	Standing order
Standard	£30
Overseas ² (other than sterling)	£44 ³
Concession	£20
Overseas Concession ⁴ (other than sterling)	£30 ⁵
Institutional membership	£ 70

² Please note that the full subscription rate must be paid to the Association. The arising bank fees are to be paid fully by the applicant.

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4. Organization

The governing body of the Association shall be the Annual General Meeting of Members

Annual General Meetings of the Association shall take place at the Association's symposium. Where no symposium takes place on a particular year, Annual General Meetings will take place within 15 months of each other.

The Annual General Meeting shall elect by secret ballot an Executive Committee to conduct the affairs of the Association. This Committee shall comprise the following members:

- Chair
- Secretary
- Treasurer
- Membership Secretary
- Communication Officer

and any other member the association deems fit.

The business of the Annual General Meeting shall be as follows:

- a. receive the reports of the Executive Committee
- b. elect the officers of the Executive Committee, and holders of any other office, in accordance with the Standing Orders
- c. discuss any other relevant business
- d. suspend Standing Orders if Circumstances require urgent action

The Executive Committee may co-opt further members or invite other individuals to attend a meeting for a particular purpose. The conditions governing such co-option shall be specified in

An extraordinary general meeting of the Association shall be convened if any 25% members formally request the secretary to hold such a meeting.

The Treasurer and one other member of the Association are empowered to administer the finances of the Association and are responsible to the Committee and to the membership of the Association.

The Constitution may be amended at the Annual General Meeting provided that written notice of any proposed amendment shall have been circulated to the membership of the Association at least 2 months before the date of the Annual General meeting.

Minor amendments to the Constitution can be voted online by the membership. Those amendments must be ratified by the membership in the following AGM.

Proposals to dissolve the Association shall be subject to the same requirement as for amendments set out above. Any assets remaining in the possession of the Association after the satisfaction of debts or liabilities shall be given to such charitable institution or institutions, having similar aims to those of the Association, as approved by the Annual General Meeting.

No Committee member shall be liable for any loss to the property of the Association arising by reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before making such investment), or for the negligence or fraud of any agent employed by him or by any other Committee member (provided that reasonable supervision shall have been exercised), although the employment of such an agent was strictly not necessary or expedient, or by reason of any mistake or omission made in good faith by an Committee member hereof, or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the Committee member who is sought to be made liable.

Standing Orders of Association of Teachers of Spanish in Higher and Adult Education in the UK

1. Members of the Executive Committee shall normally be elected for a period of three years, by a majority vote of members present at the AGM, with the right to stand for re-election for a further three years, after which they must stand down for a period of three years before becoming eligible for election again.
2. It is better practice for the Executive Committee to adopt a phased approach to the rotation of members to balance stability with change and to preserve an appropriate level of knowledge and expertise of committee members. Normally 1/3 of the Executive Committee will rotate off every two years.
3. The Executive Committee may, as it sees fit, propose the creation, fusion or termination of Executive posts. In the case of the Executive Committee, these will normally be the programme organiser and symposium secretary of the Association's next symposium and the programme organiser of the previous symposium. Such co-options must of necessity come from the Association's membership. They shall enjoy the same voting rights as the other members of the committee.
4. The Executive Committee may invite individuals to attend meetings for particular purposes. Such attendance shall not entitle the individuals involved to voting rights.
5. The Executive Committee shall normally meet twice a year (when possible online). Reasonable travel expenses for face-to-face meetings, if not available from other sources, shall be reimbursed by the Association's Treasurer. Permission for additional expenses must be sought from the Treasurer and Chair, whose decision shall be final.
6. When decisions at the Executive Committee require voting a simple majority will suffice; if there is an equal number of votes on each side, the chair will have an additional casting vote.

As agreed by the UK Association for the Teaching of Spanish in Higher and Adult Education (ELE-UK) at the constitutional meeting held in Regent's University London on 28th March, 2014.

Association Members: Amparo Lallana (Chair); Lourdes Melción (Treasurer); Lourdes Hernandez-Martín (Secretary); Teresa García (Membership Secretary); Vicens Colomer-Domínguez (Communication Officer).