SCOTLAND

NASUWT THE TEACHERS' UNION

Rules for NASUWT Scotland (2018)

Scotland Conference 2026

1. NAME

The name shall be the Scotland Executive Council (SEC) of NASUWT.

2. OBJECTS

a. The objects of the SEC shall be to further the objects of NASUWT, as set out in NASUWT's National Rules, in the area represented by the SEC, as specified in the resolution of the NASUWT National Executive forming this SEC.

b. In furtherance of this object, the SEC may communicate and negotiate with government, governmental bodies and other unions and organisations representing teaching staff, but shall not communicate or negotiate with such bodies outside its area without the authority of the National Executive.

3. AFFILIATION

a. The following Local Associations of NASUWT shall be affiliated to the SEC and referred to hereafter as Local Associations:

East Ayrshire
North Ayrshire
South Ayrshire
Edinburgh
Borders
Midlothian
West Lothian
East Lothian
Dumfries & Galloway
Falkirk
Fife
Stirling
Clackmannan
Glasgow
Aberdeen City
Aberdeenshire
Moray
Highlands & Islands
South Lanarkshire
North Lanarkshire
Inverclyde
Argyll and Bute
Renfrewshire
East Renfrewshire
Dundee
Angus
Perth and Kinross
Shetland
East Dunbartonshire
West Dunbartonshire
Western Isles

b. Representation to the SEC by each Local Association listed in 3(a) shall be as set out below:

i. the Local Association Secretary; and

ii. one additional SEC representative elected by each Local Association for each 150 members.

c. For the purposes of (b)(ii) above, 'members' shall refer to the number of members of that Local Association, which shall be the total Conference figure as recorded at NASUWT's Headquarters on 31 December of the calendar year, preceding the SEC Annual Conference and as notified to Local Associations in accordance with the Standing Orders of National Conference.

d. A Local Association may elect, at a quorate Annual General Meeting, up to five substitute delegates to attend in the place of any delegates unable to attend the meeting of the SEC.

e. In the event of a Local Association representative being elected as an Officer of the SEC, specified in Rule 4(a), the Local Association may elect, at a quorate General Meeting, a delegate in accordance with casual vacancy procedures to replace that delegate.

4. OFFICERS

a. The Officers of the NASUWT (Scotland) Executive Council shall be:

President;

Treasurer;

Vice-President;

Ex-President;

National Executive Members.

b. The Officers in 4(a) shall hold office for the period of one year commencing on the date of the Scotland Annual Conference until the Scotland Annual Conference of the following year.

c. At Scotland Annual Conference, the outgoing Scotland Vice-President shall assume the office of Scotland President. The outgoing Scotland President shall assume the office of Scotland Ex-President.

5. ELECTION OF SCOTLAND OFFICERS COMMITTEE

a. The Officer positions referred to in 4(a) shall be filled by delegates representing at least two of the Local Associations listed in 3(a).

b. Only persons who are in Full Membership of the Union in accordance with National Rule 4(1)(a) shall be eligible for election as a Scotland Officer.

c. In accordance with National Rule 20(1)(a) no member shall be eligible to stand in an election for any elected office within the Union if s/he is a member of the principal governing body of, or an elected officer of, another trade union representing persons who are eligible for membership of the Union. On becoming a member of the principal governing body of, or an elected officer of, another trade union representing persons who are eligible for membership of the Union, a member of the Union shall immediately vacate any elected office within the Union.

d. Each Local Association affiliated to the SEC shall be entitled to nominate one member from any Local Association affiliated to the SEC as a candidate for each of the offices of:

   i. Scotland Vice-President;

   ii. Scotland Treasurer.

e. Any such nomination shall be made by resolution of the Local Association passed at a quorate General Meeting. The agenda and calling notice for the meeting must include as a separate item of business the consideration and making of nominations for Offices of the SEC.

f. Any such nomination shall be on the prescribed form, which shall be countersigned by the nominee as notice of acceptance of nomination and, thereafter, submitted to the General Secretary or Nominee.

g. Any nomination form not received by the General Secretary or Nominee on or before noon on the date eight weeks before the commencement of the Scotland Annual Conference, in the year of the election concerned, shall not be a valid nomination.

h. In the event of more than one nomination being received for any office in 4(a) there shall be a secret ballot of all full members of NASUWT Scotland held in accordance with such procedures as may be prescribed from time to time by the National Executive for the conduct of such ballots. These procedures must be sought on every occasion from the General Secretary.

i. In the event of an uncontested election, the candidate(s) concerned shall be declared elected unopposed at the Scotland Annual Conference.

j. In the event of it being declared at the Scotland Annual Conference that no nomination was received for one or more of the posts to which this Rule refers:

   i. nominations shall be called for within five days of the Scotland Annual Conference and shall be subject to the procedure set out in (a), (b), (c), (d), (e) and (f) above, save that any reference to the Scotland Annual Conference is substituted with the next SEC Meeting;

   ii. the closing date for any nomination form to be returned to the General Secretary and nominees must be no later than 35 days before the date of the relevant SEC;

   iii. as an interim measure the Scotland Annual Conference may elect a temporary post holder who shall hold office until the next SEC Meeting.

6. SCOTLAND OFFICERS COMMITTEE – CASUAL VACANCIES

a. In the event of a casual vacancy for Scotland President, the Scotland Vice-President shall assume the office of Scotland President for the remainder of that term of office, in addition to his/her own term of office as Scotland President. The casual vacancy for Scotland Vice-President so caused shall be filled in accordance with procedures set out in Rule 5(j).

b. i. In the event of a casual vacancy for Scotland Ex-President, there shall be an election for another Officer in accordance with the procedures set out in Rule 5(j).

ii. The additional Officer shall hold office for the remainder of the term of office of the Scotland Ex-President and should carry out the duties of the Scotland Ex-President.

iii. Any casual vacancy for the posts to which this Rule refers shall be filled by secret ballot and in accordance with 5(a), (b), (c), (d), (e), (f) and (j)(ii) above as though the next SEC Meeting was the Annual Conference.

7. THE SCOTLAND HONORARY TREASURER

a. The Scotland Honorary Treasurer shall ensure that adequate financial records are kept and shall be responsible for the proper administration of the SEC financial affairs.

b. The Scotland Honorary Treasurer shall conduct the financial affairs of the SEC in accordance with such instructions as shall be given by the NASUWT National Honorary Treasurer and General Secretary or Nominee from time to time.

c. The funds of the SEC shall be kept in an account opened in the name of the SEC at a bank in accordance with such instructions as shall be given by the National Executive from time to time. Withdrawals and payments made from the account shall be under the authority of at least two of the named Scotland Executive Officers in 4(a).

d. An affiliated Local Association shall contribute to the SEC such proportion of its subscription apportionment and other income at such times and in such manner as shall be directed by resolution of the SEC from time to time.

e. The Scotland Honorary Treasurer shall submit a written statement of balances, including details of income and expenditure, to each General Meeting of the SEC.

f. The Scotland Honorary Treasurer shall submit a written statement of balances and an income and expenditure account to the NASUWT National Honorary Treasurer at the end of the financial year. The financial year is a calendar year.

g. The Scotland Honorary Treasurer shall present the statement referred to in (f) above to the next Scotland Annual Conference.

8. THE SCOTLAND EXECUTIVE OFFICERS COMMITTEE (SCOTLAND OFFICERS COMMITTEE)

a. The Scotland Officers Committee shall consist of the Officers named in Rule 4(a) who shall be classed as full voting members.

b. Subject to these Rules, NASUWT's National Rules and the decisions of meetings of the SEC, NASUWT National Executive and NASUWT National Conference, the Scotland Officers Committee shall have full power and authority to take such action as it deems necessary for the conduct of the SEC affairs and the realisation of the objects set out in NASUWT's Rules.

c. The Scotland NASUWT National Executive Members shall attend the Scotland Officers Committee as full voting members.

d. The General Secretary shall attend the Scotland Officers Committee as an ex-officio member, and/or the General Secretary's nominee shall attend the Scotland Officers Committee as a non-voting ex-officio member.

e. NASUWT National Officers shall have the right to attend and speak at all meetings of the Scotland Officers Committee.

f. A majority of the full voting members as defined in 8(a) and (c) above shall constitute a quorum. The General Secretary or Nominee and NASUWT National Officers shall not count as part of the quorum.

g. Any Officer who fails to attend three consecutive meetings of the Scotland Officers Committee without good cause accepted by the Scotland Officers Committee shall be deemed to have resigned their elected position. Any Officer so deemed to have resigned shall be eligible to stand for re-election to the vacancy.

h. The General Secretary or Nominee shall send notice of, and the agenda for, the Scotland Officers Committee normally not less than seven days before the date of the Meeting.

9. TASK AND FINISH GROUPS

a. Task and Finish Groups may be constituted at any Meeting of the SEC with that SEC Meeting prescribing the terms of reference and membership of any such Task and Finish Group.

10. SCOTLAND ANNUAL CONFERENCE

a. The SEC shall hold a meeting called the Scotland Annual Conference before the end of May each year.

b. The Scotland Annual Conference will operate in accordance with its Standing Orders.

c. The Scotland Annual Conference shall be held within the boundary of Scotland at a place decided by the Scotland Officers Committee in consultation with the General Secretary or Nominee.

d. Representation to the Scotland Annual Conference by each Local Association listed in 3(a) shall be as set out below:

- each local secretary to be a delegate to the Scotland Annual Conference; and
- one additional delegate for every 150 members or part thereof.

e. Local Associations shall follow the following process for electing representatives to Scotland Annual Conference:

- the number of delegates to be elected shall be notified in writing, in the calling notice for nominations, to all members of the Local Association;
- nominations for additional delegates' election to represent the Local Association at any Scotland Annual Conference shall be proposed by one and seconded by another member of the same Local Association and shall be submitted in writing to the General Secretary or Nominee to be received by her/him no later than 28 days before the date of the General Meeting at which the outcome of the election will be notified;
- in the event of more nominations than places being received, there shall be a secret ballot of all full members of the Local Association held in accordance with such procedures as may be prescribed from time to time by the National Executive for the conduct of such ballots. These procedures must be sought on every occasion from the General Secretary.

f. Any student member is eligible to attend the Scotland Annual Conference as an observer.

g. The date of the Scotland Annual Conference should be notified to all delegates of the SEC, Secretaries of affiliated Local Associations as detailed in 3(a), the General Secretary or Nominee and the Scotland National Executive Member(s) for the SEC's area in accordance with 16(b) and (e) below.

h. The General Secretary or Nominee shall send a reminder notice of, and a provisional agenda for, the Scotland Annual Conference to all delegates of the SEC, Secretaries of affiliated Local Associations as detailed in 3(a) and the National Executive Member(s) for the SEC's area not less than 35 days before the date of the Scotland Annual Conference.

i. The Scotland NASUWT National Executive Members shall attend the Scotland Annual Conference as full voting members.

j. The Officers named in Rule 4(a) shall each be an ex-officio delegate to the Scotland Annual Conference with the same powers and duties as if elected by a Local Association, but shall not be considered to be a delegate for a Local Association for the purposes of Rule 11(c).

k. The General Secretary shall attend the Scotland Annual Conference as an ex-officio member, and/or the General Secretary's nominee shall attend the Scotland Annual Conference as a non-voting ex-officio member.

l. NASUWT National Officers shall have the right to attend and speak at the Scotland Annual Conference.

m. The SEC shall present an Annual Report, of the work of the SEC during the preceding year, to Scotland Annual Conference.

n. The quorum for the Scotland Annual Conference shall be 50% of the total number of delegates entitled to attend the Scotland Annual Conference plus one, representing not less than two thirds of the affiliated Local Associations. The Officers referred to in 4(a) shall count towards the quorum.

11. SCOTLAND EXECUTIVE COUNCIL (SEC) MEETINGS

a. Excluding the Scotland Annual Conference, SEC meetings shall be held not less than three times, spread evenly throughout each academic year.

b. The General Secretary or Nominee shall send a reminder notice of, and an agenda for, the SEC Meeting to all delegates of the SEC, Secretaries of affiliated Local Associations as detailed in 3(a), and the National Executive Member(s) for the SEC's area normally not less than 14 days before the date of the SEC Meeting.

c. The Scotland National Executive Members shall attend the SEC as full voting members. Each National Executive Member shall have the same powers and duties as if elected by a Local Association, but shall not be considered to be a delegate for a Local Association for the purposes of Rule 3(c).

d. All members of the Scotland Officers Committee shall each be an ex-officio delegate to the SEC with the same powers and duties as if elected by a Local Association, but shall not be considered to be a delegate for a Local Association for the purposes of Rule 3(c).

e. The General Secretary shall attend the SEC as an ex-officio member, and/or the General Secretary's nominee shall attend the Scotland Officers Committee as a non-voting ex-officio member.

f. The National Officers shall have the right to attend and speak at all meetings of the SEC.

g. The quorum for an SEC Meeting shall be 50% of the total number of delegates entitled to attend the SEC plus one, representing not less than two thirds of the affiliated Local Associations. The Officers referred to in 4(a) shall count as part of the quorum.

h. Any Executive Committee member who fails to attend three consecutive meetings of the Scotland Executive Committee without good cause accepted by the Scotland Executive Committee shall be deemed to have resigned their elected position. Any Executive Committee member so deemed to have resigned shall be eligible to stand for re-election to the vacancy.

12. EMERGENCY SEC MEETING

a. An Emergency SEC Meeting may be called:
   i. at the request of the Scotland Officers Committee;
   ii. by delegates representing 20% of the total membership of the Local Associations affiliated to the SEC and not less than two thirds of the Local Associations affiliated to the SEC submitting written notice to the General Secretary or Nominee of their desire for such a meeting; or
   iii. at the request of the General Secretary or Nominee.

b. The General Secretary or Nominee shall send notice of, and the agenda for, the Emergency SEC Meeting to all delegates of the SEC, Secretaries of affiliated Local Associations as detailed in 3(a), the General Secretary or Nominee and the National Executive Member(s) for the SEC's area not less than seven days before the date of the Emergency SEC Meeting.

c. The Scotland NASUWT National Executive Members shall attend the Emergency SEC Meeting as full voting members. Each National Executive Member shall have the same powers and duties as if elected by a Local Association, but shall not be considered to be a delegate for a Local Association for the purposes of Rule 3(c).

d. The General Secretary shall attend the Scotland Officers Committee as an ex-officio member, and/or the General Secretary's nominee shall attend the Scotland Officers Committee as a non-voting ex-officio member.

e. NASUWT National Officers shall have the right to attend and speak at the emergency SEC meeting.

f. The quorum for the Emergency SEC Meeting shall be 50% of the total number of delegates entitled to attend the SEC plus one, representing not less than two thirds of the affiliated Local Associations. The Officers referred to in 4(a) shall count as part of the quorum.

13. SCOTLAND EXECUTIVE COUNCIL STANDING COMMITTEES AND CHAIRS

a. All SEC delegates will serve on at least one SEC committee.

b. The SEC shall appoint post holders to co-ordinate the work of the SEC in the following, and chair the SEC standing committees:
   i. Policy Committee;
   ii. Organising Committee.

c. i. The Policy Committee shall consider issues relating to pay, pensions and conditions of service.
   ii. The Organising Committee shall consider issues relating to recruitment, training and organising.

   Both committees will consider the equality and health and safety issues related to their areas of work.

d. Before the end of the Scotland Annual Conference, incoming SEC delegates will indicate their preferences in writing as to the SEC committee on which they wish to serve to the General Secretary or Nominee.

e. Following indication of preferences by delegates, the Scotland Officers Committee will decide the membership of the SEC Standing Committees.

f. Each SEC Standing Committee may co-opt up to a maximum of four members of Scotland NASUWT subject to the approval of the Scotland Officers Committee.

g. The Scotland Officers referred to in Rule 4(a) shall be entitled to attend the Standing Committees of the SEC as full voting members.

h. The Scotland NASUWT National Executive Members shall be entitled to attend the Standing Committees of the SEC as full voting members.

i. The General Secretary shall be entitled to attend the Standing Committees of the SEC as an ex-officio member, and/or the General Secretary's nominee shall be entitled to attend the Standing Committees of the NEC as a non-voting, ex-officio member.

j. NASUWT National Officers shall have the right to attend and speak at all meetings of the Standing Committees of the SEC but shall have no right to vote at such meetings.

14. CONDUCT OF BUSINESS

a. Within four weeks of the beginning of each academic year, the General Secretary or Nominee will distribute, on behalf of the Scotland Officers to all delegates of the SEC and the National Executive Member(s) for the SEC's area, dates for:
   i. the Scotland Annual Conference referred to in 12(a);
   ii. SEC Meetings referred to in 11(a);
   iii. the standing committees referred to in 13(b);
   iv. the submission of nominations for the elections referred to in 5(d);
   v. the submission of proposed amendments to the SEC Rules referred to in 16(a).

b. Any SEC Meeting other than those notified to members under (a)(ii) above or 11(a) shall require a minimum of 21 days' notice to be sent with a provisional agenda to all delegates of the SEC and the National Executive Members for the SEC's area.

c. SEC meetings shall be chaired by the Scotland President and in his/her absence by the Scotland Vice-President. In his/her absence the meeting shall be chaired by the Scotland Ex-President and in his/her absence in accordance with the Standing Orders for the SEC as published by the National Executive from time to time.

15. NASUWT NATIONAL CONFERENCE

a. The SEC shall be represented at NASUWT National Conference and at any NASUWT National Special Conferences, as prescribed by Rule 6(d)(iv) of the National Rules of the Union, by the Scotland President and another representative elected by the SEC.

b. In the event of one or other or both not being able to attend, the SEC will appoint substitutes.

16. AMENDMENTS TO THESE RULES

a. Any amendment proposed to these Rules shall be submitted to the General Secretary or Nominee in writing not less than 40 days prior to the date of the Scotland Annual Conference.

b. Amendments may be proposed by:
   i. the Scotland Officers Committee; or
   ii. delegates representing not less than 20% of the total membership of the Local Associations affiliated to the SEC and not less than two thirds of the Local Associations affiliated to the SEC.

c. An amendment to these Rules shall require:
   i. a two thirds majority of those present and voting at the Scotland Annual Conference; and
   ii. the consent of the National Executive.

17. In the event of conflict between these Rules and the National Rules of NASUWT, the National Rules shall have precedence.