

UNITED KINGDOM LITERACY ASSOCIATION Registered Charity no.313714

APPENDICES TO STANDING ORDERS Each of these Appendices shall state when it was last updated.

Appendix 1 Categories of Membership Agreed at EC Sept 2009. Agreed at EC September 2011

1) Individual Membership

(a) Honorary Life Members

- i) Such membership may be granted to those who have given outstanding service to the cause of literacy in general and to the Association in particular.
- ii) Honorary Life Membership shall entitle any person on whom the honour is conferred to have the full rights of an Individual Member free of charge.
- iii) Such membership shall continue throughout the life of any individual honoured.
- iv) Individual members of the Association may propose and second a colleague for consideration as an Honorary Life Member. Such proposals should be forwarded to the secretary and will be considered by the EC. Honorary Life Membership will be granted by an Annual General Meeting of the Association on the recommendation of the EC.
- v) The Association shall restrict the total number of Honorary Life memberships to 10 at any one time. The Secretary shall report the current number of Honorary Life members to the Annual General Meeting.
- vi) The Secretary shall maintain a roll of Honorary Life Members.

(b) Honorary Members

- i) Such membership may be granted to those who serve the cause of literacy in general.
- ii) Honorary membership shall entitle any person on whom the honour is conferred to have the full rights of an Individual Member.
- iii) Such membership shall be for a period of two years for the individual honoured.
- iv) Individual members of the Association may propose and second an individual for consideration as an Honorary Member. Such proposals should be forwarded to the secretary and will be considered by the EC. Honorary Membership will be granted by an Annual General Meeting of the Association on the recommendation of the EC.
- v) The Association shall restrict the total number of honorary memberships to 2 at any one time. The Secretary shall report the current number of Honorary Members to the Annual General Meeting.
- vi) The Secretary shall maintain a roll of Honorary Members.

(c) Ordinary Individual Members

Individual Members in good standing shall have the following rights and privileges, that is to:

- i) receive without further charge such publications of the Association as the EC shall from time to time determine;
- ii) nominate and second members of the Association for election to office;
- iii) be eligible for election to the EC;
- iv) be eligible for election as an Officer of the Association;
- v) be eligible for election as a Regional Representative;
- vi) be eligible for co-option to sub-committees;
- vii) apply to EC to set up a Special Interest Group (SIG);
- viii) be eligible take part in a SIG;

- ix) be eligible to serve on a Task Group (TG);
- x) propose matters for consideration by the EC and General Meetings in writing to the Secretary by the required date for submission of agenda items;
- xi) attend Conferences of the Association (subject to payment of fees) and its General Meetings, and, as an observer, meetings of the EC;
- xii) join local councils of the Association and attend local meetings and conferences (subject to payment of fees);
- xiii) apply for such Association research grants as are determined by the EC;
- xiv) be eligible for nomination for such awards that are determined by the EC.

(d) Overseas Members

- i) As for Individual Members

(e) Student, Newly Qualified Teacher Members and Teaching Assistants

- i) As for Individual Members, except that this category shall be open only to persons who are:
 - ii) full-time students in Higher Education in the United Kingdom at the date of joining;
 - iii) or full-time student teachers and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom;
 - iv) or full-time school-based student teachers and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom;
 - v) or UK student teachers on flexible PGCE or other routes to Qualified Teacher Status and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom;
 - vi) or UK Newly Qualified Teachers in their first year of teaching
 - vii) or UK Teaching Assistants, i.e. those employed in educational settings in a role that assists qualified teachers in delivery of the curriculum.

2) Organisational Membership

(a) School and Library/Institutional Members

- i) As for Individual Members, except that:
- ii) two members of staff from any School or Library/Institutional Member may attend the Annual Conference, become members of local councils with full voting rights, and attend local meetings and conferences at the reduced rate for members of the Association where this applies;
- iii) one School/Library or Institutional Member per Institutional membership shall receive the Association's appropriate publications and be eligible to stand for Office. The School, Library or other Institution is responsible for sending the Secretary the nominated member's details;
- iv) libraries/Institutions may purchase Association publications at members' prices;
- v) members of Libraries/Institutions who do not hold individual membership of the Association are not entitled to purchase publications at members' prices.

(b) Overseas School Members

- i) As for School and Library/Institutional Members

Appendix 2 Members of EC Agreed at EC Sept 2009. Amended following EC June 2011. Amended following EC September 2011.

1) Duties of EC Members

All EC Members shall carry out such duties as are assigned to them by the EC from time to time.

2) Elected Members (See Clauses 4 5 & 6 of Standing Orders.)

- (a) Chair (if different from the President)
- (b) President
- (c) Treasurer
- (d) Secretary
- (e) President-Elect
- (f) Vice President
- (g) Convenors of Sub-Committees of the EC:
 - i) Convenor of Finance and General Purposes Sub-Committee (if different from the Treasurer),
 - ii) Convenor of Website Sub-Committee
 - iii) Convenor of Publications Sub-Committee,
 - iv) Convenor of Conference Sub-Committee,
 - v) Convenor of International Sub-Committee,
 - vi) Convenor of Membership and Awards Sub-Committee,
 - vii) Convenor of Research Sub-Committee
 - viii) Convener of Professional Development Sub-Committee

3) Membership of the International Reading Association

Four officers of the Association (usually the President and/or Chair, Treasurer and/or Secretary, President Elect, Vice President) shall be members of the International Reading Association and, if they so request, have their annual fees reimbursed by the United Kingdom Literacy Association. The current President who receives membership information from IRA should inform the Secretary of any omission from the list.

4) Duties of Elected Officers

(a) Chair (See Clauses H, J (2), P (3,4), N of the Constitution.)

The Chair shall:

- i) chair all meetings of the Annual General Meeting, Executive Committee and the National Council;
- ii) in consultation with the Association's principal officers and the Executive Committee draw up an two year Development Plan and review and monitor its implementation;
- iii) make an annual report on all the above to the Association's AGM.

Note In the event that the President (see the duties of the President below) chooses not to undertake the duties of the Chair any member of the Association, including the current President Elect, is eligible for election as Chair.

(b) President

The President shall normally be Chair (See the duties of Chair above). In addition to the Chair's duties, the President's main duties shall be to:

- i) act as the principal Executive Officer of the Association by exercising general leadership and supervision over its affairs;

- ii) after consultation with the Association's principal officers and the Executive Committee and subject to their scrutiny, sign all contracts and leases on behalf of the Association;
 - iii) represent the Association publicly in the UK and at the International Reading Association's annual convention, or delegate representation to another member of the Association in good standing who is already attending;
 - iv) receive all communications from the International Reading Association, respond to IRA initiatives and represent the Association at IRA events where necessary;
 - v) be responsible for maintaining effective communication with Regional Representatives, Task Group Convenors and Special Interest Group Convenors, local councils, and the membership in general;
 - vi) be responsible for ensuring that the Association responds to government initiatives an consultations and media enquiries in liaison with the President Elect, and/ or as appropriate the Vice President and/or as appropriate the Immediate Past President;
 - vii) make an annual report on all the above to the Association's AGM.
- (c) Secretary (See Clauses P(2, 5), Q, R(1) and S of the Constitution, Clauses 13 (b) and 14 (b) of Standing Orders, and Clause 1 a (vi) of Appendix 1 above.) In addition, the Secretary shall:
- i) undertake the line management of the Association's administrative staff as appropriate;
 - ii) be responsible for maintaining the membership lists;
 - iii) be responsible, in consultation with the President, for convening meetings of the Association's AGM, any Special General Meetings, any General Meetings, Executive Committee and National Council, drawing up and sending out their agenda, processing their minutes and ensuring that all minutes books and the Statement of Intent are properly maintained See clauses J(5) G(7) of the Constitution;
 - iv) be guardian of the Standing Orders, ensuring that they are observed and updated;
 - v) act as secretary to the EC and AGM, ensuring that decisions of EC and AGM are implemented;
 - vi) act as secretary to NC;
 - vii) be responsible for collecting, collating and distributing through the Association's newsletter and / or website all AGM agendas and minutes and NC minutes;
 - viii) maintain the archives, records and correspondence of the Association and ensure their central storage;
 - ix) maintain records of the representatives of member organisations - see clauses E(3-4) of the Constitution;
 - x) conduct the annual election of officers and any other ballots, including receiving postal and proxy votes;
 - xi) ensure that four senior officers of the Association hold current membership of the International Reading Association (IRA), make the appropriate return to the IRA and maintain the current list of all UK based IRA members;
 - xii) make an annual report to AGM regarding administrative and constitutional matters where these are not reported by other officers.
 - xiii) following first election, will normally be re-elected on an annual basis for a period of up to 7 years.
 - xiv) from within the membership of the Executive Committee the Association will appoint an Assistant Secretary to deputise for the officer in the event of her or his absence, incapacity or resignation. If the office of Secretary becomes vacant she or he becomes the officer immediately, and serves the unexpired portion of the officer's term and may subsequently stand for election as the officer;

(d) Treasurer (See Clauses D (11, 12, 13, 22, 23, 24, 25, 26), K, M, N, O and P (4) of the Constitution, Clauses 5 (a), 10 (i) and 13 (d) of Standing Orders.)

(e) In addition, the Treasurer shall:

- i) undertake the line management of the Association's administrative staff as appropriate;
- ii) have custody of the funds of the Association, including being a signatory to all the Association's accounts and cheques;
- iii) ensure that subscriptions and other monies due to the Association are received;
- iv) propose and supervise budgets and business plans;
- v) arrange for the payroll function for the Association's employees to be efficiently carried out, and arrange the Association's public liability and other insurance;
- vi) ensure that agreed pension arrangements are in place for the Association's employees, and that these comply with statutory requirements;
- vii) prepare the Association's annual accounts for the AGM on behalf of the EC - see clause P(4) of the Constitution - and present them at the AGM;
- viii) be responsible for ensuring that end of year financial returns are made to the Association's accountants;
- ix) ensure that an annual report is made to the Charity Commissioners in their required format;
- x) liaise with the Charity Commissioners, in particular with respect to clauses K- O of the Constitution, and with the Association's accountants; ensure that a register of Trustees in receipt of fees is kept and presented annually at the AGM.
- xi) ensure that the Association has in place appropriate internal financial controls which comply with statutory requirements and take into account Charity Commission recommendations;
- xii) following first election, will normally be re-elected on an annual basis for a period of up to 7 years.
- xiii) from within the membership the Association will appoint a Deputy Treasurer to deputise for the officer in the event of her or his absence, incapacity or resignation, who will then become a member of the Executive Committee. If the office of Treasurer becomes vacant she or he becomes the officer immediately, and serves the unexpired portion of the officer's term and may subsequently stand for election as the officer.

(f) President Elect

The President Elect shall:

- i) deputise for the President in the event of her or his absence, incapacity or resignation. She or he becomes President immediately if the office of President becomes vacant, and serves the unexpired portion of the President's term in addition to the two years for which she or he was elected:

(g) Vice President

The Vice President shall:

- i) deputise for the President Elect in the event of her or his absence, incapacity or resignation. If the office of President becomes vacant she or he becomes President -Elect immediately, and serves the unexpired portion of the President Elect's term in addition to the period for which she or he was elected and may subsequently stand for election as President Elect;
- ii) be eligible to stand for election as President Elect;
- iii) undertake specific roles for the Association.

(h) Convenors of Sub –Committees (See Standing Orders Clause 8.)

In respect of the particular sub-committee, the convenor:

- i) works within the remit set by the EC;
- ii) co-ordinates email business;
- iii) convenes, organises and chairs meetings;
- iv) is the budget holder, working within the constraints agreed with EC;
- v) ensures that minutes are kept, circulated to EC and a reference set is lodged in the Association's office;
- vi) ensures that the membership of the sub committee conforms to the SO;
- vii) liaises with EC and other sub-committees effectively to fulfil tasks;
- viii) reports to each EC meeting on all actions taken, on all meetings held and on the membership of the sub committee;
- ix) convenors, following first election, will normally be re-elected on an annual basis for a period of up to five years;
- x) Other than the Convenor (who to meet constitutional requirements will be elected annually) ensures that members, normally, from their agreement to serve, serve for period of two years and for a period not exceeding five years;
- xi) Convenors will ensure that deputy Convenors are appointed from within the membership of the sub committee;
- xii) undertakes additional duties as from time to time may be agreed with EC.

h) Deputy Convenors of sub committees

In respect of the particular sub-committee, the deputy-convenor:

- i) deputises for the Convenor in the event of her or his absence, incapacity or resignation. If the office of Convenor becomes vacant she or he becomes Convenor immediately, and serves the unexpired portion of the Convenor's term and may subsequently stand for election as Convenor;
- ii) undertakes specific roles for the sub-committee.

Appendix 3 Sub Committees Agreed at EC Sept 2009. Updated after EC June 2011. Updated after EC September 2011

See Standing Orders, Clause 8.

1) Convenor

Each Sub Committee shall have a Convenor (see Standing Orders Appendix 2)

2) Conduct of Business

Sub-committee business may be undertaken electronically.

3) Schedule

An annual schedule of meetings and business will be approved by the EC.

4) Constitution of Sub-Committees

(a) *Finance and General Purposes Sub-Committee*

i) Purpose

To manage the Association's finances, both income generation and expenditure.

ii) Membership (**up to 10**)

Convenor (usually the Treasurer)

President

Secretary

Up to 4 members of EC (one of whom is usually the President Elect)

Up to 2 members of NC

Up to 1 Co-option

Remit

- o to maintain and enhance the good name and high standards of the Association;
- o to oversee the management of the Association's finances and administration;
- o to propose the Association's annual budget;
- o to advise on all income generation and expenditure;
- o with the convenors of sub-committees to set budgets for the sub-committees;
- o with the Secretary and President to review at least annually the pay and conditions of employment, job descriptions and working practices of employees;
- o annually to review the membership and remit of the sub-committee.

(b) *Website Sub-Committee* (Amended 24 Sept 2009 replaces Marketing and Publicity sub committee)

i) Purpose

To develop and manage all aspects of UKLA website.

ii) Membership (up to 7)

Convenor

Up to 2 members of EC

Up to 2 members of NC

Up to 2 Co-options

iii) Remit

Through the website to

- o to maintain and enhance the good name and high standards of the Association;

- to enable the Association to become more widely known and recognised as a literacy organisation;
- to be strategic in developments to ensure that UKLA needs are met;
- to address the needs of members;
- to ensure that all aspects of the remit are effectively communicated to EC; ;
- annually to review the membership and remit of the sub committee.

(c) *Publications Sub-Committee* Appendix 3 Clause 4(c) ii)

1.1 Standing Orders for Publications sub-committee are:

Purpose: To develop and manage all aspects of the Association's publications.

Membership: (up to 8)

The convenor

Plus:

Editor of Literacy

Editor of Journal of Research in Reading

Editor of UKLA News

Editor of Minibooks series

Editor of Ideas in Practice series

Plus 2 co-opted

Remit:

- to maintain and enhance the good name and high standards of the Association
- to oversee (with the Association's General Manager) the management of all the Association's publications.
- to make decisions (with the relevant series editors) of topics, authors and the viability of proposed publications
- to oversee (with the Association's General Manager) all aspects of the production and marketing of publications including copyright
- to receive minutes from the UKLA Journals editorial board meetings
- to liaise with the journal editors on quality
- to ensure that all UKLA commissioned publications conform to the UKLA object.
- to oversee (with the General Manager and Treasurer) the budget for book publications, specifically costs in relation to sales.

1.2 Standing Orders for Web Publications sub-committee:

Purpose: To develop and manage all aspects of the Association's web publications.

Membership: (up to 8)

Convenor

Up to 2 members of NC

Up to 2 members of EC including Website Sub-Committee convenor

Up to 4 cooptions

Remit:

- to maintain and enhance the good name and high standards of the Association
- to oversee (with the Association's General Manager) the management of all the Association's web publications
- to make decisions about topics, authors and the viability of proposed web publications
- to oversee (with the Association's General Manager) all aspects of the production of publications including copyright
- to ensure that all UKLA commissioned publications conform to the UKLA object

- to oversee (with the General Manager and Treasurer) the budget for web publications.
- (d) *International Sub-Committee*
- i) Purpose
To develop and manage all overseas links and initiatives.
 - ii) Membership (up to 7)
Convenor
Up to 1 members of NC
Up to 2 members of EC
Up to 3 Co-option.
 - iii) Remit
 - to maintain and enhance the good name and high standards of the Association;
 - to manage and develop all overseas links and initiatives, to ensure appropriate representation and contacts with IRA, IDEC, FELA and other overseas associations;
 - to receive and make available reports on all international events where UKLA is represented;
 - to implement the EC decisions on the roles and responsibilities of the International Convenor and any other posts deemed appropriate;
 - to provide recommendations to the Conferences Sub-committee for sponsored participants at UKLA conferences;
 - to provide UKLA members with international information and contacts;
 - annually to review the membership and remit of the sub committee.
- (e) *Conference Sub-Committee*
- i) Purpose
To develop, co-ordinate and manage all aspects of conferences.
 - ii) Membership (up to 11)
Convenor
President
President Elect
Hon Treasurer
1 Member of EC
Up to 2 members of NC
Up to 4 Co-options
 - iii) Remit
 - to maintain and enhance the good name and high standards of the Association;
 - to manage and develop all aspects of conferences;
 - to ensure that International, National, Regional and Local conference/events proposals are viable, both financially and practically, and appropriate and conform to the UKLA object;
 - to implement the EC decisions on the roles and responsibilities and remits of conference / event organisers and any other posts deemed appropriate;
 - to provide advice and support for conference / event organisers;
 - to publicise and seek sponsorship for conferences;
 - to work with Finance and General Purposes Sub Committee on income generation;
 - annually to review the membership and remit of the sub committee.
- (f) *Membership and Awards Sub-Committee*
- i) Purpose
To develop and manage all aspects of UKLA membership and awards.

- ii) Membership (up to 7)
 - Convenor
 - Up to 2 members of EC
 - Up to 2 members of NC
 - Up to 2 Co-options
- iii) Remit
 - to maintain and enhance the good name and high standards of the Association;
 - to monitor the patterns of membership;
 - to plan, promote, oversee and evaluate activities for the recruitment and retention of members;
 - to organise all aspects of awards in the gift of UKLA;
 - annually to review the membership and remit of the sub committee.

- (g) *Research Sub-Committee*
 - i) Purpose
 - To develop and manage any research activities undertaken and research grants made by UKLA, and research awards within the Association's gift.
 - ii) Membership (up to 6)
 - Convenor
 - Up to 2 members of NC
 - Up to 2 members of EC
 - Up to 1 Co-option
 - iii) Remit
 - to maintain and enhance the good name and high standards of the Association;
 - to manage any research activities undertaken and research grants made by UKLA, and of research awards within the gift of UKLA;
 - to seek funding for research;
 - to involve members in research activities;
 - to work with Publications Sub Committee and with Membership and Awards Committee to promote and disseminate UKLA sponsored research;
 - annually to review the membership and remit of the sub committee.

- (h) *Professional Development Sub-Committee*
 - i) Purpose
 - To develop and manage Professional Development activity undertaken by UKLA.
 - To develop the strategic direction for UKLA regarding professional development and UKLA's capacity to make a practical contribution with regard to in-service school staff's continuing professional development.
 - ii) Membership (up to 6)
 - Convenor
 - Up to 2 members of NC
 - Up to 2 members of EC
 - Up to 2 Co-options
 - iii) Remit
 - to maintain and enhance the good name and high standards of the Association;
 - to manage and to seek funding PD undertaken by UKLA ;
 - to involve members in PD activities;
 - to work with appropriate Sub Committee to promote and disseminate UKLA PD;
 - to work with Publications Sub Committee and with Marketing and Publicity Sub Committee to promote and disseminate UKLA PD packages and materials;
 - annually to review the membership and remit of the sub committee.

Appendix 4 National Council (Agreed at EC Sept 2009)

See Standing Orders Clauses 9, 10 and 11 for the purpose and membership of National Council.

1) Regional Representatives

- (a) Regional Representatives will serve on the National Council representing the interests of their regions.
- (b) Regional Representatives shall promote the Association through specified activities in the regions related to its mission by supporting and recruiting members working to policies of the EC.
- (c) Normally Regional Representatives will serve for a period of two years.
- (d) Only one representative for each region may attend National Council except for the first meeting in the two year cycle of meetings

2) Convenors (see Standing Orders Appendix 6)

- a) Special Interest Group and Task Group Convenors will be appointed to NC by the EC to report on their activities.

Appendix 5 Regions agreed at AGM June 2006

See Standing Orders Clause 12

1. Bristol, Gloucestershire, Herefordshire, Worcestershire,
2. Cambridgeshire, Bedfordshire, Essex, Hertfordshire, Norfolk, Suffolk
3. Devon, Cornwall, Somerset, Dorset
4. Greater Manchester, Cheshire, Merseyside, Lancashire, Cumbria, IoM
5. London (defined as members with addresses within M25)
6. Northern Ireland
7. Northumberland, Durham
8. Nottinghamshire, Derbyshire, Lincolnshire, Rutland, Leicestershire
9. Oxfordshire, Berkshire, Buckinghamshire, Northamptonshire
10. Scotland East
11. Scotland West
12. Surrey, Kent
13. Sussex, Hampshire, Wiltshire, Isle of Wight
14. Wales
15. West Midlands, Warwickshire, Shropshire, Staffordshire
16. Yorkshire

Appendix 6 Task Groups (As agreed at EC Sept 2009. As agreed at EC Sept 2011)
See Standing Orders Clause 10

1) List of Task Groups (*formerly Special Interest Groups):

- *Adult, Families and Community Literacies 2004 – 2005 (completed)
- *Multimodal 2003 - 2004 (completed)
- *Multimodal2 (2005-2006) (completed)
- *Reading on Screen (2006 -07) (completed)
- *Children’s Literature (2005-2007) (completed)
- *Digital Literacy (2004- 2006) (completed)
- *Reading (2005 -2007) (completed)
- *Early Years (2006-2008) (completed)
- *Student teachers, NQTs and Early Career Practitioners (2007-08, n.b. started as a working group of MPA sub committee 2006-07) (Completed)
- Digi-Teachers (2008-2009)
- Every Child a Writer (2009 – 2010)
- Continuing Professional Development (CPD) (2009-11) From September 2011 this became a Sub Committee
- **Reading (2010-)**

2) Duties of Convenors of Task Groups (TG)

For the TG, the convenor:

- (a) works within the remit set by the EC;
- (a) co-ordinates email business;
- (b) convenes, organises and chairs meetings;
- (c) is the budget holder, working within the constraints agreed with EC;
- (d) ensures that minutes are kept, circulated to EC and a reference set is lodged in the Association’s office;
- (e) liaises with EC and other sub-committees effectively to fulfil tasks;
- (f) reports to each EC meeting on all actions taken and on all meetings held;
- (g) undertakes additional duties as from time to time may be agreed with EC, including serving by the invitation of the EC on the Association’s NC.

Appendix 7 Special Interest Groups (SIGs) (As agreed at EC Sept 2009. As agreed at EC Sept 2011))

See Standing Orders Clause 11

1) List of Special Interest Groups:

Digital Literacies (Closed September 2009)

Reading Comprehension (Sue Ellis, 2009 -)

Initial Teacher Education (Nicki Gamble, Prue Goodwin, (Sept 2009 – Sept 2011)

Learning Today (Lynda Graham, Angela Colvert, Martin Waller (2009 -)

Storytelling (Matthew Friday, Ty Van Brown (2010 -

2) Duties of Convenors of Special Interest Groups (SIGs)

For the SIG, the convenor:

(a) works within the remit set by the EC;

(b) co-ordinates email business;

(c) ensures that annual summary of activity is circulated to EC and a reference set is lodged in the Association's office;

(d) undertakes additional duties as from time to time may be agreed with EC, including serving by the invitation of the EC on the Association's NC.

Appendix 8 Awards and Grants (amended EC Sept 2010) (As agreed EC Sept 2011)

See Standing Orders Clause 1

1) Awards

The Membership and Awards Sub-Committee Convenor will make arrangements for the following awards, liaising with recipients, Research Sub Committee and other Sub Committees, and reporting actions to EC:

- (a) John Downing (annually starting 2011)
- (b) UKLA Academic Book Award (formerly Author, every other year starting 2005);
- (c) UKLA Book Award (formerly Children's Book, annually starting 2008);
- (d) Helen Arnold (every other year starting 2004, implementing decisions made by Research subcommittee)
- (e) UKLA UG Student Dissertation (annually starting October 2006 implementing decisions made by Research subcommittee)
- (f) UKLA PG Student Dissertation (annually starting October 2007 implementing decisions made by Research subcommittee)
- (g) UKLA/Wiley-Blackwell Research in Literacy Education (annually starting 2008)

2) Research Grants

- (a) The Research Sub-Committee Convenor will make arrangements for such grants as may be from time to time available to members, liaising with recipients, with Publications Sub Committee and with Membership and Awards Sub Committees and reporting actions to EC.

Appendix 9 Local Councils By-Laws Agreed at EC 06/09/2005

See Standing Orders Clause 13

- a) Each local council must have among its members a minimum of 5 individual members of the Association.
- b) Local councils may enrol associate members who are not members of the national Association.
- c) Each local council must hold an AGM, the minutes of which must be forwarded to the secretary, and make an annual financial return to the EC via the treasurer.
- d) Each local council shall annually elect a Chairperson, Secretary and Treasurer, of whom two shall hold current membership of the National Association.
- e) Each local council shall have a steering committee.
- f) All National Association and local members in good standing shall have full voting rights at general meetings of the local council.
- g) All matters put to the vote at general meetings in local councils shall be decided by simple majority providing that at least ten per cent or five of the members eligible to vote, whichever is greater, are present.
- h) The National Association's Secretary is to keep a record of all local councils. The Secretary is to ensure, by means of annual notification, that all local councils and all regional representatives are aware that use of the Association's name and/or logo by a local council (i) makes the Association the owner of the local council's funds; (b) makes the local council legally responsible for reporting its finances to the Treasurer.

Appendix 10 Sponsorship and Services (Agreed at EC June 2009)

Preamble: From time to time the Association seeks support for its activities from external sources. These fall into two categories; *sponsorship* for events such as international and national conferences and also for UKLA awards, or *services* for which the Association either charges a fee or receives a donation, examples of this include the table rent to publishers at Conferences and advertisements and mailouts in the Association's publications.

1) General principles:

Those offering sponsorship to or in receipt of services from the Association:

- i) will be expected to endorse the ideas embedded in the sole objective of UKLA which is the advancement of education in literacy,
- ii) should benefit members,
- iii) must not attempt to influence UKLA policy and practice,
- iv) must not put the Association's reputation at risk, (i.e. the Company or Organisation seems reputable and the link proposed was unlikely to do harm to the Association's reputation or finances)
- v) specifically, acceptance by the Association of sponsorship or the provision of services does not represent endorsement of the sponsors or service users' policies, actions or products.
- vi) UKLA will not accept sponsorship from tobacco or drink companies, from companies that have a poor environmental record or from companies that have traded unfairly in the developing world.

2) Decision making and reporting

- i) Convenors will give due consideration to the principles which apply to sponsorship and services reporting on their actions to the Trustees at Executive Committee.
- ii) Reports on actions regarding Services and Sponsorship will be through the President's annual report at the AGM.
- iii) When appropriate the President will be involved in decision making.
- iv) Before any agreement about sponsorship or the provision of services is made all those offering to be sponsors or requiring services, there will be investigated by the appropriate Convenor to satisfy his or herself about the match to the sole objective of UKLA Constitution and to the principles set out section 1 General Principles.
- v) The details of the arrangements will be explicit and stated in a letter of agreement between UKLA (signed by the President) and the party offering sponsorship or seeking a service. (Note that UKLA's logo cannot be used unless permission is included in the letter of agreement.)
- vi) Payment will be in advance within an agreed time limit, normally seven working days, for any service from UKLA. Where payment is not received sponsors will not be allowed to participate in the event, nor will services be rendered by UKLA.
- vii) Sponsors of UKLA Awards will not participate in the decision-making process with regard to the particular award they are sponsoring

Appendix 11 UKLA policy on joint or related membership with other subject associations
(Agreed by EC Sept 2009)

UKLA seeks to develop strong partnerships with other subject associations through a range of activities such as joint conferences and publications. From time to time, UKLA receives requests to offer joint or related membership with other subject associations. For this to be considered by EC in a formal proposal the following conditions would need to be met:

1. The subject association must be guided by aims and objectives that are in keeping with those of UKLA sole object.
2. The subject association's membership base must be significantly different from that of UKLA.
3. The cost of joint membership should be no less than 80% of the sum total of the current cost of single membership of both associations (across all membership categories).
4. A joint membership fee should be split equally between the two associations.
5. When the relevant dual-memberships are due for renewal, the individuals should be sent renewal notices for the joint membership and should not be approached by either subject association for single membership. (An individual may, of course, independently choose to replace joint membership with single membership of either association.)

Appendix 12 Partnerships and working with organisations (Agreed by email)

Preamble: The appendix should always be used when UKLA enters into a commercial contract. This appendix does not apply to the provision of sponsorship and services that are set out in Appendix 10.

1) General principles:

A commercial arrangement with the Association:

- i) will be expected to endorse the ideas embedded in the sole objective of UKLA which is the advancement of education in literacy,
- ii) will benefit members,
- iii) must have benefits for UKLA reputation and/or finances,
- iv) specifically, an commercial arrangement with the Association does not represent endorsement of products or services,
- v) in entering into commercial arrangements UKLA will seek to work with those companies that are actively developing an ethical basis for trading and have demonstrated positive steps towards achieving a good environmental record. Furthermore, it will not engage with companies that are known to directly trade unfairly in the developing world. UKLA will not enter into commercial arrangements that involve the promotion of alcoholic drinks or tobacco.

2) Decision making and reporting

- i) Using the principles set out above prior to entering into commercial arrangements the Convenor of F & GP (or nominee) will investigate the proposed partner making a recommendation to the Trustees based on the outcome.
- ii) The President, with the support of UKLA Officers (Hon Treasurer and Hon Secretary) will ensure that details of the arrangements are explicit and stated in a letter of agreement or a contract between UKLA and the Company/Organisation. (Note:UKLA's logo cannot be used unless permission is included in the letter of agreement.)
- iii) The Convenor of F&GP will monitor each agreement or contract providing regular reports to the Trustees.

- iv) Information on each agreement or contract will be made to members through The President's Annual Report at AGM.

Reviewed by EC 30.09.2010

Appendix 13

Standing Orders for UKLA Journals – *Journal of Research in Reading and Literacy*

(Created July 2010. EC approved Sept 2010)

Preamble: The *Journal of Research in Reading* and *Literacy* are journals of the United Kingdom Literacy Association. They are managed on behalf of the Association by an Editor appointed by UKLA and supported by a Board of Associate Editors (*Journal of Research in Reading*) and an Editorial Board (*Literacy*). The journals are currently published by Wiley-Blackwell.

A. *Journal of Research in Reading*

A1 The Editor

- a) The Editor will normally be appointed for three years.
- b) The appointed Editor may be invited to undertake an additional fourth year as editor by the appointing team.
- c) The Editor must be a member of UKLA. Before the appointment can be approved by the UKLA Trustees, the President will confirm that the Editor holds current UKLA membership.
- d) The Editor is elected by nomination from the Board of Associate Editors followed by formal election of the candidate by Board Members OR by advertisement in the academic press and websites in which case the appointment process would be the same as for the Editor of *Literacy* (as in B1,c,d and e below).

A2 Editorial Board

- a) The Editorial Board membership will be one Editor plus 12 Associate Editors and one ex-officio member: the Convenor of the UKLA Publications Sub-Committee. Editors of Special Issues will be invited by the Editor to become members of the Board with full Board responsibilities for the period of editing and preparing the edition
- b) The Editorial Board meets twice annually. As well as a set for the Convenor of UKLA Publications Sub-Committee, minutes of Board meetings must be lodged in the Association's office.
- c) The Editorial Board maintains links to UKLA through the UKLA Publications Sub-Committee. As a member of the Publications sub committee the Editor of JRR is expected to attend UKLA Publications Committee meetings which are held twice yearly.

A3 Associate Editors

- a) Associate Editors are invited to join the board based on nominations from the Editorial Board. Nominees will be colleagues who have the relevant expertise with national and international reputations.
- b) The Board will actively seek to appoint appropriately qualified international Associate Editors.
- c) Associate Editors are expected to serve for at least one year.
- d) Associate Editors based in the UK should be members of the United Kingdom Literacy Association. Membership status will be confirmed by the Editor annually and reported in the minutes.

A4 Editorial Advisory Group

- a) The Editorial Advisory Group consists of between 16 and 20 nominated by the Editorial Board.
- b) Nominations to the Editorial Advisory Group will take account of the status, expertise and geographical location of nominees.
- c) The Board will attempt to ensure that colleagues from around the world who have the relevant expertise are appointed as active advisers.

A5 Honorarium

The Editor is eligible for an honorarium, which is decided by Wiley Blackwell and paid annually to UKLA to be forwarded to the respective Editor/s. The disbursement of this sum is at the discretion of the Editor and may be divided among the Associate Editors.

B Literacy**B1 The Editor**

- a) The Editor will normally be appointed for three years.
- b) The appointed Editor may be invited to undertake an additional year as Editor by the appointing team. Normally, the Editor will stand down at the end of fourth year.
- c) The post of Editor will be advertised in literacy education professional journals and websites and on the UKLA website in time for the incoming Editor to work alongside the outgoing Editor for at least one issue.
- d) Applications for the post of Editor will be considered by:
 - i. the UKLA President and either the Past President or President Elect
 - ii. the outgoing Editor
 - iii. the Convenor of UKLA Publications Sub-Committee
 - iv. another member of the Editorial Board nominated by the Board
 - v. two other members of the Association, not already on the Board nominated by the President in consultation with EC.
- e) The interview panel will consist of the President of UKLA, the current Editor of *Literacy*, the Convenor of Publications sub-committee and a member of the Editorial Board invited by the Editor.
- f) The Editor must be a member of UKLA. Before the appointment can be approved by the UKLA Trustees, the President will confirm that the Editor holds current UKLA membership.

B2 Editorial Board

- a) The Editorial Board shall consist of one Editor plus up to eighteen other members who are established literacy researchers from different higher education institutions /organisations.
- b) The composition of and appointment to the Editorial Board is the responsibility of the Editor working in conjunction with the Editorial Board taking into account academic expertise and geographical location. The board will actively seek to appoint appropriately qualified international Board Members.
- c) Members of the Editorial Board should be members of the United Kingdom Literacy Association.
- d) The Convenor of the UKLA Publications Sub-Committee is an ex-officio member of the Editorial Board.
- e) Board members are expected to serve for a minimum of three years.
- f) Unless there are exceptional circumstances, there should not normally be more than one member of the board from any institution.

- g) Editors of Special Issues will be invited by the Editor to become members of the Board with full Board responsibilities for the period of editing and preparing the edition.
- h) The Editorial Board meets twice annually. As well as a set for the Convenor of UKLA Publications Sub-Committee, minutes of Board meetings must be lodged in the Association's office.
- i) The Editorial Board maintains links to UKLA through the UKLA Publications Sub-Committee. The Editor of *Literacy* is expected to attend UKLA Publications Committee meetings which are held twice yearly.
- j) If a member of the Board fails to attend three consecutive meetings, the Editor may ask if they wish to continue on the Board.

B3 Editorial Advisory Group

- a) The Editorial Advisory Group consists of between 16 and 20 nominated by the Editorial Board.
- b) Nominations are based on the status, expertise and geographical location of nominees.
- c) Attempts are made to involve colleagues from around the world who have the relevant expertise and who are prepared to act as advisory reviewers.
- d) The Board will attempt to ensure that colleagues from around the world who have the relevant expertise are appointed as active advisers.
- e) Advisers who do not live in the UK do not need to be members of UKLA.

B4 Honorarium

The Editor is eligible for an honorarium, which is decided by Wiley Blackwell and paid annually to UKLA to be forwarded to the respective Editor/s. The disbursement of this sum is at the discretion of the Editor and may be divided among the Associate Editors.

Reviewed by EC 30.09.2010

Updated November 2012