

# Constitution

## Name

- 1** The Association shall be known as 'The Association of Directors of Social Work'.

## Objects

- 2** The objects of the Association are:
- a the promotion of social welfare, social care and social inclusion
  - b
    - (i) the promotion of the interests of users, carers and vulnerable people
    - (ii) to promote employment practices that will support and develop staff
  - c In furtherance of these objectives, but not otherwise, the Association shall:
    - (i) provide facilities for consultation and conference on all or any matter relating to its objects;
    - (ii) confer with other bodies on matters affecting the Association;
    - (iii) influence policy through Central Government (including the Scottish Parliament and Scottish Executive), COSLA, local authorities and other bodies, by commenting on government policy, initiatives, proposed legislation and issues of public and professional concern in the social care and criminal justice fields; and identify and promote such changes as appear necessary in policies, practice, legislation, regulation and guidance on public policy;.
    - (iv) encourage innovation, share developments and issues and disseminate good practice across Scotland;
    - (v) organising and disseminating research into methods and standards;
    - (vi) enter into dialogue with other professional Associations, to promote and explore the benefits of partnership and integrated working;
    - (vii) seek to ensure that in all its efforts there shall be an awareness of the need to embrace European dimensions wherever appropriate;
    - (viii) ensure the provision of opportunities for the exchange of views and experiences, including the promotion of anti-discriminatory practice among members of the Association and with others;
    - (ix) inform and influence the setting of standards;
    - (x) do all things as may be either conducive or incidental to the attainment of the foregoing objects or either of them.

## Membership

### 3

- a Membership shall be open to those persons in the 32 unitary local authorities who hold senior executive responsibility for discharge of social work and social care functions.
- b Membership will be open to middle and senior management staff working within the social work / care field within local authorities, or working within a formal joint governance arrangement and accountable for delivering local authority social work statutory functions as determined from time to time by the Association Executive.
- c Membership shall be open also to other categories of senior management staff, to be determined from time to time by the Executive of the Association.
- d A member may resign from the Association at any time by giving written notice to the Honorary Secretary, but shall remain liable for any subscription due and unpaid in respect of the year in which the resignation takes effect, unless the Executive Committee determine otherwise.
- e Any member who leaves their current post and who is not an employee of another agency who can demonstrate having actively contributed to the work of the Association shall be eligible for membership.
- f On any member ceasing to hold the qualifications for membership, he/she shall cease to be a member of the Association without prejudice to his/her obtaining the requisite qualifications for re-admission.

## Subscriptions

### 4

- a The amount of the annual subscription for membership of the Association shall be determined by the Annual General Meeting. Any member failing to pay his/her subscription within 3 months after it has become due shall, unless the Executive Committee otherwise determine, cease to be a member of the Association.
- b No person shall be admitted as a new member of the Association until they have paid the relevant annual subscription to the Treasurer. New members joining part way through a year shall be required to pay the full subscription for that year.

## Meetings

### 5

- a The Association shall meet annually and at such times as may be convenient and necessary.
- b Notice of the time and place of the meeting of the Association shall be given by, or on behalf of, the Honorary Secretary by post not less than 7 days before the meeting, and shall specify the business proposed to be transacted at the meeting.
- c The Honorary Secretary shall call a meeting of the Association at any time on being required to do so by the President, or in his/her absence, the Vice President; or by any 5 members of the Association by a requisition in writing; or by a majority decision of the Executive Committee; which shall be held within 14 days of the receipt of the requisition.
- d At each Annual Meeting the business shall include the appointment of officers, the annual report of the Executive Committee, and the statement of accounts.

- e The quorum at a meeting of the Association shall be 8 members.
- f At least once each year the President will convene a meeting of the 32 Chief Social Work Officers to discuss issues of particular concern to Chief Social Work Officers. Each Social Work Authority may only have one place at any such meeting. There will be no principle of a substitute representative. Issues arising from the meeting(s) will be reported to the Executive for attention and appropriate action.
- g At all meetings of the Association the President, whom failing, the Vice President, whom failing such member present as the meeting may decide, shall preside and the procedure shall be at the discretion of the President who, in any event of an equality of votes on any questions, shall have a casting vote.

## **Executive Committee and Officers**

### **6**

- a At each Annual General Meeting the Association shall appoint an Executive Committee to hold office until the next Annual Meeting. The Executive Committee shall conduct the affairs of the Association to take such action as it considers necessary for the achievement of the Association's objects or any other, with powers to co-opt on an ad-hoc basis for such period as may be deemed appropriate such other members as it may consider necessary.  
  
The Executive Committee will comprise
  - (i) Two representatives – one a Chief Social Work Officer/Director and the other a non-Chief Social Work Officer/Director – nominated (and where there are more than two nominees, elected) from geographical groupings.
  - (ii) The geographical groupings will be defined on annual basis by the Executive Committee taking account of the views of the membership, and the proposed geographical groupings submitted by the Secretary for approval by the Annual General Meeting.
  - (iii) Office Bearers (President, Vice-President, Secretary and Assistant Secretary) will be nominated from the membership by any member of the Association. The current Vice-President should automatically become President. Where there is more than one nominee for any office, a postal ballot of the whole membership will be held.
  - (iv) Immediate past President.
  - (v) The Treasurer who will be nominated (and where there is more than one nominee elected) will require to be a serving local government officer and to have the necessary financial expertise and qualifications for this office, but will not have to meet the other requirements for membership.
  - (vi) Standing Committee Conveners
  - (vii) In circumstances where Past Presidents in employment with local authority social work services are unable to be a member of the Executive through Area Groupings, an invitation to continue as a member can be approved by the Executive Committee on an annual basis.
- b At the Annual General Meeting the Association shall appoint a firm of external auditors.
- c The President and Vice-President and immediate past President may hold office until the next Annual General Meeting two years hence. All other officers shall hold office until the next Annual General Meeting.

- d All officers of the Association shall Ex-officio be members of the Executive Committee who may fill any casual vacancies occurring among the officers and any officers so appointed shall hold office until the next Annual Meeting.
- e The President shall be ineligible for re-election to the post for three years. Other members who have held any one office of the Association for a period of three consecutive years, or in the cases of the Secretary and the Assistant Secretary for five consecutive years, shall for one year be ineligible for re-election to that particular office.
- f The method of election shall be as follows:
- (i) Nominations for election may be made by any member of the Association.
  - (ii) Nominations for the post of President, Vice President, Secretary, Assistant Secretary, Conveners of Standing Committees, Treasurer, plus members of the Executive Committee shall be invited 3 calendar months before the Annual General Meeting and shall be closed 7 weeks prior to the Annual General Meeting.
  - (iii) Nominations for representatives of geographical groupings shall be sought on an annual basis from the whole membership and thereafter shall be proposed formally to the AGM for approval.
  - (iv) All nominations to be valid require to be proposed and seconded in writing by 2 members of the Association. Renominations of serving officers, Conveners or Executive Committee members, subject to fulfilling all other clauses of the constitution, may be made verbally at the Annual General Meeting.
  - (v) Unopposed candidates for election shall be deemed to have been elected at the Annual General Meeting. Election for contested posts shall be by postal ballot of all members of the Association and the Executive Committee may make such provision as it thinks fit by way of rules in relation to such elections.
  - (vi) A casual vacancy or any vacancy not filled by election may be filled by the Executive Committee.
- g The Executive Committee shall appoint Standing Committees with terms of reference as it may deem appropriate, but with areas of interest defined initially in terms of:
- (i) Children and Families
  - (ii) Community Care
  - (iii) Criminal Justice
  - (iv) Organisational Development
  - (v) Resources
  - (vi) Substance Misuse
- Each Standing Committee shall have in its membership at least two Chief Social Work Officers/Directors of Social Work.
- h Standing Committee Conveners should be elected from the whole membership and should be Chief Social Work Officers/Directors. Where there is more than one nominee for a single Convenership, an election by postal ballot will be held.
- (i) Standing Committees shall nominate a Vice Convener on an annual basis and thereafter shall be proposed formally to the AGM for approval.
- i Conveners of the Standing Committees who have served in this capacity for 3 consecutive years shall, for one year, be ineligible for re-appointment as Convener to the same Standing Committee.

- j Annually, on the recommendation of the Secretary, the Executive Committee will approve a list of individuals, with a variety of expertise and specialist knowledge, who may be called upon by the President or Secretary, to assist as professional advisers. Such advisers may also have tasks remitted by the Executive Committee or Standing Committees – all with a view to facilitating the work of the Association. In respect of these professional advisers, the Executive Committee will determine matters regarding remuneration and for payment of legitimate expenses incurred by them.
- k In addition to the work of Standing Committees, short term, task centred Working Groups may be set up, subject to the approval of the Executive Committee, with remits, terms of reference and membership defined on each and every occasion.
- l The Executive Committee will deal with and approve all requests for appointments to outside bodies, e.g., COSLA advisers.
- m The quorum at a meeting of the Executive shall be 8 members
- n The Executive shall meet as often as affairs of the Association shall render necessary, and rules for the meetings of the Association, set forth in paragraph 5(b), (c) and (f) hereof, shall apply mutatis mutandis to meetings of the Executive Committee, save that a special meeting shall be called on the requisition of 4 members of the Executive.

## **Professional Support**

### **7**

- a The Association may appoint a Professional Support/Administrative Officer whose job specification, remuneration and other terms and conditions of service will be determined by the Executive Committee.
- b Any appointment made shall be on a fixed term basis.
- c The primary task of this postholder will be to support the Secretary and other office bearers and the Executive Committee, and to co-ordinate all the work of the Association.

## **Public Relations**

### **8**

- a The President shall, with such assistance as he/she considers appropriate from members of the Association, have responsibility for all public relations issues and strategy relating to the Association which includes, but is not restricted to, issuing press statements, participating in any media forum, and issuing information about the Association. The President shall nominate any appropriate officer or office bearer of the Association to speak on such matters as necessary.

## **Finance**

### **9**

- a The financial year of the Association shall commence on 1 March in each year.
- b The Treasurer shall keep complete records of the income and expenditure of the Association and, as soon as may be after the end of the financial year, shall prepare a statement of the accounts for that year, which shall be audited by the Auditors and submitted to the Annual General Meeting of the Association.

- c A receipt signed by the Treasurer, or the President or Secretary, on behalf of the Association, shall be a good and sufficient discharge for all monies received by him/her, which he/she shall pay into a bank account in the name of the Association; he/she shall pay out of that bank account all expenses of the Association and all cheques drawn thereon shall be signed by him/her and either the President or the Secretary.
- d The Annual General Meeting shall fix, each year, a sum by way of honorarium to the Association's Secretary.
- e All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose; provided that nothing herein contained shall prevent the payment in good faith of either reasonable and proper remuneration to any employee of the Association or persons employed by local authorities undertaking administrative duties on behalf of the Association and fees to any professional and technical advisers or the repayment to members of either the Executive Committees or of Sub Committees appointed by the Executive Committee of reasonable out-of-pocket expenses.

## **Amendment of Constitution**

### **10**

- a Any resolution for the amendment of this Constitution shall require the assent of not less than two-thirds of the members of the Association present and voting at the Annual Meeting, or a meeting specially called for the purpose, provided that notice of such amendment in writing shall have been received by the Honorary Secretary not less than 21 days before the meeting except by where such amendment has been recommended by the Association at an ordinary meeting or by the Executive Committee and at least 14 days notice in writing of the meeting, setting forth the terms of the amendment to be proposed, shall be given.

## **Dissolution of Association**

### **11**

- a The Association of Directors of Social Work may be dissolved by a resolution supported by not less than two-thirds of eligible members attending a Special General Meeting of the Association called for this purpose, of which notice has been duly given, and held at an interval of not less than 21 days from the date of the General Meeting at which such resolution was first passed.
- b In the event of the dissolution of the Association, any assets of the Association remaining after settlement of its proper debts and liabilities shall be given or transferred to such other charitable organisation or organisations with objects similar to the objects of the Association as the membership shall determine at the Special General Meeting called in accordance with the terms of Clause 11 (a) above.