



WALES ASSOCIATION OF SACREs

CONSTITUTION

1. The name of the Association

The name of the Association shall be the Wales Association of SACREs (hereinafter called 'the Association')

2. The Aims of the Association

- (i) to provide a forum in Wales for SACREs to discuss concerns and as necessary make representations to other bodies;
- (ii) to enable co-operation between LAs and their SACREs and Agreed Syllabus Conferences in pursuing common interests in the development of the religious education curriculum and collective worship;
- (iii) to assist SACREs in fulfilling their responsibilities by the sharing of experience and expertise;
- (iv) to undertake any other activities which may benefit religious education and collective worship in Wales.

3. Membership and duties

- (i) Each SACRE in Wales is eligible to be a member of the Association.
- (ii) Each SACRE shall be invited to pass a resolution recommending its LA to support membership of the Wales Association of SACREs.
- (iii) The Association shall meet three times annually.
- (iv) Extraordinary meetings of the Association may be called by the Chairperson or at the request of a member SACRE. The Chairperson, in consultation with the officers, may alter arrangements for meetings of the Association in an emergency.
- (v) Each member SACRE shall be entitled to send up to four representatives, which may include professional representation, to meetings. Where a SACRE provides an Officer or a Member of the WASACRE Executive the person so provided must be one of the four representatives that that SACRE appoints to represent it at a

WASACRE meeting. At any meeting at which a vote is called for each SACRE will be entitled to one vote.

- (vi) A meeting of the Association shall be deemed to be quorate when not fewer than one third of member SACREs are represented.
- (vii) Any proposal to amend the Constitution shall be communicated to SACREs at least four months prior to the AGM at which any such amendment will be considered. The AGM shall be held as part of the Association's summer meeting.
- (viii) The Association can if it so wishes invite bodies to have observer status in the Association. Such observers can only speak with the permission of the Chairperson. **A list of bodies that have been granted observer status is held by the Secretary. Other bodies may be added to this list from time to time. Other bodies can be given observer status on a meeting-by-meeting basis at the invitation of the Chair. When discussing whether a body should be given observer status consideration should be given to how the body will support the Association in achieving its aims.**
(See Note 1)
- (ix) At a meeting of the Association, any members of the SACRE, whose LA or Council is hosting the meeting, shall be entitled to attend the meeting as observers.

4. Executive Committee

- (i) There shall be an Executive Committee, which shall consist of the following:
 - a) The Officers, who shall be
Chairperson
Vice Chairperson
Secretary
Assistant Secretary
Treasurer
 - b) six members elected from member SACREs other than those from which the Chairperson and Vice Chairperson have been provided
 - c) The immediate past Chairperson
 - d) The immediate past Secretary, **who shall be a member of the Executive Committee for a period not exceeding two years from the date of ceasing to be Secretary** (See note 2)
 - e) A representative of NAPfRE, **who does not of necessity have to be a member of a local SACRE** (See note 3)
 - f) WASACRE's representative to the RE Council of England and Wales
 - g) WASACRE's representative to EFTRE
 - h) WASACRE's representative to the Inter Faith Network for the UK
The roles f), g), and h) should be appointed in accordance with Para 4(vii). Those persons so appointed would then become a member of the Executive Committee for such time as they hold those roles. (See note 4)
- (ii) **On an occasion when a vote is called for at an Executive Committee meeting each person on the Executive Committee shall have one, and only one, vote regardless of the number of Executive Committee positions held by that person.**
(See note 5)

- (iii) Officers of the Association (Chairperson, Vice-chairperson, ~~Secretary, Assistant Secretary, and Treasurer~~) (see note 6) shall be elected and / or re-elected at an AGM. No one SACRE may provide more than one officer in any one year. No one Chairperson may hold office for more than two consecutive years, **except under exceptional circumstances. Such circumstances are to be discussed and agreed at the AGM at which the Chair would normally have relinquished office.** (See note 7). When a Chairperson ceases to hold that office the Vice Chairperson shall succeed to it, subject to the requirement in para. (4iii). The Chairperson may resign their office at any time during their tenure of office to be replaced by the Vice Chairperson as would be the case when the Chairperson completes their term of office. When the Vice Chairperson assumes the office of Chairperson under such circumstances Year 1 of the Chairperson's term of office shall not begin until the next AGM.
- (iv) If an officer **resigns from their office or** is no longer a member of, or associated with, a SACRE he or she shall cease to hold that office immediately. A replacement will be appointed at the next meeting and will serve until the next AGM. If there is urgent need for a replacement the Executive Committee is empowered to make an appointment, which will be effective until the next meeting of the Association.
- (v) With the exception of the Secretary, Assistant Secretary and Treasurer no one SACRE may provide more than one member of the Executive Committee at any one time. Elected Members of the Executive Committee, subject to the requirements of para 4(iii) and 4(v) shall serve for a period of three years, according to a rota whereby two of their number shall complete their period of office each year.
- (vi) If a member of the Executive Committee **resigns from the Executive Committee or** is no longer a member of, or associated with, a SACRE, he or she will cease to be a member of the Executive Committee. The SACRE that provided such a person will be entitled to nominate a replacement member of the Executive Committee, who will serve until the end of the term for which the replaced member was originally elected. **In the event that the SACRE from which the person ceasing to be a member of the Executive Committee fails to replace the former member within a period of six months from the date of the vacancy the Executive Committee shall make the necessary arrangements to invite nominations for the vacant post from all other member SACREs. The person elected as a result of such nominations shall serve for the remainder of the term for which the replaced member was originally elected. At the end of that term, the replacement Executive Committee member may, if they so wish, seek nomination for the vacant position in the usual way.** (See note 8)
- (vii) Appointments as WASACRE's Representatives on a) The RE Council of England and Wales; b) EFTRE, and c) Inter Faith Council for the UK shall be made by the Executive Committee after seeking expressions of interest from members of SACREs in association with WASACRE.
- (viii) **The Executive Committee may appoint a Minute Secretary, to whom an honorarium shall be paid, who shall minute the meetings of the Executive Committee and the full meeting of WASACRE. The Minute Secretary will not be a member of the Executive Committee and therefore shall have no voting rights at neither an Executive Committee Meeting nor at a full meeting of WASACRE unless the person so appointed is already a member of the Executive Committee**

in their own right.
(See note 9)

- (ix) The Executive Committee will only have executive powers that have been delegated to them at a meeting of the Association. The quorum shall be five and the majority vote will count.

5. Procedures

- (i) In the absence of the Chairperson, the Vice Chairperson, if present, shall take the Chair. Otherwise the first business of the meeting shall be to elect a member to the Chair for that meeting. However, if the Chairperson or Vice Chairperson arrives during the meeting, the Vice Chairperson, or the member in the Chair shall relinquish it once the item of business in hand has been completed.
- (ii) (a) The Chairperson will move “that the minutes of the last meeting be signed as an accurate record”.

(b)The only part of the minutes which can be discussed is their accuracy. As soon as any question about accuracy has been dealt with the Chairperson is authorized to sign the minutes as an accurate record of that meeting.
- (iii) Any member SACRE may request the Chairperson to include an item on the Agenda for meetings of the Association without the requirement for it to be seconded. Requests for items for inclusion on the agenda must be made at least four weeks in advance of any meeting. Any motion moved at the meeting must be seconded.
- (iv) In the event of a vote being required on any proposal each member SACRE shall have one vote and a decision reached by a simple majority. The Chairperson will have a casting vote other than at an election of the Vice Chairperson or a member of the Executive Committee.
- (v) Meetings and correspondence shall be conducted bilingually.
- (vi) Any other matters, of which notice has been given, may be added by the Chairperson.
- (vii) The Chairperson shall have the right to invite to a meeting of the Executive Committee such a person or persons who in his/her opinion has a contribution to make towards the Agenda of that meeting. Such an invitee shall have the right to speak and be heard, but shall not have the right to vote on any matter on which a vote is called for.

6. Subscription and Finance

- (i) The Association’s financial year shall be the financial year, i.e. it shall run from April 1st in any year until March 31st the following year.
- (ii) There shall be an annual subscription to be determined at the AGM.

CODE OF PRACTICE FOR THE CONDUCT OF ELECTIONS

The following Code of Practice is recommended for the conduct of elections:-

- (a) Nominations for election to the WASACRE Executive Committee shall be invited during the spring term each year. The date by which nominations should be received from SACREs will be advised by WASACRE at the beginning of the spring term. All persons nominated should supply a paragraph ~~(some 100 words)~~ **of not more than 200 words** about themselves.
(See note 10)
- (b) The SACRE making a nomination must ensure that the person nominated is willing to serve.
- (c) The Secretary shall send a list of those nominated, together with the paragraphs provided, to reach each SACRE early in the summer term to allow opportunity for each SACRE to consider at its summer meeting how to cast its vote.
- (d) In the event of two or more persons receiving an equal number of votes at an election for the Vice Chairperson or the Executive Committee, the Chairperson shall decide the matter by drawing a “name out of the hat”. The person whose name is so drawn shall be declared the successful candidate.
- (e) **If, by the closing date for nominations to an officer position and / or to the Executive Committee membership, the number of nominations received for each respective position shall equal the number of positions vacant and requiring to be filled at the forthcoming AGM then at that AGM where an Election is an Agenda item the following order shall happen:**
 - (i) **The Chair of the meeting, at that point of the Agenda, shall make a statement, for the purposes of clarification, intimating that the number of nomination(s) equals the number of vacant positions and therefore no election(s) is necessary.**
 - (ii) **The nominees will be deemed to be elected.**
(See note 11)
- ~~(e)~~ (f) (see note 12)
If there are insufficient persons nominated by SACREs prior to the AGM to fill vacancies on the Executive Committee or Vice Chairperson, nominations shall be sought from the floor. Such nominations shall be proposed and seconded as is customary. If more than the required number of nominations is received from the floor a ballot shall be held of those persons so nominated. Such a ballot will not include any person nominated before the AGM, such a person(s) shall be appointed to the Executive Committee before other nominations for any vacancy are invited.

Notes to suggested amendments to 2018 Constitution

1. Whilst not being too restrictive in offering some kind of guidelines about “Observer Status” we recommend that there be some sort of “qualification”. This would be useful in deciding whom to invite to “Observer Status” and would give a rationale as to why one organisation is offered such status and another is not. The current wording only seems to indicate that an invitation to Observer Status would need to be discussed and agreed by the Association. The introduction of the suggested wording clarifies the method of offering “observer Status” to organisations.
2. In our current Constitution the position of Immediate Past Secretary is not time limited, as are the roles of Chair, Vice Chair and Immediate Past Chair. This means that the Immediate Past Secretary could be a member of the Executive Committee for an unlimited number of years. It is suggested that it be time limited to no more than two years from the time the person ceased to be secretary and became Immediate Past Secretary.
3. NAPfRE is the “sister organisation of WASACRE. The relationship between WASACRE and NAPfRE is such that they are deeply connected and reliant. As such, NAPfRE provides a representative to the WASACRE Exec in order to preserve and support that working relationship. It is in a different position to where WASACRE provides a representative to, and pay a subscription to, other outside bodies, eg REC, etc. By removing the requirement that the NAPfRE representative be a member of a local SACRE it allows NAPfRE to appoint the person whom they deem most suitable as their representative on the WASACRE Executive Committee.
4. It is necessary that the holders of roles f), g) and h) are already members of the Executive Committee or are current members of a SACRE in order to comply with the requirement of Para 4 (vi). Provision for making these appointments is provided for in Para 4 (vii) [Appointments as WASACRE’s Representatives on a) The RE Council of England and Wales; b) EFTRE, and c) Inter Faith Council for the UK shall be made by the Executive Committee after seeking expressions of interest from members of SACREs in association with WASACRE.]
5. Introduce a new paragraph to make it explicit that members of the Executive Committee have only one vote per person. It may be that one person on the Executive Committee holds two or more “roles” for a variety of reasons. This new paragraph is intended to make clear that each member of the Executive Committee shall have only one vote, not a multiplicity of votes according to the number of roles they hold. With the introduction of this new paragraph as 4(ii) all succeeding paragraphs are renumbered.
6. Remove these officers from this paragraph, as they are not elected officers, but officers appointed by the Exec and whose appointments the full termly meeting ratifies immediately after their appointment.
7. In view of the problems caused in recent years with unexpected resignations and the pandemic, etc. it seems sensible to include a provision for extending the term of office of the Chair. Hopefully the provisions of this sub-paragraph will not be needed again for a considerable time, if ever, but at least including such a phrase as “except under exceptional.....relinquished office” provision is made for any such eventuality in the future.

8. The additional provision to this paragraph that should a SACRE from which a person is no longer a member of the Executive Committee not appoint a successor within a reasonable space of time this will allow the Executive to fill a vacancy caused by resignation of otherwise so that the Executive shall be back to full membership at the earliest opportunity.
9. This new paragraph makes provision for the Executive Committee to appoint an “outside person” as Minute Secretary. Such an appointee does not have to be associated with or be a member of a SACRE and therefore is ineligible to vote on any matter. However, it is possible that the Executive may appoint as Minute Secretary a person who is already a member of the Executive Committee. In such circumstances the Minute Secretary shall have a vote in the normal way.
10. A new word limit is proposed because 100 words appears to be insufficient to gain an understanding of the person being nominated. However, a word limit is required and so a 200-word limit is proposed.
11. It may seem an obvious point that if the number of nominations equals the number of vacancies of officers or executive members then they are appointed. However, for clarification and for the purposes of the minutes of the meeting, and for future reference, it would be good practice for such a statement to be made at the point in the meeting at which voting would take place to explain why no vote has been taken.
12. With the introduction of a new paragraph (e) the current paragraph (e) becomes paragraph (f).