

## STATUTES AND STANDING ORDERS (fully revised 2005 and last amended April 2009)

### Statutes

<b>Name</b>	1 The Association shall be called 'The Geographical Association'.
<b>Aim</b>	2 The aim of the Association shall be to further the study, learning and teaching of geography.
<b>Membership</b>	<p>3 Membership shall be open to any person or body of people interested in furthering the aim of the Association. Members may be enrolled in any one of the following grades on payment of the appropriate annual subscription and shall be entitled to enjoy the rights and privileges specified in each case. There will be different rates of subscription within each grade of membership depending upon which of the Association's periodicals the member elects to receive.</p> <p><b>A Full membership:</b> On payment of the annual subscription, full members have the rights:</p> <ul style="list-style-type: none"> <li>i) to receive one copy of each of the current issue of those periodicals of the Association for which subscription has been paid;</li> <li>ii) to receive one copy of the current issue of <i>GA Magazine</i> and have access to the members' areas of the GA websites;</li> <li>iii) to receive notices of and to attend the Annual General Meeting with the rights of voting;</li> <li>iv) to be nominated, and to make nominations, for election to the Governing Body and other Officer posts of the Association (Statute 10) subject to the Statutes and Standing Orders of the Association;</li> <li>v) to purchase Association publications at members' prices</li> <li>vi) to enjoy such other rights and privileges as the Governing Body may from time to time determine.</li> </ul> <p><b>B Associate membership:</b> On payment of a reduced annual subscription, associate membership shall be available to:</p> <ul style="list-style-type: none"> <li>i) <i>bona fide</i> full-time students in institutions of further and higher education, and to senior students in secondary schools or sixth form and tertiary colleges. Proof of studentship may be required;</li> <li>ii) persons who have either reached state retirement age or retired from employment;</li> <li>iii) persons who are, or become, unemployed and/or unwaged, providing that if the associate member subsequently accepts paid employment, membership of the Association should revert to full membership at the next subscription renewal date;</li> <li>iv) trainee teachers in schools and newly qualified teachers in their first year of teaching.</li> <li>v) members of geographical organisations from outside the UK with whom the GA may from time to time agree to extend access to the Association's online services.</li> </ul>

Associate members in categories i-iv above shall have the same rights as full members (see 3 A above).

Associate members in category v above shall have the same rights as full members (see 3 A above), with the proviso that they shall not have the right to receive printed copies of GA periodicals.

**C Group membership:** On payment of the annual subscription, group members shall have the rights:

- i) to receive one copy of each of the current issue of those periodicals of the Association for which subscription has been paid;
- ii) to receive one copy of the current issue of *GA Magazine* and have access to the members' areas of the GA websites;
- iii) to receive notices of, and for one nominated person from the group to attend, the Annual General Meeting with the rights of voting;
- iv) to make nominations for election to the Governing Body, Education Committee and other Committees of the Association (Statute 9) subject to the Statutes and Standing Orders of the Association;
- v) for members of the group to be nominated for election to the Governing Body, Education Committee and other Committees of the Association (Statute 9) subject to the Statutes and Standing Orders of the Association, provided that no more than one representative is nominated for each committee as listed in Statute 9;
- vi) to purchase Association publications at members' prices;
- vii) for up to ten named individuals within the group to receive current issues of *GA Magazine* and have access to the members' areas of the GA websites
- viii) to enjoy such other rights and privileges as the Governing Body may from time to time determine.

**D Life membership:** From and including 1 September 1981, the grade of life membership was discontinued without detriment to any members who had paid the life membership fee up to and including 31 August 1981. Any person who became a life member on payment of a single composition fee shall, subject to Statutes 7 and 8, be entitled to enjoy for life all the rights and privileges of full members.

**E Corporate membership:** Corporate membership is open to organisations who wish to support the aims of the Geographical Association. Organisations wishing to become corporate members must conform to the ethical and environmental policies of the Association. Applications for corporate membership are subject to the approval of the Governing Body and the payment of a non-refundable standard annual fee set by the Governing Body. On payment of the fee, corporate members shall have the rights:

- i) to receive one copy of each of the current issues of all the Association's periodicals;
- ii) to receive one copy of the current issue of *GA Magazine* and have access to the members' areas of the GA websites;
- iii) to receive notices of the Annual General Meeting, and for one person nominated by the corporate member to attend the Annual General Meeting with the rights of voting;
- iv) to make nominations for election to the Governing Body, Education Committee and other Committees of the Association (Statute 9) subject to the Statutes and Standing Orders of the Association;
- v) for a person nominated by the corporate member to be nominated for election to the Governing Body, Education Committee and other Committees of the Association (Statute 9) subject to the Statutes and Standing Orders of the Association, provided that no more than one representative is nominated for each committee as listed in Statute 9;
- vi) to purchase Association publications at members' prices;
- vii) to use the GA name and logo, subject to agreement between the Corporate Member and the Association.
- viii) to enjoy such other rights and privileges as the Governing Body may from

time to time determine.

**F Joint Membership:** Membership of the Geographical Association may be extended to members of other organisations under terms to be determined in each case by the Governing Body.

<b>Subscription rates</b>	4 Subscription rates for all membership categories shall be as determined from time to time by the Governing Body, subject always to the approval of the Annual General Meeting.
<b>Due date of subscriptions</b>	5 Annual subscriptions and fees for membership categories in Statute 3 A, B, C, D, E and F shall be deemed to be due and payable on the anniversary of enrolment.
<b>Honorary members and Honorary Vice Presidents</b>	6 A The Governing Body shall have power to elect Honorary Members of the Association who shall enjoy all the rights and privileges of full members. 6 B The Governing Body shall have power to elect up to five persons as Honorary Vice Presidents of the Association
<b>Removal of members</b>	7 The Governing Body shall have power to remove from the Association any member who shall have acted detrimentally to the aims of the Association. No member shall be removed except by the majority vote of the Governing Body and provided that the member, accompanied by a friend, shall first have had an opportunity of being heard by the Governing Body, at a meeting where the proposed removal has been included on the agenda.
<b>No repayment of life membership</b>	8 No life member shall have any claim upon the Association for repayment of any part of the composition fee paid by the member with the proviso that the Statute shall not prejudice the rights of any life member registered as such before these Statutes came into force.
<b>Governance</b>	9 A The affairs of the Association shall be governed by a Governing Body, appointed and constituted as prescribed in Standing Order 1. Members of the Governing Body will be the Charitable Trustees of the Association. No employee of the Association will be entitled to serve on the Governing Body although they may be invited or requested to attend meetings, and, subject to the provisions of Statute 9 B, no member of the Governing Body may take any benefit from the charity by way of fees or other remuneration. 9 B Any member of the Governing Body who possesses specialist skills or knowledge may charge, and be paid, reasonable charges, for business done by him or her, or his or her firm, when instructed by other members of the Governing Body to act on behalf of the charity, provided that: (i) at no time shall a majority of the members of the Governing Body benefit under this provision; and (ii) a member of the Governing Body shall withdraw from any Governing Body meeting whilst his or her own instruction or remuneration, or that of his or her firm, is being discussed. 9 C Members of the Governing Body shall be elected as prescribed in Standing Order 11. The Governing Body shall meet at least once a year, and further meetings may be called from time to time as the Governing Body thinks fit and shall be called on receipt of a written request signed by no fewer than six members of the Governing Body. 9 D There shall be one Standing Committee, the Education Committee, appointed and constituted as prescribed in Standing Order 5. 9 E Sub-groups of the Governing Body and the Education Committee shall be established as conditions demand and in conformity with Standing Orders 2, 6, 8, 9 and 10.
<b>Officers of the Association</b>	10 Officers of the Association shall be: all members of the Governing Body (Standing Order 1), plus the following:

- i) the Vice Chair of the Education Committee
- ii) the Chairs of the Phase Committees
- iii) the Chairs of the Working Groups
- iv) the Honorary Editors of the journals and *GA Magazine*
- v) the Publications Officer
- vi) the Website Editor

These Officers shall assume office on 1 September following the Annual General Meeting at which their election has been declared. Their election and duration of tenure shall be as prescribed in Standing Orders 8, 11 and 12.

**Powers of  
Governing Body**

11 The Governing Body shall have power to apply the funds of the Association in charitable purposes towards promoting, furthering or protecting the aims of the Association and without prejudice to the generality of the foregoing:

- i) in acquiring, whether by purchase, lease or otherwise and maintaining a site or sites and premises for use as offices and other accommodation considered necessary for any aims of the Association;
- ii) in issuing periodicals;
- iii) in publishing or distributing or causing to be published or distributed from time to time any book, pamphlet, electronic or other material which promotes or furthers the aim of the Association;
- iv) in organising conferences, study courses, lectures and other activities promoting the study, learning and teaching of geography;
- v) in paying remunerations to employees or servants of the Association or pensions or gratuities to former employees or servants or their dependants or in making other provision for the payment of pensions or gratuities for former employees or servants or their dependants;
- vi) in paying all reasonable expenses, or such part thereof as may be authorised by the Governing Body, incurred specifically in the course of their official duties by members of the Governing Body, the Education Committee and their sub-groups and by authorised employees;
- vii) in paying subventions to Branches and assisting in the formation of new Branches;
- viii) in making gifts or contributions for charitable educational or charitable purposes;
- ix) in acting in accordance with Statutes 7 and 8;
- x) in acquiring the copyright in a work or works, and in the protection of the copyright so acquired;
- xi) in protecting the Association against all suits, claims and proceedings as may be made against the Association on the grounds of infringement of copyright or breach of warranty.

**Funds and  
investments**

12 All monies received by the Association shall be paid into an account of the Association at bankers approved by the Governing Body and cheques drawn upon its bankers shall be signed in accordance with Standing Order 15. The Honorary Treasurer may at his or her discretion place any money of the Association on deposit with bankers, building societies or other financial institutions to be approved by the Governing Body, and take money off deposit to make payments in the normal course of the Association's affairs, provided that he or she shall report any such action to the Governing Body. All funds of the Association not needed immediately for its ordinary purposes may be invested by the Governing Body in the names of the Named Trustees of the Association or in the name of any persons or corporations as nominees of the Charitable Trustees, as the Charitable Trustees shall appoint or direct, in any securities in which trustees are or may by Act of Parliament be authorised to invest or in other stock and securities approved by the Governing Body from time to time.

The Governing Body may at its discretion direct the Named Trustees to vary or sell any of the Association's investments, in accordance with the Association's investment policy. The Governing Body may at its discretion sell, lease or

otherwise dispose of or direct the Named Trustees to sell, lease or otherwise dispose of in whole or in part any property of whatsoever nature belonging to the Association.

**Borrowing Powers**

13 The Governing Body may borrow money for the aims of the Association and may pay interest thereon out of the Association's funds. The Honorary Treasurer shall be the executive Officer in such negotiations.

**Named Trustees**

14 All property of the Association shall be vested in three Named Trustees, of whom one shall be the Honorary Treasurer as under Standing Order 11 B (iii). A document signed on behalf of the Association by any two of its Named Trustees shall be binding on the Association.

The Named Trustees shall have the right to attend any meeting of the Geographical Association.

**Claims**

15 Subject to the proviso to Statute 8, if any person ceases for any cause whatsoever to be a member of the Association neither that person nor any representative of that person shall have any interest in or claim against the funds or property of the Association.

**Disposal of funds**

16 The Association shall not, and by its laws may not, from its funds make any dividends, gift, division or bonus in money unto or between any of its members, provided always that the Governing Body in its sole discretion may at any time permit the use without payment of any copyright in whole or in part by a member of the Association.

If on the recommendation of the Governing Body and by a special resolution passed at a General Meeting, the existence of the Association shall be terminated, the monies, funds and assets of the Association shall after payment thereof of all debts and liabilities of the Association (including without prejudice to the generality of the foregoing any sum or sums paid under or by virtue of the Redundancy Payments Act 1965 or any statutory modification or re-enactment thereof), be distributed as gifts to such charitable societies, associations or bodies as may in the opinion of the Governing Body best further the aim of the Association as set out in Statute 2. The Governing Body shall be empowered to make arrangements for such disbursements.

**Indemnity**

17 Members of the Governing Body shall not be liable for any loss suffered by the Association as a result of the discharge of their duties on its behalf, except such as arise from their own wilful default, and they shall be entitled to an indemnity out of the funds of the Association against the expenses incurred by them specifically in the discharge of such duties and authorised by the Governing Body under Statute 11 (vi).

**Financial year**

18 The financial year of the Association shall end on the thirty-first day of August and the Governing Body shall cause accounts of the Association to be prepared as at that date.

**Auditors**

19 At every Annual General Meeting qualified accountants shall be appointed as auditors for the ensuing year at a fee to be agreed by the Governing Body. In the event of a vacancy occurring for the office of auditors during any year the Governing Body shall appoint other qualified accountants to act until the next Annual General Meeting.

**Annual General Meeting**

20 The Annual General Meeting of the Association shall be held normally at the Annual Conference for the following purposes:  
i) to receive from the Governing Body the Annual Report and Accounts for the previous financial year and to adopt wholly or in part or in any modified form the said report and accounts;  
ii) to declare the results of elections as prescribed in Standing Orders 11 and

- 12.
- iii) to approve subscription rates for the forthcoming year as determined by the Governing Body;
  - iv) to appoint auditors for the ensuing year;
  - v) to consider and if thought fit to repeal, amend or add to the Statutes and Standing Orders of the Association in the manner prescribed in Statutes 21 and 27 and Standing Order 13;
  - vi) to decide upon any resolution which may be submitted in accordance with the Association's Statutes and Standing Orders.

<b>Notice of AGM</b>	21 The Governing Body shall cause to be sent to all members of the Association who are entitled to attend and to vote not less than three weeks' notice of the Annual General Meeting, and of the business to be transacted thereat.
<b>Special General Meeting</b>	22 The Governing Body may at any time call a Special General Meeting of the members for any special purpose and shall do so forthwith upon request, in writing, of any forty such members specifying the purpose for which the meeting is required. A Special General Meeting shall be conducted as prescribed in Standing Order 14.
<b>Branch Formation</b>	23 With the consent of the Governing Body, members of the Association may form a local Branch. Each Branch shall have at least four full members of the Association and shall elect local officers and a committee, provided that at least two of the officers shall be full members of the Association. Branch committees shall have power to make Branch regulations appropriate to their needs and to organise local activities.
<b>Branch members</b>	24 Members of the Association shall be entitled to join any Branch, provided they pay any Branch subscriptions. Branches are entitled to nominate members of the Association for election to the Governing Body in accordance with Standing Order 1 (ix). Branch members who are not members of the Association shall be subject to the regulations of the Branch, but shall not exercise the rights and privileges of members of the Association.
<b>Branch responsibility</b>	25 Branches may not organise or sponsor any activity or activities on a national scale, or of such a character as to involve the Association generally, without the prior consent in writing of the Governing Body.  Branch committees shall be entirely responsible for their own financial arrangements. The Association shall have no legal responsibility for any torts, malfeasances or other negligent acts or omissions of Branch officers or for financial obligations incurred by Branch officers in Branch activities.  Branches are entitled to claim such subventions as are from time to time determined by Governing Body and embodied in Standing Order 16.  Branches shall, not later than 30 September each year, submit to the Education Committee, Annual Reports, together with Statements of Accounts for the preceding financial year.
<b>Branch affiliation</b>	26 With the consent of the Governing Body, a Branch meeting the conditions set out in Statutes 23 and 25 may be affiliated to the Geographical Association and use the 'affiliated to the GA' logo.
<b>Cognate bodies</b>	27 The Governing Body may admit any cognate body as an affiliated body under arrangements it may make specifically to suit each case.
<b>Revision of statutes</b>	28 These Statutes shall be alterable only by a majority vote at an Annual General Meeting called and conducted as prescribed in Statute 21 and Standing Order 13. The Governing Body must obtain the prior written approval of the

Charity Commissioners to any amendment which would vary the power to remunerate members of the Governing Body.

## Standing Orders

### Composition of Governing Body

1 The members of the Governing Body, immediately this Standing Order comes into force, shall be:

- i) the President (Chair of Governing Body);
- ii) the Past President;
- iii) the Senior Vice President;
- iv) the Junior Vice President;
- v) the Chair of the Education Committee;
- vi) the Honorary Treasurer (one of three Named Trustees);
- vii) two further Named Trustees;
- viii) up to three persons co-opted by the Governing Body for no more than four consecutive years each;
- ix) three additional elected members.

The Governing Body shall also have the power to invite persons to an individual meeting for the purpose of the business of that meeting, those persons having no vote.

### Functions of Governing Body

2 The Governing Body shall have overall responsibility for the Association; and thus act as guardian of the Association's mission, values and assets; protect the probity of the Association; ensure that the Association has a strategic direction and long term vision; and ensure the vitality and long-term well being of the Association. Members of the Governing Body are the Charitable Trustees of the Association. The three Named Trustees have particular responsibility for reviewing the Association's assets, including investments and property, and recommending appropriate investment policies to the Governing Body.

The functions of the Governing Body shall include:

- i) the determination of the broad policies of the Association, and the monitoring of decisions and action taken by the Education Committee;
- ii) the ordering of the finances of the Association in accordance with Statutes 12 and 13;
- iii) the ordering of the election of Officers in accordance with Standing Orders 11 and 12, the appointing of GA representatives on other bodies, and the appointing of salaried staff;
- iv) the summoning of an Annual General Meeting, in accordance with Statute 21;
- v) the establishment, discontinuance, encouragement and oversight of its own sub-committees and working parties;
- vi) the reviewing of the financial state of the Association and the recommending of appropriate financial policies, including the investment policy of the Association;
- vii) the receipt of budget proposals from the Education Committee, the preparation of an annual budget for the Association, and the preparation and auditing of annual accounts;
- viii) the oversight of the Association's finances throughout the financial year;
- ix) the participation in the appointment, salary negotiations, assessment and general welfare issues connected with salaried staff;
- x) the setting of appropriate rates for subscriptions and fees (Statute 4) and subventions (Standing Order 16);
- xi) the consideration of any other matter referred to the Governing Body by any Committee, Working Group or Board.

### Calling of meetings of Governing

3 The Chair of the Governing Body shall give at least two weeks' notice of meetings (Statute 9). The notice shall contain as far as possible a statement of the business to be transacted at the meeting.

## **Body**

### **Conduct of meetings of Governing Body**

4 At all meetings of the Governing Body:

- i) a quorum shall consist of eight members;
- ii) the Chair shall be taken by the President or in the President's absence by the Past-President, the Senior Vice President, or the Junior Vice President, in that order;
- iii) on all issues the vote shall prevail of the bare majority of those present and voting, and in the case of equality of votes the Chair shall have a second or casting vote;
- iv) minutes shall be recorded of all resolutions and proceedings of the Governing Body and every minute signed by the Chair of the meeting to which it relates, or by the Chair of a subsequent meeting, shall be conclusive evidence of the facts therein stated.

### **Composition of Education Committee**

5 The members of the Education Committee, immediately this Standing Order comes into force, shall be:

- i) the Chair;
- ii) the Vice Chair (elected by and from the Education Committee)
- iii) the Senior Vice President;
- iv) the Junior Vice President;
- v) Chairs of the Phase Committees;
- vi) Chairs of the Working Groups;
- vii) Chairs of the Communication Boards;

The Education Committee shall also have the power to invite persons to an individual meeting for the purpose of the business of that meeting, those persons having no vote.

### **Functions of Education Committee**

6 The Education Committee shall have overall responsibility for formulating the educational policy of the Association, taking into account the broad policies of the Association determined by the Governing Body, and ensuring that provision is made for all aspects of, and institutions for, geographical education. The functions of the Education Committee shall include:

- i) the guidance of the Governing Body on priorities for the educational work of the Association;
- ii) the establishment, discontinuance (subject to Standing Orders 8 and 9), encouragement and oversight of its sub-groups;
- iii) the taking of action on matters brought to its attention by Officers, the Governing Body and its own sub-groups, the transmission of briefs, reports and recommendation to these bodies, and the initiation of action on educational and professional issues;
- iv) the preparation of an annual budget for its own activities and those of its sub-groups for submission to the Governing Body;
- v) the monitoring of income and expenditure in connection with its activities, and the reporting of its financial position to the Governing Body.
- vi) the annual election of a Vice Chair, Education Committee, from the Education Committee membership, subject to the approval of the Governing Body.

### **Conduct of meetings of Education Committee**

7 At all meetings of the Education Committee:

- i) a quorum shall consist of 10 members;
- ii) in the absence of the Chair, the chair shall be taken by the Vice Chair, or a Chair elected by the committee from its members for that meeting
- iii) on all issues, the vote shall prevail of the bare majority of those present and voting, and in the case of equality of votes the Chair shall have a second or casting vote;
- iv) minutes shall be recorded of all resolutions and proceedings of the committee and every minute signed by the Chair of the meeting to which it relates, or by the Chair of the subsequent meeting, shall be conclusive evidence of the facts therein stated.

## **Sub-groups of Education Committee**

8 There shall be five categories of sub-group of the Education Committee:

### **A Phase Committees**

- i) there shall be Phase Committees representing the various educational sectors of the Association's membership. Such Phase Committees are currently:
  - a) Early Years and Primary Phase
  - b) Secondary Phase
  - c) Post 16 and HE Phase;
- ii) the Education Committee shall have powers to extend or contract this list of Phase Committees. It shall advise on the age range and areas of concern of the respective Phase Committees and shall exercise an annual review of the activities and membership of the Phase Committees;
- iii) Chairs and members of the Phase Committees shall be appointed in accordance with their respective terms of reference, which shall have been approved by the Education Committee, subject to the Association's constitution.

### **B Working Groups**

- i) There shall be Working Groups that bring together members with a particular geographical interest, and these are currently:
  - a) Learning Outside the Classroom Working Group;
  - b) Information and Communications Technology Working Group;
  - c) Education for Sustainable Development Working Group;
  - d) Independent Schools Working Group;
  - e) Assessment and Examinations Working Group;
  - f) International Working Group;
  - g) Teacher Education Working Group.
  - h) Citizenship Working Group
  - i) Physical Geography Working Group
- ii) The Education Committee shall have powers to extend or contract this list of Working Groups. It shall set the terms of reference, aims and objectives of the Working Groups, and shall exercise a review of their activities and membership at least every three years.
- iii) Chairs and Members of the Working Groups shall be approved by the Education Committee, which shall also have power to appoint, or confirm the appointment of, the Chair of a Working Group, subject to the Association's constitution.
- iv) Membership of a Working Group shall be on the recommendation of the Chair of that Working Group to the Education Committee.

### **C Communication Boards**

- i) There shall be Boards representing the various channels of communication and dissemination at the disposal of the Association, and these are currently:
  - a) *Geography* Editorial Board;
  - b) *Teaching Geography* Editorial Board;
  - c) *Primary Geographer* Editorial Board;
  - d) *GA Magazine* Editorial Board;
  - e) Publications Board;
  - f) Website Board;
  - g) Conference Board.
- The Education Committee shall have powers to extend or contract this list of Communication Boards. Chairs and Members of the Communication Boards shall be appointed in accordance with their respective terms of reference, which shall have been approved by the Education Committee, subject to the Association's constitution. The Education Committee shall exercise an annual review of the activities and membership of the Communication Boards.

### **D Working Parties**

Working Parties to consider specific matters of immediate concern may be established and terminated by the Education Committee. The Chair and membership of a Working Party shall be nominated by the Education Committee, which shall carry out an annual review of their functions and activities.

#### **E Observers**

By invitation RGS-IBG, Ofsted, QCA or others may from time to time attend the Education Committee. Observers will have no voting rights. Observers may be asked to withdraw from meetings if requested to do so by the Chair.

9 All sub-groups of the Education Committee shall be drawn from the membership and staff of the Association, but shall have the additional power to invite other persons to attend from time to time for specific purposes.

10 The Chair of the Education Committee, the Senior Vice President and the Junior Vice President shall be *ex officio* members of all sub-groups of the Education Committee.

#### **Election and tenure of Officers and members of Governing Body**

11 A i) All Officers must be members of the Association.  
ii) All Full Personal, Associate Personal, Group and Corporate members of the Association are entitled to take part in the election of members of the Governing Body.

11 B The following Officers shall be elected by the general membership according to the following procedures:

##### **i) President, Past President, Senior Vice President and Junior Vice President**

The President shall be elected two years before the year's term of office begins, and shall serve one of these years as Junior Vice President and one as Senior Vice President, before assuming the Presidency. After the year's term of office, the President shall serve for one further year as Past President.

##### **ii) Chair of the Education Committee**

The initial term of office shall be three years, with eligibility for immediate re-nomination and re-election for one further three-year period.

##### **iii) Honorary Treasurer**

The initial term of office shall be three years, with eligibility for immediate re-nomination and re-election for one further three-year period. During tenure of office, the Honorary Treasurer shall be one of the Named Trustees of the Association under Statute 14.

##### **iv) The Named Trustees**

Of the three Named Trustees (Statute 14), one Named Trustee shall be the Honorary Treasurer. The initial terms of office of the other two Named Trustees shall be six years, and they shall be eligible for immediate re-election for one further three-year period.

##### **v) The three elected members of the Governing Body**

Each elected member shall serve for three years and shall be eligible for immediate re-nomination and re-election for one further three-year period.

11 C i) Nominations for members of the Governing Body (Standing Order 11 B) must be received by the Chief Executive at the Headquarters of the Association four months before the Annual General Meeting.  
ii) All members are entitled to nominate another member of the

Association for membership of the Governing Body.

iii) Nominations must be made in writing and should be signed and supported by two members of the Association. Nominations must be counter-signed by the nominee thus indicating willingness to serve as an Officer of the Association.

iv) No employee of the Association shall be entitled to hold office in the Association.

v) In the event of there being insufficient nominations for members of the Governing Body, the Governing Body will be responsible for making nominations.

11 D i) The Governing Body shall send to all members, at least eight weeks before the Annual General Meeting, a ballot paper listing all nominations for Officers, together with a brief statement from each nominee.

ii) Ballot papers should be returned to the Association's Headquarters at least one month before the Annual General Meeting.

iii) Elections shall be conducted on a single transferable vote system.

iv) The results of the election for each office shall be made known at the Annual General Meeting of the Association and through the Association's periodicals.

**Election and  
tenure of  
Editors and  
Publications  
Officer**

**12 Editors**

There shall be Editors for the periodicals and website of the Association. They must be members of the Association. Editors and the Publications Officer shall be nominated by the Education Committee and appointed by the Governing Body, subject to the approval of the Annual General Meeting. Their initial appointment shall be for three years and they shall be eligible for immediate re-nomination and re-appointment for two further three-year periods.

**Conduct of the  
Annual General  
Meeting**

13 At an Annual General Meeting:

i) a quorum shall consist of forty members;

ii) the President, or in the President's absence the Past-President or a Vice-President, in that order, shall be Chair; or in their absence the Chair shall be elected from amongst their number by those present and voting;

iii) resolutions shall be classified as ordinary or special, special resolutions being required for alterations to Statutes and Standing Orders and such other matters as the Governing Body may decide;

iv) ordinary resolutions shall be put to the meeting by the Chair and decided by a show of hands, provided that in the event of an equality of voting the Chair shall have a second or casting vote; a special resolution shall be passed at a meeting which has been given written notice of the wording of that resolution and at which no fewer than two thirds of those present and voting shall vote in favour of the resolution;

v) the declaration of the Chair as to the decision of the meeting shall be final; subject to the provisions of Statutes, the Chair may, with the consent of the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place; no notice need be given of an adjourned meeting unless it be so directed in the resolution for the adjournment;

vi) minutes shall be recorded of all resolutions and proceedings of the Annual General Meeting and every minute signed by the Chair of the meeting to which it relates, or by the Chair of the subsequent meeting, shall be conclusive evidence of the facts therein stated.

**Conduct of  
Special General  
Meeting**

14 At a Special General Meeting:

i) a quorum shall consist of forty members;

ii) the President, or in the President's absence, the Past President or a Vice President, in that order, shall be Chair, or in their absence, the Chair shall be elected by those present and voting from amongst their number;

iii) resolutions shall be put to the meeting by the Chair and decided by a show of hands, provided that in the event of equality of voting the Chair shall have a second or casting vote; the declaration of the Chair as to the decision of the meeting shall be final; special resolutions shall be passed as prescribed in Standing Order 13 (iv);

iv) minutes shall be recorded of all resolutions and proceedings of a Special General Meeting and every minute signed by the Chair of the meeting or by the Chair of a subsequent Annual General Meeting shall be conclusive evidence of the facts therein stated.

**Signing of cheques**

15 The Governing Body shall nominate those persons who have power to sign cheques on behalf of the Association. Cheques drawn for sums exceeding £500 shall bear two signatures.

**Subvention**

16 On application being made by a Branch Officer in January of each year, the Honorary Treasurer shall pay that Branch a basic sum together with a subvention for each member of the Association who is also a currently subscribing member of the Branch. The basic sum and rate of subvention shall be determined by the Governing Body. Group and Corporate members can be officially represented at local branches by one person, on whose behalf the branch may claim the subvention.

**Alteration of Standing Orders**

17 A Standing Order shall be alterable only at an Annual General Meeting called and conducted as prescribed in Statute 21 and Standing Order 13.

**Review of Statutes and Standing Orders**

18 These Statutes and Standing Orders will be formally evaluated, leading to a formal review at least every three years.

**This document sets out the Statutes and Standing Orders of The Geographical Association, approved by the Annual General Meeting on 12 April 1996 and amended at the Annual General Meetings on 3 April 1997, 16 April 1998, 18 April 2000, 27 April 2003 and 6 April 2004. The Statutes and Standing Orders were fully revised in 2005 (approved by the Annual General Meeting on 30 March 2005) and amended at the Annual General Meetings on 18 April 2006 and (following a formal review) on 16 April 2009.**