



The Association's Constitution  
Revised 2025

# The Association’s Constitution: Revised 2025

## Table of Contents

|   |          |
|---|----------|
| <b>A: Name</b> .....  | <b>2</b> |
| <b>B: Administration</b> .....  | <b>2</b> |
| <b>C: Objects</b> .....   | <b>2</b> |
| <b>D: Powers</b> .....  | <b>2</b> |
| <b>E: Membership</b> .....  | <b>2</b> |
| <b>F: Honorary Officers</b> .....   | <b>3</b> |
| <b>G: Executive Committee</b> .....   | <b>3</b> |
| <b>H: Determination of Membership of Executive Committee</b> .....          | <b>4</b> |
| <b>I: Executive Committee Members not to be Personally Interested</b> ..... | <b>4</b> |
| <b>J: Meetings and Proceedings of the Executive Committee</b> .....         | <b>4</b> |
| <b>K: Receipts and Expenditure</b> .....                                    | <b>5</b> |
| <b>L: Property</b> .....  | <b>5</b> |
| <b>M: Accounts</b> .....  | <b>5</b> |
| <b>N: Annual Report</b> .....   | <b>5</b> |
| <b>O: Annual Return.</b> .....  | <b>5</b> |
| <b>P: Annual General Meeting</b> .....                                      | <b>5</b> |
| <b>Q: Special General Meetings</b> .....                                    | <b>6</b> |
| <b>R: Procedure at Ordinary Executive Committee Meetings</b> .....          | <b>6</b> |
| <b>S: Notices</b> .....   | <b>6</b> |
| <b>T: Alterations to the Constitution</b> .....                             | <b>6</b> |
| <b>U: Dissolution</b> .....   | <b>6</b> |
| <b>V: Adoption</b> .....  | <b>7</b> |

# The Association's Constitution: Revised 2025

## A: Name

The name of the association is "The Association for the Study of Primary Education" ("the charity").

## B: Administration

Subject to the matters set out below the charity and its property shall be administered and managed in accordance with this constitution by the members of the executive committee, constituted by clause G of this constitution ("the executive committee").

## C: Objects

The charity's objects ("the objects") are to advance the education of young children by promoting the development of primary education through:

- (1) promoting and fostering the development of informed and reflective study of primary education, including pre-school as well as the legally designated primary phase, mainly but not exclusively in the UK.
- (2) bringing together and promoting collaboration within and between the various constituencies involved in primary education, from all parts of the UK.
- (3) holding such courses and conferences for those concerned with primary education.
- (4) providing informed and independent information and commentary on policy issues.
- (5) encouraging a broad view of the forms and methods which those studying primary education might adopt, the practices and issues on which they might focus, and the institutional contexts in which such study might be pursued.
- (6) publishing materials suitable for promoting the above objectives.

## D: Powers

In furtherance of the objects but not otherwise the executive committee may exercise the following powers:

- (1) power to employ such staff (who shall not be members of the executive committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (2) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (3) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (4) power to appoint and constitute such advisory committees as the executive committee may think fit;
- (5) power to do all such other lawful things as are necessary for the achievement of the objects.

## E: Membership

- (1) Membership of the charity shall be open to:
  - (a) individuals (over the age of 18 years) who are interested in furthering the work of the charity and who have paid any annual subscription laid down from time to time by the executive committee, and
  - (b) any body corporate or unincorporated association which is interested in furthering the charity's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").
- (2) Every member shall have one vote.
- (3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the charity; and may appoint an alternate to replace its appointed representative at any meeting of the charity if the appointed representative is unable to attend.

- (4) Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- (5) Membership of the ASPE provides individuals with membership at Associate, Member, or Fellow level.
  - (a) **Associate Members:** All fully paid-up Student & New Graduate members are automatically entitled to use the Associate Member of the Association for the Study of Primary Education post-nominal, AMASPE. Student & New Graduate Members may remain in this membership category for one year after graduation and hence remain using the AMASPE post-nominal for this period.
  - (b) **Members:** All paid-up members whether still working or retired are automatically entitled to use the Member of the Association for the Study of Primary Education post-nominal, MASPE. Student & New Graduate members will automatically progress to full individual membership one year after graduation, so will automatically be upgraded to MASPE.
  - (c) **Fellows:** Fellowship of ASPE recognises significant commitment, expertise and achievement as an educator or researcher. Fellows of the association join by nomination or invitation only and this is an honorary lifetime grade of membership. Fellows are entitled to use the Fellow Member of the Association for the Study of Primary Education post-nominal, FASPE. The process for nomination or invitation is outlined in the document entitled 'Our Community: Membership Terms and Conditions' and is conducted by the association's 'Membership Subcommittee' and any appeals are conducted by the 'Membership Appeals Subcommittee'.
- (6) Each member shall be bound by the Code of Conduct of the organisation which states the association's expectations for professional responsibility, behaviour and competency alongside the values of the organisation.
- (7) The executive committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the executive committee, accompanied by a friend, before a final decision is made.

## F: Honorary Officers

At every third annual general meeting of the charity prior to the annual general meeting, or sooner if needed, the executive committee members shall elect from amongst themselves a chair, a vice chair, a secretary and a treasurer, who shall hold office for three years from the conclusion of that meeting.

## G: Executive Committee

- (1) The executive committee shall consist of not less than 9 members nor more than 16 members being:
  - (a) the honorary officers specified in the preceding clause;
  - (b) not less than 6 and not more than 12 members elected for a three-year term at an annual general meeting who shall hold office from the conclusion of that meeting;
  - (c) not less than three members of the teaching or leadership staff of primary schools, three members from the wider education community and three members of higher education institutions involved in primary teacher education and research.
- (2) The executive committee may in addition appoint not more than 8 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the executive committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the executive committee called under clause J and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- (3) All the members of the executive committee shall retire from office at the end of the third annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the executive committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

- (5) Nobody shall be appointed as a member of the executive committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the executive committee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the charity.

## **H: Determination of Membership of Executive Committee**

A member of the executive committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the executive committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the executive committee from all their meetings held within a period of six months and the executive committee resolve that his or her office be vacated; or
- (4) notifies to the executive committee a wish to resign (but only if at least three members of the executive committee will remain in office when the notice of resignation is to take effect).

## **I: Executive Committee Members not to be Personally Interested**

- (1) Subject to the provisions of sub-clause (2) of this clause no member of the executive committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee for the charity) or receive remuneration or be interested (otherwise than as a member of the executive committee) in any contract entered into by executive committee.
- (2) Any member of the executive committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the executive committee to act in a professional capacity on behalf of the charity: Provided that at no time shall a majority of the members of the executive committee benefit under this provision and that a member of the executive committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

## **J: Meetings and Proceedings of the Executive Committee**

- (1) The executive committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chair or by any two members of the executive committee upon not less than 4 days' notice being given to the other members of the executive committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- (2) The chair shall act as chair at meetings of the executive committee. If the chair is absent from any meeting, the vice chair will chair of the meeting.
- (3) There shall be a quorum when at least one third of the number of members of the executive committee (rounded to the nearest whole number) are present.
- (4) Every matter shall be determined by a majority of votes of the members of the executive committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote.
- (5) The executive committee shall keep minutes of the proceedings at meetings of the executive committee and any sub-committee which will be stored securely in hard copy and/or virtual form.
- (6) The executive committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The executive committee may appoint one or more sub-committees consisting of three or more members of the executive committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the executive committee would be more conveniently undertaken or carried out by a sub-

committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the executive committee.

## **K: Receipts and Expenditure**

- (1) The funds of the charity, including all donations contributions and bequests, shall be paid into an account operated by the executive committee in the name of the charity at such bank as the executive committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the executive committee.
- (2) The funds belonging to the charity shall be applied only in furthering the objects.

## **L: Property**

- (1) Subject to the provisions of sub-clause (2) of this clause, the executive committee shall cause the title to:
  - (a) all land held by or in trust for the charity which is not vested in the official custodian for charities; and
  - (b) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the executive committee at their pleasure and shall act in accordance with the lawful directions of the executive committee. Provided they act only in accordance with the lawful directions of the executive committee, the holding trustees shall not be liable for the acts and defaults of its members.

- (2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the charity, the executive committee may permit any investments held by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the executive committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

## **M: Accounts**

The executive committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the charity;
- (2) the preparation of annual statements of account for the charity;
- (3) the auditing or independent examination of the statements of account of the charity; and
- (4) the transmission of the statements of account of the charity to the Commission.

## **N: Annual Report**

The executive committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

## **O: Annual Return.**

The executive committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

## **P: Annual General Meeting**

- (1) There shall be an annual general meeting of the charity which shall be held in the month of September in each year or as soon as practicable thereafter.

- (2) Every annual general meeting shall be called by the executive committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the charity. All the members of the charity shall be entitled to attend and vote at the meeting.
- (3) The chair of the charity will chair the meeting. If not present, the vice chair will chair the meeting. If neither is present, the executive committee will appoint a chair for the meeting, by a vote if necessary. This vote must reach a majority decision, by re-voting if necessary.
- (4) The Chair of the executive committee shall present to each annual general meeting the report on behalf of the trustees and an overview of the accounts of the charity for the preceding year. A copy of the Trustees' Annual Report is to be published and made available to members in advance of the meeting.
- (5) Nominations for any vacancies for election to the executive committee must be made by members of the charity in writing and must be in the hands of the secretary of the executive committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

### **Q: Special General Meetings**

The executive committee may call a special general meeting of the charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

There shall be a quorum when at least one tenth of the number of members of the charity for the time being or ten members of the charity, whichever is the greater, **and** at least one half of the executive committee, are present at any special general meeting.

### **R: Procedure at Ordinary Executive Committee Meetings**

- (1) The secretary or, if absent, other person specially appointed by the executive committee shall keep a full record of proceedings at every ordinary meeting of the charity.
- (2) There shall be a quorum when no fewer than one third of the Committee (rounded to the nearest whole number) should be present for the meeting to be quorate.

### **S: Notices**

Any notice required to be served on any member of the charity shall be in writing and shall be served by the secretary or the executive committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

### **T: Alterations to the Constitution**

- (1) Subject to the following provisions of this clause the constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause A, clause C, clause I, clause U or this clause without the prior consent in writing of the Commissioners.
- (3) No amendment may be made which would have the effect of making the charity cease to be a charity at law.
- (4) The executive committee should promptly send to the Commission a copy of any amendment made under this clause.

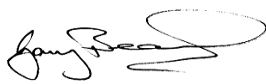
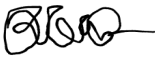


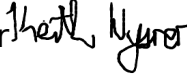
### **U: Dissolution**

If the executive committee decides that it is necessary or advisable to dissolve the charity it shall call a meeting of all members of the charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the executive committee shall have power to realise

any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the charity as the members of the charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the charity must be sent to the Commission.

## V: Adoption

This constitution was adopted on the 22<sup>nd</sup> of November, 2025, by the persons whose signatures appear at the bottom of this document.

| Name                      | Role                          | Signature   |
|---------------------------|-------------------------------|---|
| Jill Adams                | Treasurer                     | J D Adams   |
| Professor Gary Beauchamp  | Chair                         |    |
| Rebekah Gear              | Executive Committee Member    |    |
| Roy Hughes                | Executive Member              | Roy Hughes  |
| Andrew Joyce-Gibbons      | Executive Committee Member    | Andrew Joyce-Gibbons  |
| Tazreen Kassim-Lowe       | Executive committee member    |  |
| Nova Lauder-Scott         | Academic Secretary            | NovaLauder-Scott  |
| Malini Mistry             | Reaching into Research editor | M. Mistry   |
| Elizabeth Malone          | National Executive Member     | E. Malone   |
| Dr Shauna McGill          | Executive Secretary           | Sm'g  |
| Michelle Murray           | Executive Member              | M. Murray   |
| Mathew Rees Jones         | Executive Committee Member    |  |
| Matthew Williamson-Dicken | Matthew Williamson-Dicken     | Dr. Matthew Williamson-Dicken   |
| Keith Wysner              | Executive Committee Member    |  |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |



©Association for the Study of Primary Education (ASPE)  
Registered Charity in England and Wales, No. 1091491