

## BRITISH COUNCIL FAMILIES ASSOCIATION

Founded as the British Council Wives Association in 1966. Renamed British Council Families Association from British Wives and Husbands Association in 1996.

### RULES

#### 1. Name

The name of the Association is the British Council Families Association (“the Association”).

#### 2. Objects

2.1 The Association exists to serve the interests of partners and families of British Council staff working outside their home country.

2.2 The objects of the Association shall be:

- a) To hold meetings to provide a forum for discussion of matters of interest to members.
- b) To arrange activities in which members may take part
- c) To compile and circulate to members periodically a newsletter containing news of interest to members.
- d) To make available to members up-to-date information of particular relevance to family life about conditions at British Council posts
- e) To provide for members a means of communication with the British Council, including Human Resources Department.
- f) To assist, advise and be consulted by the British Council in any research or activity undertaken which is of concern to members

### **3. Membership**

3.1 Membership is open to the partner of any British Council staff member when posted outside the country where they were originally contracted by the British Council and on return to the UK.

3.2. The partner of any retired or deceased British Council staff member may become an Associate member of the Association for up to five years by application to the BCFA Manager.

3.3 Any single or unaccompanied member of staff may become an Associate member of the Association for the period that they remain single/unaccompanied at post by application to the BCFA Manager .

3.4 Any other person may be nominated by the Committee at any time to be an Honorary Member for life or such other period as the Committee specifies

### **4. Committee**

The affairs of the Association shall be conducted by a Committee consisting of not more than ten persons chosen as follows:-

4.1 Up to seven elected Members who have been elected at an Annual General Meeting to serve until the next such Meeting when they shall retire but shall be eligible for re-election.

4.2 Up to three additional Members co-opted by the Elected Members to serve until the next Annual General Meeting when they shall retire but shall be eligible for election to the Committee.

4.3 Up to two Associate Members co-opted by the elected and additional members to serve until the next Annual General Meeting.

### **5. Officers**

The Association shall have the following honorary and unpaid officers:-

5.1 A President (who shall be a Member, Associate or Honorary Member of the Association) who shall be invited to take office by the Committee and shall serve at the pleasure of the Committee but who may at any time retire.

5.2 A Chair elected by the whole Committee from its seven elected members.

## **6. BCFA Manager**

6.1 The Association will have a Manager who will be appointed by the British Council and whose contract of employment shall be with the British Council.

6.2 The Manager does not count as one of the seven elected committee members

6.3 The BCFA Manager is responsible for performing all duties as listed in the BCFA Manager Job Description which should include managing the budget of the BCFA and reporting on the allocation of funds at the AGM

## **7. British Council Nominee**

A British Council staff member nominated by the British Council shall be entitled to attend during the whole or part of any meeting of the Association or of the Committee.

## **8. Committee Meetings**

The Committee shall meet at such intervals as it may deem necessary, normally between three and six times each year.

At such meetings:-

8.1 The meeting shall be run by either the Chair or the Manager.

8.2 Three Committee members entitled to vote shall be a quorum.

8.3 Every Committee member, including the Chair, shall have one vote and in the case of an equality of votes the Chair shall have a second and casting vote.

## **9. Annual General Meeting**

An Annual General Meeting of the Association shall be held in each calendar year and not less than 10 nor more than 15 months after the preceding year's Annual General Meeting.

At the Annual General Meeting the following business shall be conducted:-

- 9.1 The election of the Elected Members of the Committee.
- 9.2 The presentation of a report on the affairs of the Association by the Chair and Committee.
- 9.3 The presentation of a report on the expenditure of the budget by the Manager.
- 9.4 Such other business as may have been specified in the notice convening the meeting or as the Committee shall agree may be raised.

## **10 Extraordinary General Meeting**

10.1 An Extraordinary General Meeting of the Association may be held at any time and shall be convened by the BCFA Manager either

- a) At the request of the Committee or
- b) At the request of at least ten Members.

10.2. At an Extraordinary General Meeting only the business specified in the notice convening the meeting shall be conducted.

## **11. Notice of Meetings**

11.1 At least 4 weeks' notice shall be given of the Annual General Meeting and of any Extraordinary General Meeting to every Member, Associate Member and Honorary Member in writing sent to the address recorded in the Association's database.

11.2 Such notice shall specify the date and place and time of the meeting and the business to be conducted.

## **12. Conduct of General Meetings**

At the Annual General Meeting and at every Extraordinary General Meeting:

12.1 The chair shall be taken by the Manager or by the President. (or, if absent, by the Chair, or, if also absent, by any other Committee member by agreement with those present.).

12.2 Eight Members (Full or Associate) entitled to vote shall be a quorum

12.3 Members (Full, Associate or Honorary) may participate in both an Annual General Meeting and Extraordinary General Meeting by telephone, or, where facilities exist, by video conference.

12.4 Every Full or Associate Member including the Chair of the meeting shall have one vote and in the case of an equality of votes the Chair shall have a second and casting vote.

12.5 A Member (Full or Associate) may vote:

- a) In person at the meeting
- b) By post provided that the vote is on a paper signed by the Member and received by the BCFA Manager not less than 24 hours before the time of the meeting
- c) By proxy provided that a document in writing signed by the Member and appointed the proxy to vote on the Member's behalf is presented to the Chair of the meeting by the proxy.

12.6 Resolutions (except resolutions altering these Rules or dissolving the Association) shall be passed by a simple majority of the votes cast.

## **13. Alteration of Rules**

These Rules may be altered or added to or new rules substituted by a resolution passed at an Annual General Meeting (so long as the intention to propose such a resolution is stated in the notice convening the meeting) or at an Extraordinary General Meeting duly summoned for the purpose but such resolution must be passed by a majority of at least two-thirds of the votes cast.

## **14. Dissolution**

14.1 The Association may be dissolved by a resolution passed at an Annual General Meeting (so long as the intention to propose such a resolution is stated in the notice convening the meeting) or at an Extraordinary General Meeting duly summoned for that purpose but such resolutions must be passed by a majority of at least two-thirds of the votes cast.

14.2 On a dissolution of the Association any assets remaining after payment of all debts and liabilities shall be given or transferred to such charitable institution or body as the Committee may determine.

Revised:     March 1997  
              July 2000  
              December 2001  
              September 2002  
              August 2006  
              June 2010

## **Annex A**

British Council Families Association – Committee Member role profile

June 2010

### **1. Meetings**

1.1 Committee meetings are held 3 to 6 times per year, normally in Spring Gardens (London) but occasionally in Bridgewater House (Manchester)

1.2 Meetings are held on weekdays, normally from 1230-1530 (a sandwich lunch is provided)

### **2. Expenses**

Committee members can claim travel expenses for all journeys relating to BCFA activities by submitting receipts to the BCFA Manager for reimbursement

### **3. Overseas Committee Members**

Committee Members based outside the UK are invited to join meetings via telephone or video conference