

Teaching and Learning Specialist Group Constitution

1 Name

The group shall be called the PSA Teaching and Learning Specialist Group

2 Objectives

The objectives of the group are:

- 1) To provide a network for colleagues who interested in exploring pedagogic issues within the context of the discipline of Politics (broadly defined).
 - 2) To facilitate research, and the dissemination of research, about developments and innovations in teaching and learning in the discipline of Politics.
 - 3) To organize workshops, conferences, conference panels and such other events as may facilitate the achievement of objectives 1 and 2
-

3 Membership

Membership shall be open to all members of the UK Political Studies Association, and any other interested party who is engaged in exploring the exploring pedagogic issues within the context of the discipline of Politics

4 Officers

The group and its activities will be managed by co-convenors (up to three), who will organise, arrange and administer all group business (e.g. workshop organization, budgets, e-mail distribution). The convenors of the group shall be members of the group at the time of selection, and also be members of the PSA. One of the co-convenors will have responsibility for maintaining the finances, and will be known as the Treasurer.

5 Records

Shall be kept by the convenors and made available for inspection by any member of the group and the executive members of the PSA if so required. These records will include minutes of any meetings, the Annual Report, and all financial documentation. Current membership lists shall be maintained by the convenors.

6 Government

The group shall be governed and managed primarily by the convenors, with expertise, networks and administrative help sought from the members as and when required (e.g. when organizing a dedicated group workshop). All business, including calls for papers, conference panel organization, distribution of relevant documents and general communication will be undertaken primarily by e-mail.

7 Vacation of Office

Any convenor shall vacate his/her office upon resignation or upon dismissal by resolution of a general meeting of the group.

8 Vacancies

A new convenor, or co-convenors, will be selected from volunteers within the group. An election will be held if more volunteers than vacated positions available step forward. New convenors must be members of the group at the time of selection, and also be members of the PSA.

9 Group Meetings

As the general business of the group is facilitated through e-mail, any group meeting will be arranged in this fashion, and will be organized by the convenors as and when necessary. The meeting must have at least three permanent members present, including at least one of the co-convenors, and will be held at a special one-day workshop or conference in which a number of group members are likely to be present (e.g. the PSA annual conference).

10 Finance

The convenors, in consultation with group members, will decide how current and expected income is to be spent during each financial year. Applications by the group to the PSA and other funders for grants of money shall be made by the Treasurer in consultation with group members. The funds are managed by the Treasurer. A financial report shall be presented to PSA executives each year along with the Annual Report, and is available to any member upon request.

The priority for financial expenditure of the PSA Teaching and Learning Specialist Group is to support workshops, conferences and events either organized solely by the group, or in collaboration with other bodies.

On vacating office the Treasurer of the group shall hand over the books of account to his/her successor.

11 PSA Constitution

The group shall be governed by the appropriate clauses of the PSA Union Constitution with regard to any matter not covered by this Constitution.

12 Amendment of the Constitution

This constitution may be amended or altered by consensus, or by a resolution supported by two-thirds of the members present and voting at a general meeting, provided that no alteration shall contravene any part of the PSA's Constitution.

This constitution shall be made available to all members of the group on request.