

# DEVELOPMENT STUDIES ASSOCIATION

## CONSTITUTION

as adopted at the first Annual General Meeting of the Association, Glasgow – 27<sup>th</sup> September 1978, and amended at the AGMs held in Oxford – 11<sup>th</sup> September 1981, Norwich – 16<sup>th</sup> September 1998, and the EGMs in London – 22<sup>nd</sup> November 1999 and 7<sup>th</sup> September 2000 and as amended at the AGMs held in Manchester – 11<sup>th</sup> September 2001, London – 9<sup>th</sup> November 2002, and Milton Keynes – 9<sup>th</sup> September 2005

### 1. NAME AND FORMATION

There is hereby constituted under the Laws of England and Wales a Development Studies Association (DSA).

### 2. OBJECTIVES

The objectives of the Association shall be to advance knowledge of the alternative processes and methods of socio-economic change, which studies are commonly referred to as development studies, through inter-disciplinary studies, meetings, conferences, and the dissemination of information about research results, operation and practice, course curricula, and training schemes.

### 3. MEMBERSHIP

3.1 Membership shall comprise Ordinary Members, Honorary Members and Corporate Members.

3.1(a) Ordinary Members – Individuals who subscribe to the objectives of the Association may, upon application in due form, be admitted by the Council as Ordinary Members. Those persons whose names are subscribed to these Statutes are hereby declared to be Members of the Association without further formality; but the status, rights and obligations of such Members shall in other respects be the same as those of Members duly admitted under the present Article.

Concessionary members (retired, unwaged, students) shall have the same rights as ordinary members whilst paying a reduced membership fee.

3.1(b) Honorary Members – Persons who have made an outstanding contribution to Development Studies may be nominated **by** Council to a General Meeting of the Association for election as Honorary Members of the Association, provided that the total number of such Honorary Members at any one time shall not exceed five per cent of the total number of paid-up Ordinary Members. The status of an Honorary Member is identical with that of an Ordinary member, and the provisions of these Statutes relating to Members shall apply equally to Honorary Members, except insofar as the payment of membership dues is concerned.

3.1(c) Corporate Membership is open to institutions whose activities or interests conform to the objectives of the Association.

### 3.2 Privileges of Membership

Members of the Association shall, provided that they have paid the Membership dues for the appropriate period and provided that their Membership has not been terminated as provided below, have the following privileges:

- 3.2(a) The right to attend, subject to their paying any charge which may be made in respect of the meeting, and vote at meetings organised by the Association.
- 3.2(b) The entitlement to receive the Newsletter (currently entitled Forum) or other papers distributed by the Association.
- 3.2(c) Other such privileges as the Council may from time to time determine.
- 3.2(d) Each Member shall have one vote.

3.3 Junior members who are under 18 years of age may be members of DSA but may not, in law, hold office in the DSA.

3.4 Corporate members of the DSA are entitled to rights and privileges established from time to time by the DSA Council and approved by the AGM and/or EGM, and advertised on the DSA Website.

### 3.5 Obligations of Membership

- 3.5(a) Every Member undertakes to abide by the Statutes and Standing Orders of the Association, and to pay such annual or other subscription, or other dues as the Association may from time to time in General Meeting determine.
- 3.5(b) The annual subscription of Members shall be determined, and may be varied, by a General Meeting of the Association.

### 3.6 Termination of Membership

Membership of the Association shall be terminated in any one of the following events:-

- 3.6(a) Where the Member has submitted his or her resignation in writing to the Council.
- 3.6(b) Where the Member's subscription dues are more than one year in arrears.
- 3.6(c) Where the Council has given notice to the Member that it proposes to terminate membership and has in fact so terminated it; but the Council shall, before exercising this power, give the Member in question an opportunity to make representations to the Council.

#### 4. THE COUNCIL AND OFFICERS OF THE ASSOCIATION

4.1 The management of the affairs of the association is vested in the DSA Council, whose members shall serve as the Trustees of the Association. The Council consists of:-

- The President
- The Honorary Secretary
- The Honorary Treasurer and Membership Secretary
- Two Conference Secretaries
- Twelve elected Members
- Not more than nine co-opted Members

The DSA Administrator will attend Council meetings in a non-voting capacity.

4.2 The Officers, that is to say, the President, the Secretary, the Treasurer and the Conference Secretaries, must be Members of the Association. With the exception of the Conference Secretaries, Officers shall be elected by the Association at its Annual General Meeting; Conference Secretaries will normally be identified by the host institutions and their position confirmed by Council. The President shall hold office for a term of three years and is not immediately eligible for re-election to the same or any other office. Each Conference Secretary will hold office for two years – one year preceding and one year after the Annual Conference which he or she is organising; a Conference Secretary may simultaneously hold another office in the association, in which case no extra additional member will be co-opted.

4.3 The Elected Members of the Council must be members of the Association, and shall be elected by the Association at its Annual General Meeting. An Elected Member of Council shall hold office for a term of three years. An Elected Member shall be eligible to stand for election to a second three year term of office, but after serving two successive terms of office shall not be re-eligible for election to the same office. A former Elected Member of Council shall be eligible to serve as a Co-opted member of Council.

4.4 For the purpose of ensuring an adequate geographical and disciplinary distribution of Members, and for other reasons as may from time to time seem appropriate, Council shall have power to co-opt not more than nine additional Members. Such Co-opted Members must be members of the Association. They shall hold office until the next Annual General Meeting of the Association following their co-option. The Council shall meet at least twice a year, and at other times when convened by the President. Five members shall constitute a quorum.

- 4.4(a) The Council may appoint such Officers as it may think fit for the more efficient conduct of its business and may delegate any of its powers to such sub-committees as it may determine PROVIDED THAT the acts and proceedings of any such sub-committee shall be fully and promptly reported to the Council.
- 4.4(b) The Council may make Standing Orders for regulating the affairs of the Association and of the Council and for the conduct of the meetings of the Association and of the Council.
- 4.4(c) Council members may claim reasonable travel expenses associated with attendance at meetings of Council. The maximum amounts of such expenses will be as agreed by Council from time to time and as revised annually.

4.5 The President shall preside over meetings of the Association and the Council. Where the President is unable to act through absence, incapacity or any other cause, the Secretary may call a meeting and the Council shall elect an Acting (or Temporary) President who may exercise any of the functions of the President as provided in these Statutes or in the Standing Orders of the association during the absence of the President.

4.6 The proceedings of Council will be minuted and available to members of the DSA on request.

4.7 Votes in Council will be carried by simple majority. The Chair will, in the case of a tied vote, have a casting vote.

4.8 The powers of the Trustees (Members of the Council of the Development Studies Association) shall be:-

4.8(a) To raise funds and receive contributions.

4.8(b) To invest DSA funds provided this is done in full compliance with terms and specifications provided by the Charity Commission and as laid down by the Charity Commissioners from time to time.

## 5. MEETINGS OF THE ASSOCIATION

5.1 The Association shall meet annually in the United Kingdom or Republic of Ireland and at such other times and such other places as the Council may determine. Five Members, not being officers or members of Council, shall constitute a quorum for any meeting of the Association.

5.2 The business of the Annual General Meeting shall comprise:-

5.2(a) The election of officers.

5.2(b) The election of members of Council.

5.2(c) The receipt of the verified accounts of the Association for the proceeding financial year.

5.2(d) The receipt of a general report by the Council on the activities of the Association.

5.2(e) Any other business relating to the Association and its affairs.

5.4 All paid-up Members of the DSA shall be entitled to vote at the AGM.

5.5 Extraordinary General Meetings may be called by Council or by a group of at least 10 members who will notify Council of their intention to call the EGM at least 28 days in advance of any such meeting.

5.6 Votes at the AGM or any EGM will be decided by a simple majority of those present and entitled to vote. However to amend the Constitution (see paragraph 7) a two-thirds majority of members present is required.

6. FINANCIAL AND ACCOUNTING PROVISIONS OF THE DSA

6.1 The DSA will set up and operate such Bank and Building Society Accounts which are from time to time deemed necessary.

6.2 The Bank and Building Society Accounts of the DSA in which the Assets of the Association are held will be operated by the Council in the name of the DSA. All cheques and orders for the payment of money from such accounts will be signed by either a) two (2) Trustees (members of Council), or b) by the Association's Administrator and one (1) Trustee.

6.3 No member of Council may receive any benefit in money or in kind from the funds of the DSA (except for reasonable and verified expenses).

6.4 The DSA will prepare Annual Accounts which will be submitted to the AGM. The DSA Council will appoint an independent examiner, subject to the approval of the AGM, to verify the Annual Accounts before they are submitted to the AGM.

6.5 The DSA will submit its Annual Report and Accounts to the Charity Commissioners within 10 months of the end of the financial year following the submission and adoption of the accounts at the Annual General Meeting.

7. AMENDMENT OF THE CONSTITUTION

7.1 These Statutes may be amended by a two-thirds majority of the Members of the Association present and voting at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose PROVIDED THAT no amendment shall be made to clause 2 without the approval of the Charity Commissioners for England and Wales and PROVIDED ALSO THAT no amendment shall be made so as to cause the Association to cease to be a charity in law. Any amendment shall be fully noted in the Minutes of the AGM or the EGM.

7.2 Any proposal for an amendment of the Statutes shall be in writing (transmitted in hardcopy or electronically) and shall either:-

7.2(a) be submitted by the Council; or

7.2(b) be supported by the signature of at least 10 members of the Association and be submitted not less than 28 days before the date of the General Meeting at which it is sought to move the amendment.

7.3 Any such proposed amendment shall be circulated to Members (either in hardcopy or electronically) not less than 14 days before the date of the General Meeting at which it is sought to move the amendment.

7.4 Any amendment shall be notified to the Charity Commission via a copy of the minutes of the AGM/EGM and a copy of the new Constitution shall be submitted to the Charity Commission and Signed by the President of the DSA and accompanied by a declaration which shall read "I certify this to be a true copy of the original Constitution of the DSA" Signed and Dated.

8. PROPERTY OF THE ASSOCIATION FOLLOWING DISSOLUTION

If, upon dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever. the same shall not be paid or distributed among Members of the Association but shall be given or transferred to some other charitable institution or institutions having objectives similar in whole or in part to the objectives of the Association, to be determined by the Members of the Association at or before the time of dissolution.

This document was produced on the 12<sup>th</sup> September 2005. The original is held by the Honorary Secretary of the DSA. At this time the Honorary Secretary was Dr Michael Tribe, Bradford Centre for International Development, University of Bradford.

I certify this to be a true copy of the original Constitution of the DSA

Simon Maxwell  
President DSA

Date

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