

DEVELOPMENT STUDIES ASSOCIATION

CONSTITUTION

as adopted at the first Annual General Meeting of the Association, Glasgow – 27th September 1978,
and amended at the AGMs held in Oxford – 11th September 1981, Norwich – 16th September 1998, and the EGMs in London – 22nd November 1999 and 7th September 2000
and as amended at the AGMs held in Manchester – 11th September 2001, London – 9th November 2002, Milton Keynes – 9th September 2005, Reading – 11th November 2006, and
York – 20th and 21st September 2011

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. The Association aims to maintain and improve the high quality of development studies research, teaching and practice.

3. MEMBERSHIP

3.1 Membership shall comprise Ordinary Members, Honorary Members, Institutional Members and Associate Institutional 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) Institutional Membership and Associate Institutional Membership are 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 regular newsletter (currently entitled DSA Bulletin) 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 Institutional Members and Associate Institutional 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 elected members shall serve as the Trustees of the Association. The Council consists of:-

- The President
- The Honorary Secretary
- The Honorary Treasurer
- Twelve elected Members
- Not more than three co-opted Members
(refer to the constitutional annex setting out election procedures)

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

4.2 The Officers, that is to say, the President, the Honorary Secretary and the Honorary Treasurer must be Members of the Association. Officers shall be elected by the Association at its Annual General Meeting. 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.

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 immediately re-eligible for election to the same office. A former Elected Member of Council shall be eligible to serve as an Officer or 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 three additional Members. Such Co-opted Members must be members of the Association. Their membership of Council will be reviewed each year at the Annual General Meeting of the Association. The Council shall meet at least twice a year, and at other times when convened by the President. Five elected members of Council 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 the Council, of the Annual General Meeting and of any Extraordinary General Meetings, will be minuted and will be made available to members of the DSA on request.

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

4.8 The powers of the Trustees (Officers and elected 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.

4.8(c) To dispose of any assets remaining in the event of the dissolution of the Association according to the Constitution, and to provide for the repayment of any debts due to be paid by the Association in the event of its dissolution.

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 Executive Director and one (1) Trustee.

6.3 Payments to the DSA with respect to subscriptions, conference fees or any other of the activities undertaken in pursuit of the Association's objectives may be collected by cash, cheque, standing order, direct debit, credit and debit cards or bankers draft.

6.4 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).

6.5 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.

6.6 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.

Annex to the Constitution of the DSA relating to election procedures

1. Those eligible to vote in elections for officers and members of Council shall be current members of the Association and should have been members for no less than 12 months at the time of the AGM where election results become operational.
2. At the time of the approval of these election procedures the DSA Council has initiated, but has not completed, a process of considering the introduction of a postal ballot for all elections.
3. A call for nominations for election to positions of Officers or Council members of the DSA shall be made at least three months in advance of the AGM where election results become operational. This call for nominations will be given wide publicity through the DSA monthly Bulletin, through the DSA website, and through circulation to all DSA Institutional members.
4. All nominees for election to positions of Officers or Council members of the DSA shall be current members of the Association and should have been members for no less than 12 months at the time of the AGM where election results become operational. The same condition applies to the proposer and seconder of nominations.
5. Nominations to the position of DSA President should be made to the returning officer at least six weeks in advance of the AGM, together with a bio-data and statement amounting to about two pages of text. The bio-data and statement will be made available without delay on the DSA website.
6. Nominations to all other elected positions of officers or Council members of the DSA should be made to the returning officer at least six weeks in advance of the AGM, together with brief (no more than a total of 200 words) bio-data and statements prepared by the nominees. These bio-data and statements will be made available without delay on the DSA website.
7. Currently elections are undertaken by secret ballot at the AGM, supervised by two tellers approved by members present and voting. Results of elections of Officers are determined by simple majority of the votes cast, and election of members of Council is determined by those receiving the most votes cast until all vacancies are filled.

7. Of the 12 elected members of Council 3 are reserved places for nominees associated with particular “constituencies”. These constituencies are currently associated with NGOs, DSA Ireland and Research Students.

a) Nominations for election to each of the reserved places should make clear to which reserved place they relate, the proposers and seconders will be drawn from the eligible membership of the DSA, and the nominees’ statements should refer to specific reserved places;

b) The voters in the election to each of the reserved places will be all those eligible to vote in DSA elections.

8. Each of the elected members of Council will hold office for a period of three years, and after the first term of three years can stand for re-election for a second term to the same position – as specified in the Constitution. After two successive terms of three years former elected members of Council cannot stand for the same position in the next round of elections but they can stand for election as an officer of the Association.

9. There are three places on the DSA Council for co-opted members. Decisions about co-options are the responsibility of the Council, but are subject to an annual review by the Council and by the AGM.

10. The Trustees of the DSA are the elected members of Council, and the terms of the Trusteeship are as laid down in the website of the Charity Commissioners for England and Wales (allowing for any special provisions relating to the Office of the Scottish Charity Regulator and to the Charity Commission for Northern Ireland).

11. Each elected and co-opted member of the DSA Council will be assigned specific roles determined by the Council, and recorded in the minutes of each Council meeting.

This document was produced on the 7th October 2011. The original is held by the Honorary Secretary of the DSA and a copy of this original is held by the DSA Executive Director. At this time the Honorary Secretary was Dr Michael Tribe, Department of Development and Economic Studies, University of Bradford, BD7 1DP (and of 12 Clouston Street (Flat 2/L), North Kelvinside, Glasgow G20 8QT) and the Executive Director was Mrs Frances Hill, P.O. Box 108, Bideford, Devon EX 39 6ZQ (and of Welcombe House, Welcombe, Nr Bideford, Devon EX39 6HH).

I certify this to be a true copy of the Constitution of the DSA as agreed at the Annual General Meeting on 21st September 2011 at the University of York.

Geof Wood
President

Date

DSA Constitution 2011.doc