

CONSTITUTION

1 NAME

The name of the charity is TROPO – Association of Teachers and Researchers of Portuguese.

2 AIMS

- a. to promote the study of the Portuguese language and all its variants in Great Britain and Ireland for the benefit of the public;
- b. to encourage scholarly research into didactic and pedagogic aspects of learning and teaching Portuguese;
- c. to disseminate good pedagogical practices of learning and teaching Portuguese supporting the professional development of teachers of Portuguese;
- d. to secure the support of governments and of other appropriate agencies and institutions for those activities and to promote the widest possible awareness of their importance;
- e. to represent the views of teachers of Portuguese language in all levels of education and/including complementary schools to appropriate bodies;
- f. to provide a forum for the discussion and elaboration of these aims by members;
- g. to consult and collaborate with other educational and professional organizations in the public and private sector in the achievement of common objectives.

3 TRUSTEES & TRUSTEE MEETINGS

1. The charity shall be managed by a committee of trustees who are appointed for a term of three years at the Annual General Meeting (AGM). In addition to the elected trustees, one member of the immediate past committee will be part of the committee for one term.
2. Trustees must hold at least 2 meetings each year. At their first meeting after the AGM they will elect a President, Treasurer and General Secretary. Minutes shall be kept for every meeting.
3. Trustees may act by majority decision. At least 3 trustees must be present at the meeting to be able to take decisions. Where there is no consensus, decisions of the committee, including budgetary decisions, shall be taken by vote with the president having a second, casting vote when there is an equality of votes.
4. If trustees have a conflict of interest they must declare it and leave the meeting while the relevant matter is being discussed or decided.
5. During the year, the trustees may appoint up to 4 additional trustees. These four additional trustees will stand down at the next AGM. However, at this point, they can be voted to form part of the committee by the membership. If the next AGM is the electoral AGM, they can stand as committee candidates.

6. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

1. raise funds, receive grants and donations;
2. apply funds to carry out the work of the charity;
3. co-operate with and support other charities with similar purposes;
4. do anything which is lawful and necessary to achieve the purposes.

5 MEMBERSHIP & SUBSCRIPTION

1. There will be two classes of membership:

A) Ordinary Members

Teachers and/or researchers of Portuguese or of the didactics of language teaching, including teaching assistants, graduates and postgraduate students, postdoctoral research fellows and persons of equivalent status, Others who share these aims and interests and whose written application to the Association shall be considered by the Committee.

B) Honorary Members

Persons who have rendered distinguished services to Portuguese Studies may be invited from time to time after a vote by members at the AGM.

2. The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made.
3. Membership will be subject to an annual subscription. Only members who have paid their subscription are entitled to vote at the General Meeting.
4. Members of the committee of trustees are exempt from paying the annual subscription during their term, while retaining their right to vote.

6 ANNUAL GENERAL MEETING - AGM

1. The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
2. There must be at least a 1/4 members entitled to vote present at the AGM to constitute a quorum for the transaction of business.
3. In the absence of a quorum at the AGM, or any specially called meeting, the committee of trustees is empowered to authorize the transaction of business by mail/e-mail. A minimum of 1/4 of the members entitled to vote by mail/e-mail shall be necessary for the transaction of business.

4. Every member has one vote.
5. The trustees shall present the annual report, accounts and the plan of activities for the following academic year. If a new committee is elected at the AGM, they must communicate the plan of activities by the end of October of the relevant academic year.
6. Any member may stand for election as a trustee. Nominations for the committee of trustees open at least fourteen days before the AGM. They must be communicated to the General Secretary and may be received up to and including the AGM. If two or more candidates are nominated for any position, an election will be held at the General Meeting.
7. Members shall elect between 3 and 9 trustees to serve for the next three-year term. Members must retire after serving for a term of three years but may stand for re-election.

7 EXTRAORDINARY GENERAL MEETINGS (EGM)

Called by trustees to consult the membership. A majority of members can also request an EGM. All members must be given 14 days' notice and told the reason for the meeting.

A minimum of 1/4 of the members entitled to vote are necessary for the transaction of business. Minutes must be kept.

8 CHANGES TO THE CONSTITUTION

Changes to the constitution can be made at AGMs or EGMs. No change can be made that would make the organisation no longer a charity.

9 MONEY AND PROPERTY

1. Money and property must only be used for the charity's purposes.
2. Trustees must keep accounts. The most recent annual accounts can be seen by any person on request.
3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
4. Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

10 WINDING UP

Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

This constitution was reviewed on the 26th May 2021 by the trustees and approved by the membership at the AGM on 26th June 2021.