



The **Association**
for **Science Education**

Promoting Excellence in Science Teaching and Learning

Region Handbook

***“the pre-eminent professional body in the field of science
education”***

ASE Royal Charter, 2004

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ASE structure

Responsibilities and role of the Trustee Body

The Trustee Body (formerly known as Council) has responsibility for ensuring that ASE works properly as a charity, that the finances are properly regulated and monitored and the appropriate policies are in place. The trustees makes sure that the activities of the Association fit with the strategic plan and takes a long view of the health of the Association. The trustees meets 4 times a year and consists of 11 member trustees including:

- ASE chair, 3 members elected from ASE Education Group, 3 members elected by direct membership vote, 1 representative of the Quality and Audit (Q&A) Committee, 3 appointed members, the Chair of the association (usually delegated to the Past Chair), and the Chief Executive (in attendance)

Members of the Trustee Body

A member serves as a Trustee for 3 years.

- [Full list of current members](#)
- [Become a member of The Trustee Body](#)

What is the ASE Education Group?

The Education Group (formerly known as Assembly) is part of ASE's governance structure and advises the Trustees on all aspects of science education. Its members represent all sectors of the science education community and speaks authoritatively on behalf of the Association to formulate actions to take forward the strategic objectives. The group is led by the [Chair of the Association](#) and meets 3 times a year. The group consists of up to 30 members:

- 3 Chairs of the Association (past Chair, Chair and Chair-elect), changing roles on 1 August each year. The Chair is elected by a ballot of the membership.
- 12 members of the Association elected by the membership of the Association by national ballot, 6 nominated by regions and 6 nominated by ASE members, each to serve for a period of 3 years.
- Up to 6 trustees of the Association
- Up to a maximum of 9 co-optees to include representation from special interest groups and standing committees of the Association. The right to co-opt to is to be exercised by the three Chairs. Co-optees have full voting rights as members of the assembly.

Responsibilities and roles of the Education Group

The Education Group meets regularly in order to:

- monitor and promote developments in science education (across the nations of the UK and internationally)

- monitor and reflect the needs and views of members and others involved in science education
- encourage and facilitate two-way communication with members
- develop and maintain an appropriate and up-to-date suite of policies on matters pertaining to science education
- ensure that the Association has a range of activities that support members.

Members of the Education Group

A member of the group agrees to be an ambassador and advocate for the ASE and a voice for excellence in science education. Each member serves for 3 years and can be re-elected.

- [Full list of current members](#)
- [Become a member of the group](#)

Other committees/specialist groups

COMMITTEES

- Primary Science Education Committee
- Science Laboratory Technicians' Committee
- Science Education 11-19 Committee
- ASE Futures (the NAIGS (National Advisers and Inspectors Group for Science) and ATSE (Association of Tutors in Science Education) formally amalgamated in 2016)

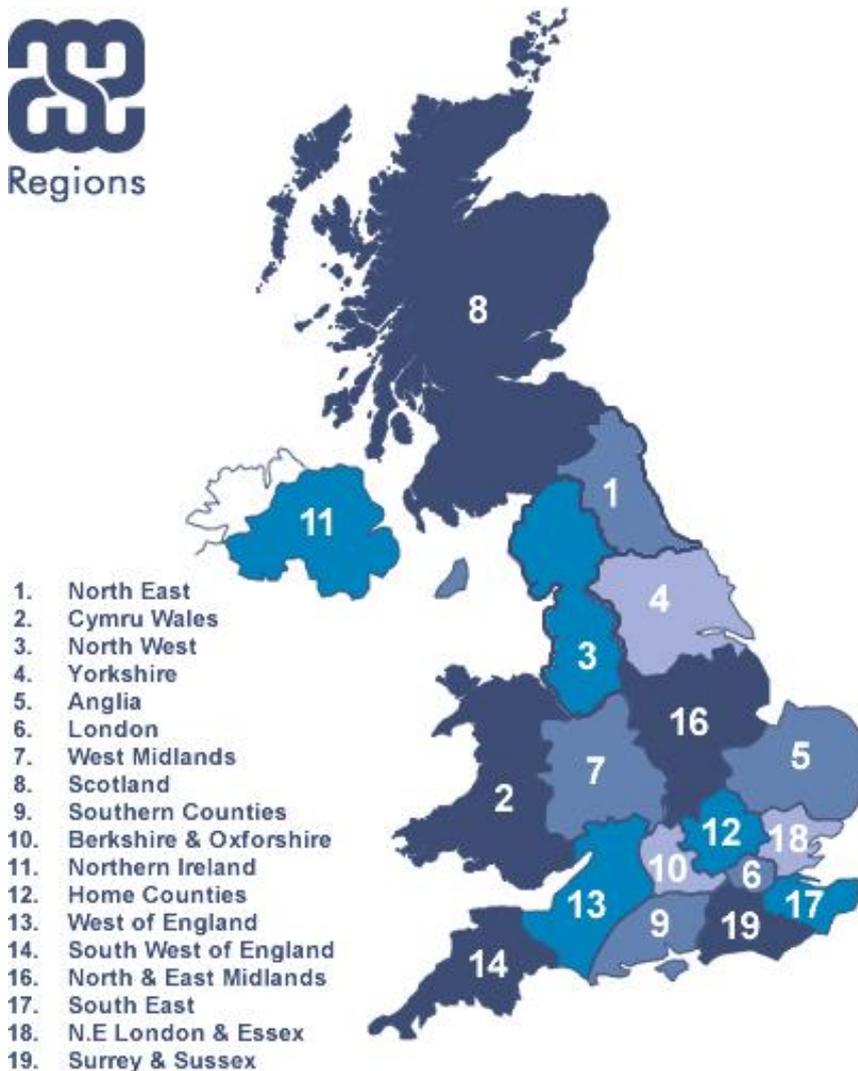
SPECIALIST GROUPS

- Health and Safety Specialist group
- Research In Science Education Specialist group
- Publications Specialist group
- International Aspects of Science Education Specialist group

EDITORIAL BOARDS

- School Science Review
- Education in Science
- Primary Science
- Science Teacher Education

Regions are encouraged to nominate members to join these National groups as they play a major part in helping these groups to operate.



NB: The Channel Islands are now part of Southern counties.

Field Officers

ASE employs Field Officers to be the face of ASE across the Regions of the UK and to liaise with, advise and support the Region Committees. Their role is to:

- Support and develop the membership using strategies developed through interchange of intelligence with ASE HQ;
- Have an overview of the issues and developments in science across their own region and to highlight opportunities for ASE;
- Develop the regional structure of membership and the events organised;
- The Field Officers are most willing to assist you in any way or point you in the right direction.

Field Officer	Position
Mrs Cerian Angharad - <i>CSciTeach</i>	Field Officer - Cymru/Wales
Mr Brian Carroll	Field Officer - Scotland
Ms Tanya Dempster - <i>CSciTeach</i>	Field Officer - N & E Midlands
Mrs Frances Evans - <i>CSciTeach</i>	FO Co-ordinator & covering remaining Regions
Mr Patrick Dower - <i>CSciTeach</i>	Field Officer - North England
Mrs Michelle Ryan	Field Officer - Northern Ireland
Dr Gaynor Sharp - <i>CSciTeach</i>	Field Officer - West Midlands

The New Operating Procedures can be found at:

<http://www.ase.org.uk/about-ase/governance/>

ASE Region Constitution

1 Name

The Region shall be known as the Association for Science Education – xxxx Region and may be sub-divided into a number of Sections in geographical parts of the region as decided by the committee.

2 Aims

The main aims of the Region are those of the Association for Science Education, viz: the promotion of excellence in science 'education' or science teaching and learning:-

- by supporting teachers and technicians in the delivery of the science curriculum and in their own professional development;
- by expressing authoritative opinions on science education;
- by providing a means of communication between all those involved in science education in order that they may share others' expertise and good practice; by promoting membership of the Association and active participation in its affairs.

3 Responsibilities

The Key Tasks for Regions are to:

- Promote the aims of the Association;
- Promote membership of the Association;
- Co-ordinate activity within the Region;
- Encourage the recruitment of new members;

- Develop, share and communicate information and events likely to stimulate and engage interest of members and potential members;
- Manage Region finances to the extent of keeping track of income and expenditure within the allocated grant and sending any monies to HQ for lodging to Region account;
- Respond to consultations;
- Monitor region activity, needs of members in Region;
- Nominate members for national office;
- Seek opportunities to link with other Regions;
- Promote the establishment/maintenance of Section activity covering all areas of the Region;
- Liaise with Headquarters as appropriate, e.g. Field Officers.
- Regions can only act with the authority of the Trustees and within the objects of the ASE and associated Charity and other Laws, including data protection (Appendix 1)
- Region members and officers are reminded that they may not act for or on behalf of the ASE unless they have the specific approval of the Trustee body as this could otherwise render members or officers who so act to personal financial or other penalties under the law and additionally commit the Trustee Body to vicarious liability (see appendix 2)

4 Membership

The membership of the Region shall consist of those members of the Association in any category that work, reside or have other connection with the region. Members of the Association may choose their region.

5 Region Committee

The Committee should consist of:

5.1 Officers comprising

- Chair
- Secretary
- Treasurer
- Vice Chair (optional)
- Membership secretary (optional)
- (Where possible) a Communications Officer/Region Web editor to promote Region events and activities and liaise with the Communications team at HQ.

5.2 Committee Members

In addition to Officers, up to 7 Committee Members should be elected.

5.3 Each Section (if appropriate) should be represented by the chair or a nominated person who is elected by the Section.

Where Sections are not active/do not exist, other arrangements for election should ensure a balance of representation with regard to geography.

5.4 Co-opted Members

The Region Committee has the power to co-opt up to 6 Committee Members.

5.5 Ex Officio Members

Members of the Association within the Region who sit on National Committees (all committees except Project Groups) or are members of the Education Group must be invited by the Region to its Committee Meetings and should receive agendas and minutes. Such members should be encouraged to attend meetings pertinent to their interest but should not be expected to attend regularly.

5.6 President

The Region Committee has the power to appoint a Region President (who need not be a member) to serve for a period of two years. The committee should give consideration to appointing in rotation presidents from Higher Education and Industry and from different areas of the Region.

6 Annual Business Meeting

A Region Annual Business Meeting (ABM) must be held each year.

7 Election to Region Committee

Prior to elections, the Region Chair should remind members of the aim to provide an appropriate balance of representation on the Region Committee, e.g. with respect to phase, age, classroom experience and gender.

- 7.1** Region Officers are to be elected at the Annual Business Meeting for a period of 3 years. Re-election is possible for a total of no more than six consecutive years without a gap before further office. Nominations require two members of the Region; a proposer and seconder. Any member present at the AGM can vote for officers.

If an Officer vacancy occurs between ABMs the committee shall elect an Officer to hold office until the next ABM.

- 7.2** Region Committee Members (other than Section Representatives) should be elected at the Annual Business Meeting for 3 years. Nominations require two members of the Region; a proposer and seconder. Ideally there should be an opportunity for new members to join the committee but it is up to the Region to decide how best to achieve this rather than specifying a fixed term of office.
- 7.3** Co-opted Members shall be elected by the Region Committee for a period of 1 year. The committee should give consideration to use co-option to enable representation of other organisations involved in science education in the region or to achieve a better balance of representation.
- 7.4** Voting Rights at normal meetings

Only those members elected to the Region Committee (including Section Representatives) are eligible to vote. When decisions that would normally be put to a vote need to be taken outside Region Committee Meetings, the Region Chair or Secretary should consult with and abide by the opinion of a quorum of members as defined below (see 9.1). Only in very

exceptional circumstances should the Chair, or an officer nominated by the Chair, take such decisions alone. Such decisions should be subject to ratification at the earliest possible opportunity by a 'quorum' or at a full committee meeting.

8 Minutes

It is the Region Committee's responsibility to ensure minutes of all meetings are recorded and retained and sent to HQ.

9 Meetings

9.1 Region Committee

The Region Committee should meet at least once per term, though this could be a virtual meeting using an appropriate video/conference call system. At least two weeks' notice of meetings should be given.

A quorum for all committee meetings should be: at least one of the officers identified in the constitution plus one third of the total membership in categories 2 and 3 (See paragraphs 5.2 and 5.3).

9.2 Annual Business Meeting

Two months' notice of the date of the Annual Business Meeting should be given.

Written reports, presented by the Chair, should be received from:

- The Region Chair
- The Region Treasurer
- The Region Secretary

9.3 Extraordinary General Meeting

The committee of any Constituted Section or the Region Committee can initiate an Extraordinary General Meeting of the Region. Alternatively, a minimum of 5% of region membership in writing is sufficient to initiate such a meeting.

In response to such a request, an Extraordinary General Meeting must be called within six weeks. However, if the request is made within five weeks of the end of summer term, it should be held within the first two weeks of the new academic year common to all areas within the Region.

10 ASE website and social media

Each region has their own section on the ASE website and all regional events are posted on the regional events calendar <http://www.ase.org.uk/ase-regions/regional-events/>

Access rights to the website can be requested by contacting Emma Hill emmahill@ase.org.uk Regions can download the instructions about uploading to the website <http://www.ase.org.uk/about-ase/governance/> It is extremely useful when information about activities or news from events are posted on social media, that Emma is

kept notified so that this can be highlighted effectively. Please do not set-up regional social media accounts without full liaison ASE's communications team.

For any communication queries and website issues please contact media@ase.org.uk or your field officer.

Finance

The Treasurer shall comply with all of the requirements of the Association's accounting procedures. The Region Treasurer will approve / sanction any payments to Region Committee Members provided that such expenses are within the limits of the grant provided and send to HQ for payment from the Region account.

12 Amendments to this Constitution

Any changes in the above Constitution shall be made at a Region Annual Business Meeting provided that members have been informed of the proposed alterations at least fourteen days prior to the date of the meeting. All changes must comply with the 'Core' Region Constitution of the Association. Any member wishing to submit a proposal for an alternative to this Constitution must submit the proposed change of Constitution in writing to the Region Secretary at least four calendar months before the date of the Region Annual Business Meeting.

Role and Responsibilities of Region Chair

- To protect and promote the interests of Association members in the Region, and to provide vision and leadership within the Region;
- To uphold the Region Constitution at all times;
- To promote teamwork within the Region Committee to oversee and monitor the work of the Region Officers;
- To uphold the Aims and Objectives of the Association and the Region, when setting priorities;
- To chair Region Committee meetings, ABM and other meetings where appropriate to agree agenda for Region Committee meetings with Region Secretary;
- To consider whether an introductory paper on an issue would facilitate discussion and to identify a person to write it for distribution in good time before the meeting;
- To consult a quorum (as defined in the Constitution) of Committee members when decisions have to be made between meetings;
- To ensure any decisions made by the quorum are ratified at the next full Region Committee meeting;
- To identify a timescale and a lead member for any action agreed by the committee;
- To ensure that the views of all Committee members are heard at Committee meetings to encourage and support Sections within all parts of the Region;
- To remind members, when nominations are being sought, of the aim to provide a balance of representation.
- To ensure that the 'Activity report' pro forma is completed and returned to HQ when requested.

Role and Responsibilities of Region Secretary

The principal role of the Region Secretary is to promote communication between the Region Committee, HQ, Section committees and all those involved in science education in the region:

- To receive correspondence and mailings from HQ;
- To respond direct to HQ;
- To construct the agenda for region committee meetings in consultation with the Region Chair;
- To send out the agenda at least 7 days before region committee meetings;
- To attend the Region Officers Meeting at HQ once per year, usually in November/December or to arrange for another Officer or committee member to attend in their place;
- To send Region nominations for ASE national elections to HQ;
- To send Region nominations for other elections to HQ;
- In the absence of a Region Communications Officer to send materials for inclusion on the website to HQ as required;
- To ensure the region 'Activity Report' send it to HQ each year;
- Responsible for:
 - agendas of committee meetings;
 - booking venue for region committee meetings;
 - distribution of relevant material sent from HQ to region committee members and sections;
 - informing HQ of changes to the committee.
 - liaison with section secretaries;
- advising region committee on nominations needed for positions within ASE and on outside bodies:
 - informing region committee about initiatives from HQ;
 - the timing and agenda for the Annual Business Meeting.

Duties of Secretary

Before region Committee meetings	Ensure venue and catering are arranged. Send out reminders for agenda papers etc.
Two weeks before Committee meeting	Prepare agenda in consultation with Chair. Send out agenda and papers, (copies to Region Committee, invited/co-opted members, Section Secretaries).
At Committee meeting	Ensure that there is a designated committee member to take minutes of the meeting. Advise Chair and Committee on matters of procedure, standing orders and constitution.
After Committee meeting	Agree minutes with Chair.

	Send out minutes with two weeks of the meeting.
	Write various letters as directed by Committee.
Before ASE ABM	Ensure appropriate notice is given in advance of the ABM. Arrange agenda for ABM with Chair. Obtain Statement of Accounts from Treasurer. Prepare Secretary's Report.
At ABM	Ensure reports are available for those present. Ensure that there is a designated committee member to take minutes of meeting. Arrange for voting slips etc. to be available as required.
After ABM	Prepare new Committee details - send to HQ. Send new Committee members: Minutes and appropriate papers of recent meetings.

Role and Responsibilities of Region Treasurer

To oversee the financial affairs of the Region as directed by the Region Committee

N.B. It is not the Region Treasurer's role to make financial decisions about expenditure. These must be brought before the Region Committee for ratification. In the event of decisions having to be made between meetings consultation with the quorum will be activated as outlined in the Constitution.

Duties

- To report regularly to the Region Committee, HQ, and ASE Treasurer on all financial matters
- To keep and maintain records of day-to-day income and expenditure, ensuring that all items are appropriately authorised, properly recorded and in pursuance of the charitable aims of the ASE
- To prepare an Annual Report and report to the Annual Business Meeting in accordance with the Region Constitution

Special Service Awards

Regions may nominate any eligible member of their region for a Special Service Award.

Special Service Award Criteria

1. Active service on a region or section committee for at least five years. Service which this award recognises would assume regular participation at meetings coupled with an officer position carried out diligently and effectively.
2. Delivery of workshops or presentations at local, regional or national events over a period of at least five years. Such contributions would be expected to be regular and varied and also well-received.
3. Organisational contributions to conferences, meetings and other events. This category recognises the 'behind the scenes' hard work which is given voluntarily but without which ASE events, particularly at a local level, would not run.
4. Regular and significant contributions to ASE publications or projects. We want to recognise those who write or review for journals and other publications, or make other substantive contributions to projects in other ways.

The Form is on the website under <http://www.ase.org.uk/about-ase/governance/> and should be completed and returned to HQ by 1st November. The nomination should have two supporters from the Region Committee and be supported by a formal statement. Once the nomination has been approved by Council the individual will be informed and invited to attend the Annual Conference to receive their award of a Certificate and Lapel Badge. Any members can receive up to two Special Service Awards and the Association Chair will automatically be awarded this in their year as Immediate Past Chair.

Region Honorary membership

This is an honour that regions can confer to very long serving region members who have made a considerable contribution to the region. Nominations are received and voted on at the region AGM. How this honour is recognised is up to the Region and could be in the form of a gift and certificate, or a Region may keep an Honours book, or perhaps pay for their membership (usually Associate membership) for the year after the award is given.

Allowable expenses

8. REGIONS

- (a) The Region Chair may claim travelling expenses for attending committee, sub-committee meetings, ABM or events/conferences organised by the Region.
- (b) The Region Secretary may claim travelling expenses for attending committee, sub-committee meetings, ABM or events/conferences organised by the Region.

The Region Secretary or a substitute may claim travelling expenses for attending the Region Officers' meeting at Headquarters.

- (c) Committee members may claim travelling expenses for attendance at all Committee Meetings, sub-committee meetings and the Annual Business Meeting of the Region.
- (d) Refreshments: The cost of modest refreshments provided at Committee and at Region Meetings may be charged to Region funds.
- (e) Speakers may claim travelling and subsistence expenses, including overnight accommodation, although it is hoped that this will be very seldom. A token of appreciation, such as a book or gift to the value of about £20, would be appropriate and would be allowable.

Fees may be paid for contributions to Region/Section Meetings at the discretion of the Region/Section Committee on rare occasions. These fees must be covered by funds available to the Region/Section. No extra funds will be made available.

If a member is asked by the Region Committee to accompany a speaker to a meal, he/she may claim for that meal.

- (f) Discretionary payments:

Regions may pay expenses or gratuities to other people and/or for other purposes than are specified above. These might include gratuities to non-members, such as school secretary, laboratory technician or caretaker in lieu of fees.

9. SECTIONS:

This is as for Regions (section 8), with the word Section inserted instead of Region. However there is no need for a Treasurer, and it is essential that communication between the section and the Region is effective and that events organised in the section are communicated with the Region Secretary and Chair. If there is any financial implication in relation to the event this should be communicated to the Region Treasurer

Useful documents

Samples of agendas and templates can be found in the Region officers' area and the Admin area for members. <http://www.ase.org.uk/about-ase/governance/>

APPENDIX 1

Data Protection

Data Protection is a requirement for all organisations that hold and process data because of the amount of personal data that is held. The Data Protection Act covers data, however held and therefore encompasses computer, paper or other records.

The handling and holding of data is covered by eight data protection principles which are set out in an appendix but in broad terms apply common sense practice to the need for the data, the amounts of and use of the data, the need for secure storage and confidentiality and the rights of the data subjects.

The eight principles are:

Data protection principles

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –

- (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 4. Personal data shall be accurate and, where necessary, kept up to date.
 5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
 6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
 7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
 8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Data protection guide

<https://ico.org.uk/media/for-organisations/guide-to-data-protection-2-6.pdf>

Data protection checklist

A QUICK 'HOW TO COMPLY' CHECKLIST

This short checklist will help you comply with the Data Protection Act (the Act). Being able to answer 'yes' to every question does not guarantee compliance, but it should mean that you are heading in the right direction. At the end is a list of guidance on particular areas where you may need more help as well as telephone helpline numbers.

Do I really need this information about an individual? Do I know what I'm going to use it for?

Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?

Am I satisfied the information is being held securely, whether it's on paper or on computer?
And what about my website? Is it secure?

Am I sure the personal information is accurate and up to date?

Do I delete/destroy personal information as soon as I have no more need for it?

Is access to personal information limited only to those with a strict need to know?

If I want to put staff details on our website have I consulted with them about this?

If I use CCTV, is it covered by the Act? If so, am I displaying notices telling people why I have CCTV? Are the cameras in the right place, or do they intrude on anyone's privacy?

If I want to monitor staff, for example by checking their use of email, have I told them about this and explained why?

Have I trained my staff in their duties and responsibilities under the Act, and are they putting them into practice?

If I'm asked to pass on personal information, am I and my staff clear when the Act allows me to do so?

Would I know what to do if one of my employees or individual customers asks for a copy of information I hold about them?

Do I have a policy for dealing with data protection issues?

Do I need to notify the Information Commissioner?

If I have already notified, is my notification up to date, or does it need removing or amending?

If you need any more information about this or any other aspect of data protection, please
Contact us: see our website www.ico.org.uk

Vicarious liability

Regions can only act with the authority of the Trustees and within the objects of the ASE and associated Charity and other Laws.

What is vicarious liability?

The general rule is that charity trustees will be responsible for:

- their own conduct; and
- the conduct of others which they have authorised or ratified; and also
- conduct which though neither authorised nor ratified takes place in the course of a business which they conduct and where there is a close connection between the conduct and what the wrongdoer was employed to do (this last is known as vicarious liability).

Vicarious liability arises where the wrongful action or omission is not primarily attributable to the charity or its trustees themselves personally but the law nevertheless holds them liable for the misconduct of those whom they control.

Who is 'controlled' in this sense?

It is important to be clear as to who falls within the category of people whom the charity or its trustees control'. This certainly includes employees of the charity. This category may also include people who are not actually employees. For example, though there may be no or little payment made, it may also include volunteers who are assigned a task or role by the charity or its trustees where the charity or those trustees retain control of the actual performance of the work.

1. **Managing the risks at events and in activities** – the Charity Commission published in September 2016 a report on the Global Aid Trust regarding the charity's management of its events and what controls the charity's trustees had put in place to manage such events and the level of due diligence conducted when selecting guest speakers - see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551819/Global_Aid_Trust_Limited.pdf .

Michelle Russell, Director of Investigations, Monitoring and Enforcement at the Charity Commission, said: *Charities that regularly host speakers must have proper safeguards in place to manage the associated risks of hosting events and/or guest speakers which include carrying out appropriate background checks. Trustees should be alert to the risk that a speaker may have an ulterior motive for wanting to work with their charity which could be unconnected with the charity's work.*

Where a charity works with volunteers or employ's staff they should ensure that they are clear what they are supposed to do, with clear boundaries when representing or speaking on behalf of the charity.

Trustees must ensure that staff and volunteers get appropriate training, and that they must comply with the charity's internal policies and procedures. Trustees have an important role in promoting effective working relationships between trustees, senior staff (if any), staff and volunteers.

Further information for trustees can be found in the guidance [Protecting Charities from abuse for extremist purposes and managing the risks at events and in activities](#). Clearly in the case concerned they had a guest speaker who has behaved inappropriately and

therefore affected the credibility of the charity concerned - the warnings are relevant to our events & conferences