

CONSTITUTION

1. **NAME: THE QUALITY IN CAREERS CONSORTIUM**
2. **STATUS:** Unincorporated Association
3. **AIMS AND OBJECTS:**
 - 3.1.1 To oversee the establishment and maintenance of national validation for England's Careers Education, Information, Advice and Guidance (CEIAG) Quality Awards for schools, colleges and work-based learning providers.
 - 3.1.2 To oversee the implementation of all matters related to assessments for, and the awarding of, "The Quality in Careers Standard" (QiCS).
 - 3.1.3 To promote, keep under review and oversee the further development of the QiCS.
4. **THE BOARD:** An appointed Consortium Board shall be the responsible 'governing body' for the Consortium.
5. **MEMBERSHIP OF THE BOARD:**
 - 5.1 The Board shall be appointed by nominations from leading stakeholders in the CEIAG sector in England. These shall include a single nomination from each of: Association of Colleges (AoC), Association of Employment and Learning Providers (AELP), Association of School and College Leaders (ASCL), Careers England (CE), and National Association of Head Teachers (NAHT); and two nominations from the Career Development Institute (one each from the 'careers educator' constituency and from the 'careers adviser' constituency of the CDI).¹
 - 5.2 Additional members of the Board may be appointed by invitation of the Board where they may bring expertise to add value to the Board.

¹ When the Consortium was first established, seats on the Board were provided for the Association for Careers Education & guidance (ACEG), the Institute of Career Guidance (ICG) and the Careers Profession Alliance (CPA). With the work of the CPA completed, and the CDI being formed leading to the closure of ACEG & the ICG, hence the Membership of the Board has been amended to take account of this.

5.3 No member of the Board shall be directly involved with any of the CEIAG Quality Awards in England, to avoid conflict of interest. All members of the Board shall declare any other interests prior to meetings.

5.4 The Chair of the Board shall be appointed by the Consortium by invitation [the founding Chair was Dame Ruth Silver, who was succeeded by Dr. Barrie Hopson].

5.5 The Board shall appoint an Organising Secretary to serve as a non-voting member of the Board and as project leader for the QiCS.

5.6 The term of office of members of the Board shall be determined by the nominating stakeholder, or by the Board in the case of an additional member.

5.7 Members of the Board may resign by notice in writing to the Chair of the Board and to the Organising Secretary. Upon acceptance of a resignation, if appropriate, the nominating organisation shall be invited to put forward a new nominee.

5.8 Membership of the Board may be terminated by a majority decision of the Board if in the reasonable opinion of the Board the member is failing properly to discharge the duties of the office, by reason of non-attendance, conduct or otherwise. The termination of an individual's membership of the Board shall not automatically terminate the membership of the nominating organisation from the Consortium, which shall be invited to nominate a replacement nominee.

5.9 Each member (other than additionally appointed members) shall be entitled to nominate a substitute from his/her nominating organisation should they, by exception, be precluded from attending the Board. Substitute members may not attend when the nominated member attends. Substitute members may vote at meetings where they do attend.

6. POWERS & DUTIES OF THE BOARD:

6.1 The Board shall act as the governing body for the Consortium's affairs and shall have executive powers which it may choose to delegate to the Organising Secretary (who shall act as project leader for the QiCS), to the Chair or to a Committee appointed by the Board as it sees fit.

6.2 The Board shall be responsible for ensuring that all fiduciary matters concerning the Consortium and the QiCS are discharged in an appropriate manner, utilising the financial expertise of the Treasurer of Careers England through whom the banking and accounting processes and procedures for the Board shall be discharged. Annual accounts shall be presented to the Board for approval (whilst the year-end for trading purposes shall be 31st March each year, the first trading period covered the period from 1st January 2012-31st March 2013).

6.3 The Board shall ensure that public matters related to the Consortium and the QiCS are freely accessible via the Careers England website (www.careersengland.org.uk) and that an annual report on the activities of the Board and the operation of the QiCS is published.

6.4 Decisions made by the Board shall be by resolutions made by majority decision, with the Chair of the Board having a second casting vote if required. For the purposes of decision-making, the quorum for the Board shall be three voting members. Decisions may be taken in meetings, by correspondence or by teleconference.

6.5 The Board shall determine from time to time its operating protocols and rules. These shall be recorded by the Organising Secretary – together with a record of all decisions taken at each meeting – as ‘Notes of the Meeting’ of the Board. These Notes shall be posted as a ‘public’ record on the QiCS section of the Careers England website; however, where confidential notes are deemed essential for any reason by the Board these shall not be made public, but shall be retained by the Organising Secretary as a ‘private’ confidential record.

7. ALTERATIONS TO THE CONSTITUTION: This Constitution may only be altered by resolution of the Board by a two-thirds majority.

8. DISSOLUTION:

8.1 The Consortium may be dissolved by a two-thirds majority of the Board (for example, if a change in government policy, an inadequacy of funding, or any other reason should cause the Board to consider that the continued operation of the Consortium becomes unviable).

8.2 Such resolution may give instructions for the disposal of any assets held by or in the name of the Consortium, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Consortium but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Consortium, and if and in so far as effect cannot be given to this provision then to some other charitable purpose to be determined by the Board by a resolution passed by a simple majority of those present and eligible to vote.

*As originally approved by the Board on February 8th, 2012;
and as amended by the Board on 14th May, 2013*