

UNITED KINGDOM FORUM FOR INTERNATIONAL EDUCATION AND TRAINING (UKFIET): THE EDUCATION AND DEVELOPMENT FORUM

OPERATIONAL GUIDELINES (OGs) Revised September 2023

PREAMBLE

UKFIET is the UK Forum for International Education and Training, also known as the Forum for Education and Development.

UKFIET is a non-profit charitable company limited by guarantee (registered company no. 5725610) and also registered with the Charity Commission (registered charity no. 1116614).

The purpose of UKFIET is stated in OG 1.2 - In pursuing its charitable object, UKFIET will promote and strengthen UK commitment to international education and development for all, regardless of gender, race, nationality and other differences. The four Objects of UKFIET are specified in Clause 3.1 of the Articles of Association (and in OG 1.2).

UKFIET is governed by its Articles of Association which were accepted by Companies House in March 2006. The Articles were modified in October 2006 to meet the requirements for recognition as a charity and registration with the Charity Commission. A revised version of the Articles was produced with legal assistance, accepted by member organisations, and adopted on 13th August 2021.

Clause 23 of the Articles of Association empowers the trustees to make such rules or bye-laws as they may deem necessary. The rules of UKFIET are embodied in a set of **Operational Guidelines (OGs) and accompanying Bye-Laws. These OGs of September 2020** update and replace the previous version issued in 2011.

Bye-Laws relating to the Articles in the OGs are attached to the OGs as an Annex.

TERMINOLOGY

The following terminology is used:

Annual General Meeting (AGM) of the Forum is a meeting of the UKFIET membership convened in order to:

- a) approve proposals from the Board of Trustees and Executive Committee for changes in the Articles;
- b) approve Trustee nominations for the appointment of the Chair and Deputy Chair of Trustees and Chair and Deputy Chair of the Executive Committee in order to secure the proper governance of UKFIET;
- c) receive and approve reports of the year's activity, including financial reports; and
- d) comment and agree plans for the year ahead.

It comprises members of the Board of Trustees (including the Secretary and Honorary Treasurer), the principal Executive Officers (namely the Executive Chair, Deputy Executive Chair and Finance Officer (and the Programme Officer if all or some of these posts are combined)) and at least one representative from each member organisation.

Alternate refers to the person nominated by a member organisation to stand in for its Representative as a member of the UKFIET in the same capacity.

Board of Trustees is the body with statutory responsibility for the governance of UKFIET, ensuring that UKFIET is working to meet its Object, is solvent and well managed. Article (9.1) make clear that *“Subject to the provisions of the Companies Act 2006, articles and to any directions given by special resolutions, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company.”*

Education and Development Forum (referred to as **“the Forum”** throughout this document) refers to the collective membership and otherwise registered constituencies of active Member organisations. It incorporates all of the organisation’s different entities (Board of Trustees and Executive Team and Member Organisations).

Executive Team comprises Officers, and others with assigned tasks, responsible for UKFIET’s operational decisions and their implementation.

Executive Committee is the formal body through which the Executive administers UKFIET business between UKFIET Annual General Meetings, in accordance with guidance from the Board of Trustees to whom it reports.

Members of UKFIET are those organisations that have joined the Forum after having followed a process of application, nomination and due diligence as outlined by the Board of Trustees. Membership applications that are accepted are forwarded to the AGM for ratification. Nominated members of member organisations together with the Board of Trustees and Executive Team constitute collectively the membership of UKFIET, also known as the Education and Development Forum.

Organisation refers generically to collectives of members that may describe themselves as associations, businesses, charities, governmental and other public bodies, institutions, networks, and societies.

Representative refers to the person (or named Alternate) nominated to the Forum by member organisations and empowered to vote on their behalf.

Special General Meeting (SGM) refers to general meetings of the Forum called specially to expedite Forum business between AGMs.

Trustee refers to the individual members of the Board of Trustees, appointed by the membership on the recommendation of the Board of Trustees based on relevant experience, commitment to UKFIET purposes and values, and willingness to contribute to UKFIET’s development.

ARTICLE 1: THE TITLE AND AIMS OF THE FORUM

1.1 Name

The organisation shall be called the UK Forum for International Education and Training: The Education and Development Forum (UKFIET). This is abbreviated in these OGs to “the Forum”.

1.2 Purpose

In pursuing its charitable object UKFIET will promote and strengthen UK commitment to international education and development for all, regardless of gender, race, nationality and other differences by:

- a) sharing educational ideas, knowledge and expertise between members and across the wider community, in the UK and internationally, through conferences, seminars and other meetings;
- b) encouraging the development of teaching, training, research and publication;
- c) serving as a resource to policy makers in government, multi-lateral and non-government organisations, and in other institutions; and
- d) making representations on issues of common interest.

To these ends, as a company limited by guarantee with charitable status, UKFIET is empowered to undertake a range of administrative activities necessary to support the Forum as determined by the Trustees and the Executive Chair.

ARTICLE 2: MEMBERSHIP

- 2.1** Article (23.1) note that the Trustees may from time to time make such rules or bye-laws (See Bye-Laws to Article 2 (Membership and Subscriptions) in Annex 1 at the end of this document) as they may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing they may by such rules or bye-laws regulate the admission and classification of members of the Company
- 2.2** Membership is open to UK-based organisations working in the field of education and development and to non-UK based organisations (e.g. development NGOs and development agencies) as determined by the Trustees.
- 2.3** Applications for membership shall be addressed to the Secretary and follow a process defined in the application forms and any guidance issued by the Trustees.
- 2.4** Admission to membership will be approved by the Trustees with consultation with the Executive Chair and ratified by the AGM.
- 2.5** Pursuant to Article (2.4), the Trustees must inform the applicant in writing of the reasons for the refusal within 21 days of the decision.

- 2.6 Members agree to participate in the work of UKFIET, advance its aims and interests, and to make any contributions to the work of UKFIET as may be agreed from time.
- 2.7 Member organisations shall:
- a) receive correspondence and other information about UKFIET events and publications;
 - b) encourage their membership to support and take part in UKFIET events and other activities;
 - c) nominate to the AGM at least one Representative and at least one named Alternate; and
 - d) ensure that their Representative/Alternate facilitates regular two-way communication on issues of common interest between the members of their organisation, other UKFIET member organisations and the UKFIET Executive Committee.

ARTICLE 3: TRUSTEES, OFFICERS, COMMITTEE AND SUB-COMMITTEES

The Board of Trustees

- 3.1 The Board will comprise of between 5 to 12 Trustees (as per the recommendation set out in the Charity Governance Code), nominated by existing Trustees and ratified by the AGM. Trustees will be appointed according to protocols agreed by the Board of Trustees and subject to relevant bye-laws.
- 3.2 The Board will set broad policy guidelines to enable UKFIET to fulfil its Charitable Object, ensuring orderly financial arrangements and good management in respect of all that it does.
- 3.3 The Board will meet not less than twice a year. The Trustees may attend all of these meetings virtually using any range of available telecommunications available to them and such meetings do not require any of the Trustees to be physically present.
- 3.4 All Trustees are voting members of the Board and of the AGM.
- 3.5 The quorum for the transaction of business by the Board shall be not less than one half of the elected Trustees.
- 3.6 Trustees may by unanimous agreement co-opt non-voting acting Trustees to fill vacancies within the overall complement of 12 Trustees. Such Acting Trustees will hold office only at the discretion of the Trustees and their appointment as Acting Trustees will lapse when elections take place at the following AGM.
- 3.7 Trustees will be appointed, through election at a General Meeting, for a period of three years. Trustees may be co-opted for specific purposes and for a specific time with agreement of the Board of Trustees.
- 3.8 During their term of office, Trustees may not serve as their organisation's named Representative or Alternate.
- 3.9 Trustees will retire by rotation at the end of their three-year term of office. They may be re-appointed through election at an AGM for one further consecutive three-year term.

- 3.10** After standing down, former Trustees may again stand for office once three years have elapsed.
- 3.11** The Board will elect a Chair, Deputy Chair and Honorary Treasurer from among the Trustees. Each will normally serve for a period of two years, renewable at the discretion of Board members for one further two year period. The term of office of an individual Board Office-holder will be reduced in instances where serving for a full two-year term would infringe the provisions of Clause 3.9.

The Executive Team and Executive Committee

- 3.12** The operational affairs of UKFIET will be administered by the Executive Team consisting of the organisation's Executive Officers.
- 3.13** Members of the Executive Team will collectively constitute UKFIET's Executive Committee, presided over by the Executive Chair. If not otherwise a member of the Executive Committee by virtue of continuing to occupy a position as an Executive Officer, the immediate past Executive Chair shall be invited to remain in membership for a further two-year period.
- 3.14** The Executive Committee will be responsible for agreeing UKFIET's policy and programme and for day-to-day management of its finances with an annual budget agreed by the Trustees and monitored by the Honorary Treasurer and Finance Officer. It shall meet not less than three times a year. Meetings of the Committee shall be minuted and decisions recorded, with copies being provided to the Chair and Secretary of the Board of Trustees and a report presented to the meetings of Trustees. The Executive Committee shall communicate regularly with the Board and with member organisations through their Representatives and/or Alternates.
- 3.15** The Executive Committee may appoint *ad hoc* Sub-Committees from the membership to undertake specific tasks, as these arise.
- 3.16** To protect them from conflicts of interest, Trustees will not normally be eligible to serve as members of the Executive Committee. The Executive Chair will sit *ex-officio* as a non-voting member of the Trustees.
- 3.17** The conduct of all Executive Committee and Sub-Committee meetings will comply with UKFIET's Articles. These OGS will be updated from time to time to provide timely interpretation and resolve any ambiguities and uncertainties and provide necessary updating of aspects of the Articles. Meetings may be held face-to-face or, subject to the agreement of those eligible to participate, by using any of a range of telecommunications.
- 3.18** The principal executives of UKFIET will be the Executive Chair, Deputy Executive Chair, Secretary and Finance Officer and if the Secretary and Finance Officer are combined in one person, this executive will be entitled the Programme Manager.
- 3.19** The Trustees will recommend the appointment of the Executive Chair and Deputy Executive Chair from among the membership for approval by the AGM/SGM. They will normally serve for a period of two years, renewable for a further two-year period.

- 3.20** The Trustees will consult with the Executive Chair and Deputy Executive Chair to identify suitable nominations to the posts of Finance Officer and Secretary. These may or may not be combined in a single individual in the post of Programme Manager. The Trustees will then approve any appointments.
- 3.21** Other Executive Officers may include the Conference Secretary, Conference Convenor, Membership Secretary, Newsletter Editor and Web Site Manager. They shall be appointed by the Executive Committee from amongst the membership, normally for a period of two years, renewable for a further two-year period.
- 3.22** The Executive Committee is empowered to co-opt up to three people from the membership to fulfil specific operational responsibilities for specified periods of time which shall not normally extend beyond a two-year period. At the discretion of the Committee such persons may also be invited to attend its meetings.
- 3.23** The Officers shall fulfil functions as described in Bye-Law 3.3.
- 3.24** The Officers shall meet or otherwise communicate to expedite UKFIET business between Executive Committee meetings, as they see fit.

Representatives

- 3.25** The period of office of Representatives and Alternates to the UKFIET Committee will be at the discretion of their organisation.
- 3.26** Member organisations will confirm annually to the Secretary, in advance of the AGM, the names of their current Representative and Alternate, and notify any changes when they occur.

ARTICLE 4: ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS

- 4.1** Members of the Forum (including the Trustees and members of the Executive assembled at AGMs or SGMs) shall ratify UKFIET policy and appointments. The Trustees and the Executive have the responsibility to manage UKFIET in accordance with UK law and any relevant requirements of Companies House and the Charity Commission as appropriate.
- 4.2** The main functions of AGMs and SGMs are:
- a) ratification of the appointment of Trustees to act on their behalf to secure the proper governance of UKFIET;
 - b) approval or otherwise of resolutions from the Board of Trustees for changes in UKFIET's Articles;
 - c) approval or otherwise of Trustee nominations for the appointment of the Executive Chair and Deputy Executive Chair;
 - d) decisions in respect of policy proposed by the Executive Committee and the Board of Trustees;

- e) receipt and acceptance of reports of the year's activity, including financial reports and any proposals for changes in financial arrangements; and
- f) examination of, comment, and approval of plans for the year ahead.

- 4.3** Due notice of General Meetings shall be given to the Forum members through their Representatives.
- 4.4** An Annual General meeting (AGM) will be held at a period of time agreed by a majority of members at the preceding AGM. The specific date, timing and place of the AGM shall be determined by the Executive Committee and confirmed at least six weeks ahead to ensure that due notice is given to the Forum members.
- 4.5** Special General Meetings (SGMs) of the Forum will be convened by the Board of Trustees, either following a Board decision or at the request of the Executive Committee, or in response to a request in writing from at least five members.
- 4.6** Voting members at General Meetings (AGMs and SGMs) include Trustees, principal Executive Officers and Representatives or Alternates. Members of the Executive Committee other than the four principal Executive Officers have no vote by virtue of their office, but may be their organisation's Representative.
- 4.7** Whether or not they are entitled to vote at a General Meeting, all members of the Executive Committee are eligible to attend.

ARTICLE 5: PROFESSIONAL MEETINGS

- 5.1** Forum meetings to discuss items of professional and general interest shall be arranged by the Executive Committee in consultation with the Board of Trustees. They may include professional conferences, colloquia, seminars, workshops and other events arranged jointly with other professional bodies, including member organisations.

ARTICLE 6: PUBLICATIONS

- 6.1** UKFIET publications, web based activities and other arrangements for dissemination of Forum activities and products shall be commissioned and developed the Executive Committee reporting periodically to the Board of Trustees.

ARTICLE 7: FINANCE

- 7.1** The financial year of the Forum shall begin on 1 July and end 30 June of the next calendar year.
- 7.2** Financial commitments made by UKFIET post holders will be managed on a day-to-day basis by the Executive Chair and Finance Officer, who will report to the Trustees and Honorary Treasurer who are finally accountable along with the other Trustees for income and expenditure.

- 7.3 Accounts shall be presented and audited, in accordance with standard accounting practices and other statutory requirements.

ARTICLE 8: AMENDMENTS TO UKFIET'S ARTICLES

- 8.1 Resolutions to amend UKFIET's Articles shall be proposed at a Trustees' Board Meeting before an AGM or SGM and notified to Members before the holding of the AGM/SGM. When accepted by an AGM/SGM and (if required) by the Charities Commission/Companies House, they shall come into force.
- 8.2 The Trustees, in consultation with the Executive Chair, may propose changes to the OGs at any time to manage ongoing exigencies with subsequent ratification by the next AGM.
- 8.3 In the event of a decision to close down UKFIET, arrangements may be needed for the disposal of assets, winding up of residual business, transferring goodwill, debt management and the bequeathing of assets to other organisations. The Trustees will be responsible for any necessary amendments to the Governing Documents.

ARTICLE 9: ENTRY INTO FORCE

- 9.1 Modifications to the OGs can be proposed by the Trustees or by the Executive Committee to the Trustees. When consensus is reached, agreed modifications will be forwarded for endorsement to the next AGM/SGM after which they will come into force.

ANNEX 1: BYE-LAWS

BYE-LAWS TO ARTICLE 2 (Membership and Subscriptions)

2.1 Admission to membership

- a) Membership shall be by application to the Executive Committee and the Trustees through the Secretary using application forms, procedures and due diligence determined by the Trustees in consultation with the Executive. If it is decided by the Trustees to recommend that membership applications proceed, the AGM will be asked to ratify proposed members.
- b) Member organisations who do not identify nominated member and alternates, or who do not respond to communications from the Secretariat for more than three months, shall normally be deemed to have resigned.
- c) In special circumstances the Executive Committee may reinstate members whose membership has lapsed for good cause.

2.2 Entitlements of members

Member organisations through their Representatives shall:

- a) receive notice of all General Meetings and other activities of UKFIET;
- b) have full voting rights in General Meetings; and
- c) receive a copy of all in-house publications of the Forum.

2.3 Individual members of the Forum

Individuals can be associate members of the Forum without being part of a Member Organisation at the discretion of the Trustees and may attend events, contribute to professional activities and hold posts in the organisation.

BYE-LAWS TO ARTICLE 3 (Trustees, Officers, Committees and Sub-Committees)

3.1 Trustees

Trustees are responsible for the governance of UKFIET in accordance with statutory requirements. Trustees have a duty to ensure that UKFIET is working to fulfil its purposes, is prudent in its financial commitments, and remains solvent and well-managed. The Trustees are legally responsible for UKFIET and its compliance with Charity law. They are individually and collectively responsible for policy, finance and management strategies of UKFIET. Officers of the Board will assume the following responsibilities:

Chair of Trustees: provide leadership to the Board and to ensure that Trustees fulfil their duties and responsibilities for the proper governance of UKFIET; support, encourage and, where appropriate, challenge the Executive Chair and the Executive Team, ensuring that the Board as a whole works in partnership with them; advance the standing of UKFIET with partner agencies and assist with the mobilisation of external support for the organisation.

Deputy Chair of Trustees: support the Chair of the Trustees in his/her duties, deputising for the Chair as necessary and assume such responsibilities on behalf of the Chair as may be mutually agreed.

Honorary Treasurer: ensure that financial management strategy and procedures are in accordance with Board expectations and statutory requirements and maintain fiduciary propriety.

3.2 Trustee vacancies

For replacement of the Chair of Trustees: the Deputy Chair shall act as Chair for the remainder of the period. If the Deputy Chair is not available, the Board will appoint an acting Chair until the next AGM. A prematurely retiring Chair may not normally seek appointment as Deputy Chair.

For replacement of the Deputy Chair of the Trustees: the Board will appoint an acting Deputy Chair until the next AGM. The acting Deputy Chair shall be eligible for re-election as Deputy Chair or other Office, in accordance with Article 3.11.

For replacement of other Trustees: new Trustees will be appointed as part of the regular cycle of retirement and appointment and will be ratified by the AGM after nomination.

3.3 Executive

Post holders are responsible for the day-to-day management of UKFIET affairs, including the execution of the programme and the development of policy within an agreed annual plan and budget. They will assume the following and other responsibilities, as required:

Executive Chair: work with the Board to maintain external relations to promote and act in the interests of the Forum; maintain good communication with the Board of Trustees and with colleagues on the Executive Committee; facilitate good internal relations across the membership; plan and chair Executive Committee meetings and monitor agreed action; promote orderly, professional and timely consultation and correspondence between the Executive Committee and Representatives/Alternates and between them and their memberships.

Deputy Executive Chair: deputise for the Executive Chair in all the above activities; be responsible for publicity materials, ensuring that they are up-to-date and appropriately distributed; plan and implement strategies to increase membership.

Secretary: arrange meetings and prepare, mail and archive associated papers; undertake other correspondence at the request of the Committee; maintain a calendar of meetings and inform Representatives of this to facilitate dissemination of information about Forum activities to Members.

Finance Officer: make and receive payments as agreed by the Executive Committee; keep a chronological ledger of all such payments; maintain records of the state of accounts for different sub-areas of UKFIET's activities (membership, conferences, Committee meetings, etc.); correspond with applicants and Members in relation to payment of dues; present annual accounts to the Committee for presentation to the AGM and any statutory financial authority in required formats.

Membership Secretary: work with the Deputy Executive Chair and the Finance Officer to promote UKFIET in order to increase membership and collect contributions to UKFIET in cash and kind.

The Secretary and Finance Officer posts may be combined into the post of **Programme Manager** in the same individual at the discretion of the Trustees; as may the Membership Secretary.

Conference Convenor: work with the Executive Committee and Conference Managers (through the relevant *ad hoc* committee) to ensure: the relevance of themes to the Forum; the appropriateness of the style of events, their publicity and proceedings; the financial viability of event proposals and their implementation; the presentation of conference planning strategy and post-conference reports, including financial reports.

Seminar Convenor: work with the organisers of colloquia and other events to ensure: the relevance of themes to Forum interests; the appropriateness of the style of events, their publicity and proceedings; the financial viability of the proposals being made; the presentation to the Committee of details of planning and post-colloquia reports, including financial reports.

Editor/Engagement Fellow: work with the Executive Committee to manage the UKFIET website and newsletter with the Secretary; convene and edit content for blogs and social media and link Forum events to members and cognate organisations working on education and development. The Editor/Engagement Fellow is line managed by the Secretary who is responsible to the Executive Chair who is accountable to the Trustees. Editorial and website responsibilities for content follow the same pathway of accountability.

3.4 Executive Vacancies

For replacement of the Executive Chair: the Deputy Executive Chair shall act as Executive Chair for the remainder of the period. If the Deputy Chair is not available, the Board will appoint an acting Chair until the next AGM. A prematurely retiring Chair may not normally seek appointment as Deputy Chair.

For replacement of the Deputy Executive Chair: the Board will appoint an acting Deputy Executive Chair until the next AGM. The acting Deputy Chair shall be eligible for re-election as Deputy Chair or other Office, in accordance with Article 3.19.

For replacement of other Officers: a new appointment shall be made from among the Forum for a two-year period renewable for one further term of two years.

3.5 Representatives and Alternates

Representatives are responsible for attending General Meetings and voting there on behalf of their organisations; informing the Executive Committee of matters of concern to their organisations; and informing them of UKFIET business and activities.

BYE-LAWS TO ARTICLE 4 (AGMs and SGMs)

Required Quorum

- 4.1** An AGM or SGM shall be quorate when at least 10 voting members of the Forum are present including not fewer than six Representatives/Alternates.

Appointment of Trustees

- 4.2** As provided in the Articles, before elections to the Board of Trustees are held, candidates require prior recommendation by the Board as to their suitability for appointment.
- 4.3** At the AGM, a candidate for appointment as a Trustee must be proposed and seconded by two members of the Trustees in order for that individual to be elected to the Board. Prior to the AGM, written confirmation that the candidate is willing to stand must have been received by the Board and all due procedure should be completed in order to facilitate the Board's responsibility to recommend, or otherwise, candidates to the AGM.
- 4.4** Nominations shall be received by the Secretary with due notice and these communicated to members attending the AGM. Votes shall be counted at the AGM by the Secretary (or his/her nominee), and two other members of UKFIET if there are more candidates than places vacant on the Trustees.

Appointment of the Executive Chair and Deputy Executive Chair

- 4.5** Candidates for appointment as Executive Chair or Deputy Executive Chair must be proposed to the Board and seconded by two individual Members, who shall first have ascertained from nominees that they are eligible and willing to stand under the provisions of the OGs. The Board of Trustees may itself recommend a candidate for Executive Chair to the AGM for approval and, at the Board of Trustees discretion, also for Deputy Executive Chair.
- 4.6** Nominations for election shall be received by the Secretary in good time before the date of the AGM or SGM when the election will take place.
- 4.7** Voting papers will be circulated to Representatives to reach them not less than 8 days before the election.
- 4.8** Returned voting papers must be received by the Secretary before the start of the count.
- 4.9** The votes shall be counted at the AGM by the Secretary, (or his/her nominee), and by two other members of UKFIET who are not candidates for election.
- 4.10** If an AGM cannot take place as announced, the electoral count shall be conducted by the Executive Committee at an SGM to be organised at the earliest possible moment after the cancelled AGM.
- 4.11** New Officers shall normally take office with effect from the start of the next month but one (i.e. 5-9 weeks) after the meeting at which the election result is declared.

Appointment of other members of the Executive Committee

- 4.12 The Executive Committee will seek from among the membership other members who meet specified criteria.

Representatives

- 4.13 New Representatives/Alternates shall normally assume this function at an AGM, but where the previous incumbent has had to relinquish the function in the interval between AGMs, the member organisation concerned may request that the appointment of a successor takes effect earlier.
- 4.14 Representatives shall make arrangements to ensure that the membership of their organisation able to contribute to the Forum.

BYE-LAWS TO ARTICLE 5 (Professional Meetings)

- 5.1 The theme of any conference or other meeting organised in the name of the Forum shall be approved by the Executive Committee and Board of Trustees.
- 5.2 The Executive Committee may appoint an *ad hoc* Sub-Committee for each event, the Chair of which may be the Conference or Colloquium Convenor or a Representative/Alternate or other individual member co-opted for the purpose to the Executive Committee.
- 5.3 Conference and colloquia Sub-Committees will normally include a member of the Executive Committee and one person who is in close personal communication with the institution where the event will be held.
- 5.4 Conference and colloquium Sub-Committees shall be responsible for:
- a) arranging the programme, venue, publicity and participation for the meeting in question;
 - b) presenting an early budget for the prior approval of the Executive Committee and Board of Trustees, in which the minimum expected income shall normally cover the maximum probable expenses of the event, to include: costs of publicity, venue hire, consumables and other items; the cost of those delegates excused fee payments and/or being reimbursed travel expenses; a conference report; and specified amounts towards UKFIET overheads; and
 - c) submitting a final balance sheet and other post-event reports to the Executive Committee and Board of Trustees, normally within three months after the event.
- 5.5 A record of the proceedings of professional meetings shall normally be published, in house or commercially, and prime responsibility for arranging this shall rest with the meeting convenor(s).

BYE-LAWS TO ARTICLE 6 (Publications)

- 6.1** A decision to publish in the name of the Forum shall require the approval of the Executive Chair and Chair of Trustees and any editorial committee that may be formed.
- 6.2** All income from the sale of publications in the name of UKFIET: the Education and Development Forum, shall be payable to the Finance Officer, and an annual account shall be rendered of all such transactions.

Proceedings of Conferences and Other Meetings

- 6.3** The Committee shall ensure that the Sub-Committees arrange for conference documentation, which may include proceedings, to be prepared from the conference budget and distributed to all paid-up conference participants.
- 6.4** Conference proceedings whatever form they take shall be made available to members and to the general public at a price agreed by the Committee.
- 6.5** Normally such documentation shall be published on the website and be deposited in the UKFIET Archive.
- 6.6** Disposal of stocks of old publications may be undertaken at reduced rates to be agreed by the Executive Committee.

BYE-LAWS TO ARTICLE 7 (Finances)

Financial Control

- 7.1** Forum funds and finances shall be managed by the Finance Officer and the Executive in consultation with the Honorary Treasurer and Chair of Trustees to whom they report. Cheques and other payments of more than £100 require the signature of two members of the Board of Trustees or Executive Committee, out of a pool that includes the Chair, Deputy Chair and Honorary Treasurer of Trustees and of the Executive, and the Finance Officer and Secretary.
- 7.2** The Honorary Treasurer will frame UKFIET's financial strategy and work with the Finance Officer to ensure that proper financial records are kept and reports are made to the Board and as required to public authorities.
- 7.3** The Board shall determine the amount above which the Executive Committee is required to obtain the approval of the Board before undertaking financial commitments and making payments.
- 7.4** Accounts shall be monitored by the Finance Office, Executive Chair, Honorary Treasurer and Chair of Trustees and presented annually to the AGM.

Subscriptions

- 7.5** Any subscription rates shall be set by the Trustees in consultation with the Executive Committee at the time of the AGM.
- 7.6** The Trustees or Executive Committee may waive fees for events e.g. when a member organisation provides services in kind. The award of such exemptions shall be formally confirmed and reported to the Trustees.

Charges and cost-recovery

- 7.7** In cases where UKFIET publications are sold, the price shall normally include an administrative overhead.
- 7.8** Participation in UKFIET events shall normally be charged at a price which includes the central expenditure involved in their planning and delivery as well as direct costs.