

KENT ASSOCIATION OF TRAINING ORGANISATIONS

The name of the organisation shall be known as
Kent Association of Training Organisations (KATO)

CONSTITUTION

1 Aims

- 1.1 To provide a forum for sharing information and best demonstrated practice concerning the vocational education and training of young people in Kent.
- 1.2 To encourage the development of sound customer supplier relationships between member organisations and the Skills Funding agency.
- 1.3 To contribute to the formulation of future policies and procedures concerning the vocational education and training of young people in Kent as well as encouraging the continuous improvement of existing operational systems.
- 1.4 To promote the views of KATO members within regional and national networks concerned with the vocational education and training of young people.

2. Membership

- 2.1 Membership is open to every Training Provider contracting with the Skills Funding Agency as a local or national provider including subcontractors and VCS organisations.
- 2.2 One representative from every fee paying organisation is entitled to attend meetings with voting rights.
- 2.3 Additional delegates may attend meetings as observers only and will have no voting rights.
- 2.4 A quorum shall consist of one third of the paid-up KATO membership.

3. Meetings

- 3.1 Meetings shall be held bi-monthly around the first Thursday of May, July, September, November, January and March each year. Additional meetings may be held if required.
- 3.2 The Annual General Meeting (AGM) will be held in May at which the following Officers of the Organisation will be elected : 2 Chief Officers, Treasurer and up to 7 Committee Members.
- 3.3 The interests of the specialist providers will be represented within "sector groups" which will meet on an ad hoc basis to discuss their own particular needs.
- 3.4 Amendments to the Constitution may only be made at the AGM or at a properly Constituted Extraordinary Meeting. An Extraordinary Meeting can only be called by a minimum of three members notifying the Director of Operations in writing.
- 3.5 Details of each meeting will be kept and circulated to members. Items to be

included in Any Other Business should be notified to the Director of Operations at the start of the meeting.

4. **Officers and Organisations**

4.1 The Officers of the Organisation shall comprise the Director of Operations, 2 Chief Officers Treasurer and up to 7 Committee Members.

4.2 The Director of Operations will be responsible for the line management of appointed staff to facilitate an effective network.

4.3 The Officers of the Organisation will hold office for one year but may stand for re-election. They will be elected by ballot at the AGM.

4.4 The Officers of the Organisation will form the Executive Committee which will operate in accordance with the following Terms of Reference:

- a. No Committee meeting will continue without a quorum of four (4) Committee Members.
- b. To run the Organisation in conformance with the Constitution.
- c. To form working groups as and when necessary to address specific issues.
- d. Working groups will be chaired by a member of the Executive Committee or have a member of the committee in attendance.
- e. To communicate fully with member organisations the outcome of relevant discussions with all other agencies concerning young people and adult training programmes.
- f. To represent the views of member organisations to the Skills Funding Agency on all issues relating to training programmes.
- g. Sector and working groups to seek ratification of any decisions by the Executive Committee.

4.5 The Officers will represent the views of the members at regular communication meetings with the Skills Funding Agency and other strategic partners.

5. **Finance**

5.1 Membership fees shall be set and become due at the beginning of April.

5.2 Statement of Accounts shall be provided at the AGM

5.4 One nominated person who is acceptable to the majority of members will be appointed at the AGM to audit the organisation's accounts.

5.5 Organisations that have not paid their membership fees within 3 months of the due date will be deemed to be outside of membership.

**THE AIMS AND OBJECTIVES OF THE NETWORK
ARE TO BE CONSIDERED AS PART OF THE
CONSTITUTION**

Agreed	17 th January 1985
Amended at AGM	21 st March 1985
Re-amended at AGM	7 th April 1988
Re-amended at AGM	2 nd April 1992
Re-amended at AGM	1 st April 1993
Re-amended at EGM	3 rd August 1995
Re-amended at AGM	2 nd April 1998
Re-amended at AGM	6 th April 2000
Re-amended at AGM	5 th April 2001
Re-amended at AGM	7 th April 2003
Re-amended at AGM	3 rd May 2012

Under review